

**MINUTES - SECIA Board & Community Meeting: Tuesday, August 8, 2023, 6:30–8:30pm**  
**HYBRID meeting format; in person at SECIA Office within NE College Prep, lower conference room, 301 NE Industrial Blvd, Minneapolis, MN 55413 or [via Zoom meeting link:](#)**  
[https://us06web.zoom.us/meeting/register/tJckdeqhqj8rH9Ck\\_DBpWU0KmYePuw6XW4ji](https://us06web.zoom.us/meeting/register/tJckdeqhqj8rH9Ck_DBpWU0KmYePuw6XW4ji)

Board Members: Present [DeWayne Townsend](#), [Larry Crawford](#), [Karyn Entzion](#), [Scott Grewe](#), [George Masson](#), [Mark Sheldon](#), [Greg Thompsen](#), [Blake Slette](#) - Absent - [Kelvin Kuria](#), [Eric Geisthardt Jr.](#), [Dan Beard](#) - Excused – [Kelly Rogers](#), [Mulki Hussein](#) (leave of absence) - **Quorum reached: 8 of 13**  
Other Participants: [Lila Smith](#), [Steve Peterson](#), [Kathy Knudson](#), [Luke Nichols](#), [Karl Smith](#), [Peggy Booth](#), [James Nyberg](#), [Pat Eliason](#)

**Agenda: (2 hours, 5 minutes estimate )**

1. Introductions and attendance ( 3 min)
2. Guest presentations & community updates (up to 10 min)
  - a. Elected officials & community representatives
3. Board business (up to 110 minutes min)

**Meeting Highlights**

  - a. Updates and recommendations from the meeting with Jess Birken
  - b. Board Prioritization
  - c. Discussion of Merger Study
4. Reports to board (Presented for board information)
5. Announcements (up to 3 min) -
6. New Business
7. Adjourn

Standing Supporting Documents:

[Meeting Processes for Agenda Points](#), draft July 2023

[SECIA/Board and ED List of Responsibilities and Commitments](#), draft May 2023

[Key Organizational Documents](#), working list June 2023

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## Southeast Community Improvement Association Board and Community Meeting Detailed Meeting Outline:

Board members in attendance: DeWayne Townsend, Larry Crawford, Karyn Entzion, Scott Grewe, George Masson, Mark Sheldon, Greg Thompsen, Blake Slette - **Quorum reached: 8 of 13**

Guests: Lila Smith, Steve Peterson, Kathy Knudson, Luke Nichols, Karl Smith, Peggy Booth, James Nyberg, Pat Eliason

Meeting Called to order at: **6:38pm**

1. Introductions and attendance; (3 min)
2. Guest presentations & community updates (up to 10 min) (*up to 3-5 minutes each for routine updates/Q&A, depending on number present*)
  - a. Update from Celeste Robinson, Ward 2
    - i. Policy initiatives:
      1. Fair Drives Safe Rides program:  
<https://sahanjournal.com/business-work/minneapolis-uber-lyft-drivers-proposed-city-ordinance-rideshare/>
      2. Tax levy to support public housing
    - ii. Events:
      1. Planning mass literature distribution event w/ community partners & University (i.e. info on renter's rights, legal resources)
    - iii. Traffic calming request application program (analyzed by traffic analysts) - aiming to increase funding
    - iv. Enthusiastically supporting Grand Rounds missing link project, following MPRB lead
      1. Possible upcoming event
    - v. Murphy Warehouse rehabilitation/redevelopment project
    - vi. Talmage Triangle project - happy to offer support
    - vii. Questions:
      1. Q: Dinkytown safety? A: Councilmember Wonsley has participated in panels, UMPD has created plans from those conversations and we trust their judgment. Councilmember Wonsley is participating in safety walk this week
      2. Q: Rent control? A: Question 3 passed in 2021, council members voted not to advance which effectively killed the initiative for now - will not be on ballot this year, but council has authority to add to ballot in the future. Link to local economic analysis on rent control impacts:  
<https://www.cura.umn.edu/research/minneapolis-rent-stabilization-study>
    - viii. Contact info: [Celeste.Robinson@minneapolismn.gov](mailto:Celeste.Robinson@minneapolismn.gov)
3. Board business (up to 110 minutes):
  - a. **Review and Approve:** [July 2023 board minutes](#) (Blake - **2 minutes**)
    - i. **Motion: Approve July 2023 board minutes**
    - ii. **Second: DeWayne**
    - iii. **Vote: Unanimously approved (8 in favor - DeWayne, Larry, Karyn, Scott, George, Mark, Greg, Blake)**
  - b. **Update:** [Meeting agreements and processes](#) (DeWayne - **3 minutes**)

- c. **Agenda Highlights:** (DeWayne - **2 minutes**)
  - i. Summary of meeting with Jess Birken
  - ii. Board prioritization of ED open issues
  - iii. Update and discussion of merger study
- d. **Update and Decision:** Treasurer Update (**DeWayne - 5 minutes**)
  - i. Election of vacated board position
    - 1. **Motion:** Elect Steve Peterson to board of directors
    - 2. **Second:** Blake
    - 3. **Vote:** Unanimously approved (8 in favor - DeWayne, Larry, Karyn, Scott, George, Mark, Greg, Blake)
  - ii. Election of Treasurer
    - 1. **Motion:** Elect Steve Peterson as Treasurer
    - 2. **Second:** Blake
    - 3. **Vote:** Unanimously approved (8 in favor - DeWayne, Larry, Karyn, Scott, George, Mark, Greg, Blake)
  - iii. Updates:
    - 1. Filed for a 6 month extension Form 990
    - 2. [CEE Loan report](#)
- e. **Update:** Recommendations from Birken Meeting (**20-30 minutes**)
  - i. The full statement from Jess Birken is [here](#).
  - ii. Board Function (DeWayne and Blake)
    - 1. Board Training Overview: [Link to working onboarding document](#)
    - 2. Other items (i.e. quorum counting, vote abstaining)
    - 3. Leave of Absence Question
  - iii. Conflict of Interest (DeWayne and Blake)
    - 1. Recommendations:
      - a. Volunteer job description, training, and/or mentorship, supervision
      - b. Define Donor Agreements and Roles
      - c. Declare all fiduciary duties of board members
  - iv. Talmage Triangle Project (Peggy and DeWayne)
    - 1. **Resolution:** “We resolve that Peggy Booth, current Environment Committee co-chair, will serve as primary project manager with a team including Kathy Kundson and Luke Nichols. We also resolve that DeWayne Townsend, current board president, serve as the signing official for the organization regarding the Talmage Triangle transaction.”
      - a. **Motion:** Approve resolution
      - b. **Second:** Steve
      - c. **Vote:** Unanimously approved (8 in favor - DeWayne, Larry, Karyn, Scott, George, Mark, Greg, Blake)
    - 2. Project team meeting w/ Fox Rothschild tomorrow
  - v. Discussion:
    - 1. [Larry](#): discussed issue with Nancy Polomis, she said that leaves of absence aren't allowed under state law and abstaining is permitted. Larry will send contact information after following up with Nancy.
- f. **Update:** Board-Staff Interface (DeWayne - **5 minutes**)
  - i. Intern management - Initial contact should go through the ED

- ii. Work requests - Specific requests requiring staff time should also be sent to the executive board for assistance in determining feasibility and agenda inclusion for full board review.
- iii. [Q - Lila](#): How are requests for agenda items handled?
  - 1. [A: DeWayne/Lesley](#) - People can ask for things to be added to agenda for review by the executive committee. The email notice with the draft agenda serves as a call for additional agenda items.
- g. **Discussion**: Board Prioritization of [List of ED open issues](#) (Blake and DeWayne - **20 minutes**)
  - i. Clarifying questions
  - ii. Remote Online Prioritization Form
  - iii. [Q - Karyn](#): Have we as a board reviewed the accountabilities of the ED, Exec Committee? I think we have a broad sense of the responsibilities according to the bylaws.
    - 1. [A - DeWayne](#): Committee structure question is mentioned in ED list of open issues, ED is up to board. Please let the executive committee know if you have concerns with how we are doing.
  - iv. [DeWayne](#): ED job description and job requirements are incongruent
  - v. [Karyn](#): It would be helpful to have a level-setting by creating a RACI document that identifies roles and accountabilities that we can all agree on. Happy to walk through what creating something like that would look like.
    - 1. RACI - Roles, Accountabilities, Consulted, and Informed. It could include all or some of those items. Essentially, all of these items on this list should fall into each of the role categories for each of the roles that comprise the board and the committees.
  - vi. [Karl](#): The ED job description should be available on the website. It has two major categories (1) Administrative Functions and (2) Community Engagement Functions. I didn't see it on the SECIA website. I recommend that it be shared with the Board
  - vii. [Pat](#): If the job description isn't clear, the board should rewrite the job description
  - viii. [DeWayne](#): Item B1 would correspond to that suggestion
  - ix. [Lesley](#): The form sent out will have an open section for the board to note things that are missing. I have also offered to create a more comprehensive list and create recommendations.
  - x. [Q - DeWayne](#): Committee chairs - is adopting a charter helpful?
    - 1. [A - Peggy](#): We've started conversations in the environment committee to do this work. It's a good idea/make sense but it takes time - should include basic expectations, keep it simple.
- h. **Update**: [Equitable Engagement Plan Update](#) (DeWayne and Lesley - **15 minutes**)
  - i. [Pat](#): We should have a garden tour where we invite people to visit the gardens
    - 1. [DeWayne](#): A great idea, we will need someone to organize
  - ii. [Q - Larry](#): How did MPLS staff respond to the list?
    - 1. [A: DeWayne](#): They responded positively - they understand that we're facing transitional challenges and aren't able to complete it all.
  - iii. [Q - Steve](#): Is the city giving SECIA the \$15,000 of allotted money, and is the monthly amount 1/12 of that total?
    - 1. [A - DeWayne/Lesley](#): It's a monthly reimbursement of expenses based on line items expenses, varies based on activities throughout the year. We can make adjustments.

2. Q - Larry: Were LCR (?) staff present at the meeting?
  - a. A – Lesley: Was a meeting between myself and Aryca Myers, presented verbally.
3. Q - Lila: If something is already supported by a grant, will it still be counted? Probably they cannot have granted things reimbursed. But additional costs beyond the grant could be covered.
  - a. A - DeWayne/Lesley: Yes, this is correct
- i. **Update and Discussion**: Merger Study and the Future of SECIA (DeWayne 30-45 minutes)
  - i. Update on merger
  - ii. Board Comments on the future of SECIA
- j. **Reporting to board** (Lesley - 3 minutes)
  - i. Heat and Air Alert events - [Interim guidelines for events and employees implementation begun in July 2023](#). Proposed to form work group to gather feedback and develop recs as appropriate, timeframe TBD. \*\*Could impact Como Cookout
  - ii. Awarded 2 GNF grants: Pollinator (\$3315 - received, project underway), SE Seniors (\$5,000 - not yet received/begun).
  - iii. NECP lease monthly rent increase July 1, 2023 from \$80 to \$125, and increases again 1/1/2024 to \$205/mo.
  - iv. EComotion returns! (after tech issue and intern transition) - watch for the next issue in mid-August
    1. Q - Steve: How often will eComotion go out?
      - a. A - Lesley: We are evaluating a couple ideas based on capacity. One idea is 2 per month with larger first message and second message
    2. Q - Steve: Is there any cost to include photographs in eComotion? Would like to see photos of new construction in the neighborhood.
      - a. A - Lesley: No cost
      - b. A - DeWayne: A call is put out for content, please contribute
  - v. Staffing updates:
    1. **Welcome 2023-24 New Interns!** We hired garden interns Piper Gallivan and Sairoong Bruner and CB/C Interns Makena Fitzpatrick and Gregory Gallenberger. All are onboarded and undertaking SECIA projects and tasks.
    2. **Intern transition timing**: Ben Howery wraps up week of August 7. Julian and Mya wrapped up and transitioned to volunteers. Both are doing some volunteer hours on intern training (their choice). Julian will also continue as a volunteer on Ecomotion review team and to support the intern transition.
4. Staff-Intern reports. (Lesley, up to 1 min)
  - a. [Staff reports for August 2023](#)
5. Announcements (up to 2 min) -
  - a. Meeting/Event Reports: (*Very brief highlights; details in written reports*)
    - i. [Land Use Committee meeting notes](#)
    - ii. [Environment Committee June meeting notes](#)
  - b. Upcoming Meetings/Events: (*routine meetings shared via “chat;” special events briefly reviewed*)
    - i. **Art in the Garden**, multiple events/dates, see website
    - ii. **Como Cares Community Resilience and Food Distribution events** monthly, 5-7 pm on Aug 28, Sept 28

- iii. **Como Cookout**, Sat, Sept 23, 11-3, VC Park
  - 1. Q - Steve: Will we charge fees for tabling? What does a sponsor do?
    - a. A - Lesley: You give money and receive recognition, but it isn't transactional to receive a table.
  - 2. Q - Larry: Can we receive information on staff and volunteer hours to make decisions about capacity and prioritization?
    - a. A - DeWayne: Not sure if we have that data, adds another layer of responsibility. Unsure how easy it is to get numbers. We can put together a list of data we have.
  - 3. Q - DeWayne: Lila - do we record how many volunteers show up to gardening events?
    - a. A - Lila: I have started recording this
- iv. **SECIA Community Project Night, [NO AUGUST MTG]** Tues. Sept 19, 6:30pm, CHANGE: Zoom only: [via Zoom](#); topic(s): Upcoming event planning and implementation. Help us plan upcoming events including Como Cookout and Como Cares! Bring your ideas for future events!
- v. **Land Use & Development Committee**, Weds. Aug 23, 7:00-8:30 pm, [Zoom meeting registration](#)
- vi. **SECIA Environment Committee**, Tues., Aug 22 , 6:00-7:30 pm, Van Cleve Park

6. New Business

7. Adjourn: **8:56pm**

SECIA Minutes: Tuesday, August 8, 2023:

Note taker: **Blake Slette, Board Secretary**; Exec reviewed **9/5/23**; Board approved: \_\_\_\_\_

Note: Motions herein have been approved, while the minutes will be reviewed in detail at a later date.

  
 DeWayne Townsend  
 SECIA Board President

8/9/2023  
 DATE