

Board 2011 planning retreat

January 9, 2011

Meeting called to order at 1:17pm

Present: Mary Staropoli, Mike Mahoney, Lori Bryce, Jason Smith, Matt Carnevale, Meghan Delehanty-Reddington, Tracey Mykens, Paul Urai, Mary Richter, Michael Tomb, Marcia Zach, Jill Carlier, Vikki Kolb

Facilitators: Mary Staropoli and Mike Mahoney, Timekeeper: Lori Bryce, Note-taker: Jill Carlier

Introductions, warm up questions and team building

Purpose of the HPNA according to all members

promotes sense of community *increase quality of life and stability * retain residents * provide sense of safety * Build community * Neighborhood improvement * Branding of HPN * Become better neighbors * Communication * forum for issues/celebrations * Congregation with outside of HPN * promote sense community * advocate for neighborhood in larger communities * Education * Bring neighbors together * healthy living environment.

By law review

New Elected officers for two years beginning January 1st. Elected officials can appoint more members as seen fit. Section leaders were added as well as Security Coordinator position.

Meeting Frequency , location and Format discussion

- **Frequency:** Monthly Board Meeting for one and a half to two hours on the 1st Tuesday 7pm, not to exceed 2 hours.
- **Format:** **Do** have agenda, come prepared, have meeting minutes, have note-taker, open with opportunity to add to agenda, distribute agenda before meeting, and require review, silence your cell phone, provide snacks/drinks, be professional and respectful. **Don't** rehash decisions, cut off discussions, be late, have sidebar/multiple conversations, go over 2 hours.

** Location possibilities: neighborhood service ctr, parks building in basement, YMCA community Room, library (no, closed early), Peace Church (no), School #12 Library (would have to run 6:30-8:30 as it closes at 8:30; Lori will investigate)* Mary will investigate the other options.*

Agenda Setting Discussion (Mary): recent activities, etc. Will have standard agenda

Communications (Mike)

The board will have email addresses through board@highlandparkrochester.org (not set up yet)

Saving documents in docs.google.com for easy sharing of documents. Possibly Drop box.

Email etiquette (Mary)

- **Do:** make the subject line relevant, use for logistical/practical things, be aware of who needs to be copied in/all recipients, remember that emails are forever, be respectful, be patient and hold issues for the next board meeting when possible.

Don't: keep *using the same subject line when replying and forwarding*, use as REPLY ALL when not for all, *don't use for lengthy discussions or debates*, write anything you wouldn't say in person, take things personally (project emotion)

*Mary has volunteered to Police the messages and bring up in future agenda's.

Budget Review (Lori)

*See attached 2010 HPNA Treasury Report. Lori hopes to receive expected revenue needs at future mtgs. Members are encouraged to be supporting members.

2011 Schedule of Activities (2010 HPNA Activity Calendar was handed out)

- **Highlighted: Tuesday January 25th 3rd Annual School of Choice Meeting Jan 25th @ Artisan Church (Meghan)**

Agenda: Elementary and Secondary sections. **Speakers:** Beth Miler (RCS D Deputy Super), Joe capezzuto (RCS D School Placement) to talk about registration. **Agenda/Purpose:** Let families know there ARE choices. Introduce Parents/Students. Information sharing by zone (city, Charter/private (south zone). School Innovation? (Mary Doyle) review portfolio of Schools. K-8 configuration/modernization. Closing: feedback ticket out to document questions, concerns (ideas).

*Invitations went out to all schools parents have to choose from. This event is open to any parent in the Rochester City School District. **PLEASE SPREAD THE WORD!**

2011 events/initiatives/meeting frequencies

January

25 Tuesday *General Mtg #1 School Choice @Artisan Church*

26 Wednesday *PACTAC*

Jan/Feb

TBD *Blossoms and Business at the library*

February

8 Tuesday *Board Meeting*

12th (Saturday) *Free Children's movie @ the cinema. (Jen Topa wants suggestions)*

23rd (4th Wednesday) *PACTAC*

March

8th (2nd Tuesday) *Board Mtg*

22nd (4th Tuesday) *General meeting "Placemaking/quality of life/Q & A" Future: NSC Office functions*

23rd (4th Wednesday) *PACTAC*

April

12th (2nd Tuesday) *Board Mtg*

14th *BUZZ distribution*

TBA *Peace Lutheran Easter Egg Hunt*

May

7th (Saturday) *Neighborhood Gardening day*

13-22nd (Friday to Sunday) *Lilac festival*

June

11th (Saturday) *Neighborhood garage sale?*

21st (Tuesday) *(General Meeting?)*

TBA *Play dates at the EB Park 10am (Meghan)*

July

TBA 13th or 20th Wednesday - Music in the Park?

Aug

TBA 10th or 17th Wednesday - Music in the Park?

September

1st BUZZ distribution

18th (Sunday) *Taste of the Neighborhood*

Oct

25th (Tuesday) *general Meeting*

30th (Sunday) *Neighborhood Halloween Party*

Nov

16th Buzz Distribution

TBA *family Holiday Market (Meghan) at the peace Church*

Dec

1st (Thursday) 5-9pm *Park Avenue tree lighting walk*

6th (Tuesday) *Annual Meeting*

*Buzz- Distribute before our big events: lilac (mid-April), taste of the neighborhood (Aug), annual meeting(Nov). Deadline for submitting articles TBA. Matt Carnavale will try to get one pro bono.

General meeting topic Ideas:

Open/Addressing your concerns * answering your questions * place making * quality of Life (march meeting) * neighborhood exercise and fitness meeting *

New Events/New ideas/new Initiative

Business cards with map of the neighborhood * letterheads * memo's * formal letter template * business discounted events/coffee hours/open house * Christmas Caroling Party * sledding party * Neighborhood exercise and fitness meeting * website overhaul * neighborhood demographics data sheet * Scarecrow festival * Holiday lighting contest * census and annual survey (what the neighborhood wants) * Porch music festival * 2012 Neighborhood calendar * on-site ice storm photos * geo caching * national night out against crime * clean sweep * casino/game night * dog walking initiative * t-shirt advertising businesses * school #12/Monroe tutoring partnership * traffic controlling initiative * Block club initiative * Home and Garden Tours * branding: bumper stickers. Car magnets * Map * diversity outreach * membership growth * welcoming committee (Jen Topa) * ESCAPE committee input *

- **Send list to the neighborhood?**

Meeting closed at 4:36 pm