



Annual HPNA Planning Meeting Minutes - Jan 5, 2013

Mission

The Highland Park Neighborhood Association is a community organization led by active volunteers who are elected by neighborhood residents to:

- Address concerns and issues that are important to residents
- Plan activities and events that bring neighbors together
- Represent the neighborhood in dealings with the City of Rochester and other institutions
- Keep residents informed through direct and online communication
- Undertake initiatives that preserve and improve the quality of life in our area and develop a positive sense of pride and community

Agenda

10:30 - 10:40: Introductions

10:40 - 10:50: Agenda modifications

10:50 - 11:00: Philosophy

11:00 - 11:30: Major Projects

11:30 - 11:45: NBN6

11:45 - 12:15: Administrivia

12:15 - 12:30: Review agenda and actions

I. Introductions

Chair - Mike Mahoney

Vice Chair - Lauren Schieck

Treasurer - Lori Bryce

Secretary - Rob Unckless

Communication Coordinator - Michael Tomb

Volunteer Coordinator - Marcia Zach (*absent*)

Security Coordinator - Paul Urai

II. Philosophy

1. Facilitate projects, not necessarily execute on them.
2. Be a resource for residents that want to take action.
3. Use mission statement as a filter for deciding on which projects to support.
4. Foster positive image of HPNA. Remember that you represent our neighborhood when you talk to people or attend outside group meetings.
5. Share our success with other groups



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III. Major Projects

1. Major projects are actively worked on by board.
2. What do we want to achieve this year?
3. Devote a page to active projects on website. Provide descriptions and list project leaders.
 - *Top-level page for projects*
4. Ask that project teams share minutes or brief summary reports with the board (These can be one or two sentences emails such as: "Team did not meet this month". "Team discussions about some issue continued at Feb meeting...")
5. Board must approve any team expenditures from general funds. Amounts > \$100 should be presented at Board Meeting for a vote.
 - *Some discussion of how supplies are reimbursed – especially those that are bought in bulk and used in batches*
6. Ask Teams to work within HPNA communication structure and volunteer efforts to advertise their open meetings and recruitment.
7. Open invitation to team leaders for board meetings, suggest that leaders or others use these meeting to keep the board up to date on evolving "hot button" issues.
 - Always include Team Leaders on Call for Agenda Items prior to Board Meetings
8. Supply redirected email address to team leaders

Possible Major Projects:

- *BoulevART touchup – check up in late Spring*
- *Lilac Festival Gatehouse – Art show at Tap and Mallet instead; Genesee Valley Coop; each artist goes to a business after the Gatehouse?;*
- *TON – tentatively September 15th*
- *National Night Out – August 6th; combined with second concert*
- *Half Marathon – 4/28 – Neighborhood spirit competition – setup at 7:30 runs until 10pm; water stop; sign identifying neighborhood*
- *School choice meeting – choice deadline 3/1/13*
- *Website resources – links, etc.*
- *School choice resource page on website*
- *Outreach (how do we measure success?) – counts at meetings and events; members; how many people were there; stats section in the buzz*
- *Block Leaders – meeting with the block leaders; 12 are signed up*
- *Buzz – Mike will continue for now; Report on events, etc.*
 - *Articles by 4/1*
 - *To printer by 4/16*
 - *Distributed by 4/20*
- *Survey -*
- *School 12 FREE partnership*
- *Broaden reach – seniors, pet owners (Pets team), gardeners (free seeds, tree plantings, more planters, need a director, Master Gardeners)*
- *South Ave. Rec Center – Rec Center on the Move; as a resource*

List these projects at the first meeting



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IV. NBN6

- Important for HPNA to be involved. Opportunity for us to be a leader in S.E. quadrant.
- First meeting of “new” NBN6 is Jan 14, 5:30 PM, County Parks Building. Mike can send out agenda.
 - *Michael will attend*
- How can we best contribute? Thoughts?
- *Business liason*
- *Other agencies –*
 - *SEAC – Mary Staropoli*
 - *SWPC –*
 - *ESCAPE –*
 - *BASWA –*
 - *PCIC –*
 - *NSC –*
 - *Conservancy –*
 - *FREE Partnerships –*

V. Administrivia

- Board Meetings - dates, times, places
 - *Second Wednesday of each month 7:00-9:00*
 - *At Crossroads – but do some rotation*
- Board Meeting rules
 - No off topic discussions. Submit items for agenda prior to meeting.
 - *New items at the end, time permitting*
 - Organize meetings around major projects.
 - Focus on what is blocking progress on projects.
 - We will try hard to stick to times. Timekeeping will be strictly enforced.
 - Board meetings are open to HPNA members.
- Email rules
 - We can use email for discussion of major projects and ‘hot button’ issues.
 - Use email to set agenda for board members
 - No arguments over email. Serious disagreements should be brought before the board for resolution
- Dropbox
 - Not required
 - Easy way to share files/documents amongst board.
 - Public documents (minutes, budget, bylaws, etc.) should be shared via website.
- Google Calendars
 - We have two calendars. One for HPNA and one for HPNA Friends.
 - Use these as definitive source of upcoming events.
 - *Share with entire board*
- Email aliases
 - Need to switch them over (might be done). ✓
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- Blog access/use
 - Who wants/needs access
 - Use to share public media/documents
- Facebook
 - Update admins✓
 - Very active. Ways to improve?
 - Replacement for iContact? – *small cost; are there free/lower cost alternatives?*
 - *Link Blast to Facebook – not directly available for type of page, but easy to do manually*

General Meetings

- Tuesdays -
- Early February (2/12) – School Choice
- Early April – Placemaking; Gardening
- Early October –
- December – Annual Meeting

VI. Actions

Next Meeting Agenda

- *Kiosk access*
- *Insurance – physical space vs. PO Box*
- *Keys*