

**Northgate Park Neighborhood Association Meeting Agenda**  
**August 17 2017**

6:00 Presentation by Neighborhood Improvement Services' **Faith Gardner**

11 enforcement officers. 2 dedicated to nuisance concerns. 3k weedy lots/nuisance complaints per year. Codes not targeting HOA style but are aimed at safety and egregious issues.  
Property line normally 6' ish from curb, balance is City Right-of-Way for utilities  
Resident responsible for maintenance to curb, even where there's a verge!  
Properties where there is a roadside ditch not currently covered by code for ditch maintenance. Can petition for storm water piping to enable levelling ground off.  
Primary notification process is posting, mailing is merely a courtesy. Mailing is routed to property tax record address  
Low income property rapidly reducing within Durham  
NIS Impact Team – graffiti, street closing cones for events, non-compliant property tasks.  
Paper Street definition – not City owned. Intended as a street but never developed e.g. parts of Farthing/Shenandoah  
Abandoned, hazardous and junk cars – NIS usually tackle on private property, Police deal with street-based normally. 7-day process, car tagged, fix within 7-days or towed! Violation is failure to have current tags on street. No limit to number of cars on private land, can't have flat tire, be dismantled, jacked up (risk of falling), can't be trashed, needs to be operable as intended.  
Cars parked on front yard – zoning issue, not NIS  
To report violations, call Durham One-Call 919-560-1200

Board Members present: **Deb Hawkins, Alice Kolacinski, Bernie Page, Ian Pond, Mike Shiflett, Dan Singer, Sue Gilbertson**  
Residents present: Nancy Sowa, Carol Henderson, Donna Cronce, Cheryl Shiflett, Terry Kolacinski, Lynne Stuart, Elise Dickinson, Jeanine Tregay

Handouts: Agenda, July Minutes, Treasurer's Report, Committee reports

**Call to Order and Introductions**

**Call for Other Items from Community and Board** – no additions

**Approval of Minutes:** July (with correction from Dan)  
Approval of July minutes tabled pending review of minutes structure by Mike/Alice before September meeting.

**Treasurer's Report July**

Treasurer's report accepted as issued

Treasurer's Report Summary  
Report period: July 1-31, 2017  
Fiscal period: April 2017 - March 2018

Memberships: 82 (since April 1st)

Operating fund:	Contingency fund:
Beginning balance: \$ 2223.64	Beginning balance: \$ 4041.99
Income: \$ 98.00	Income: \$ 4.29
Expenses: \$ -160.81	Expenses: \$ 0.00
Transfers: \$ 0.00	Transfers: \$ 0.00
Ending balance: \$ 2160.83	Ending balance: \$ 4046.28

**Committee/Liaison Reports Actions (See below).**

Action Items:

Elgin Street Halloween

**ACTION:** *Deb would like to be liaison. Agreed and confirmed by Bernie.*

**With newly approved annual budget, clearly someone needs to be the “event owner” or committee chair or official liaison so multiple people are not spending the same budgetary allotment. Before spending allotted budget, please make sure you are listed on the volunteer positions list as the chair or liaison.**

INC report see committee report attachment for specifics.

**ACTION:** *INC Motion needs vote: It is resolved that Durham neighborhoods, and especially adjoining neighborhoods, would like more transparency into the Durham Beltline process, better identification of the decision makers and decision points, and more clarity about how and what public input will happen.*

Proposed by Deb that we accept motion, seconded by Mike. Passed unanimously

**Park Clean Up**, 9<sup>th</sup> September.

**Neighborhood Potluck.** Terry to take the lead to coordinate Civitan availability, date tentatively set as 11/16/17, Ian to partner. Consider moving away from Thanksgiving.

**New Business** - none

Pick up NPNA stuff for your committees from Deb to store in your house.

**7:41 PM Adjourn**

**Handouts/addendums:**

<b>2017/2018</b>		April	May	June	July	August	September	October	November	December	January	February	March	Total	
Income	Membership	240	155	100	15	50	50	50	50	80	50	50	600	1490	
	Newsletter		329			531			5			762	238	1865	
	Donations/misc			3.21	33	15	15	15	15	115	15	15	15	256.21	
	Luminaries									190				190	
	Interest	4.07	4.28	4.31	4.29	3	3	3	3	3	3	3	3	40.95	
	Food truck donations/fees	50	0	70	50	50	50	50						60	380
	<b>Total Income</b>	<b>294.07</b>	<b>488.28</b>	<b>177.52</b>	<b>102.29</b>	649	118	118	73	388	68	830	916	4222.16	
Expense	Newsletter	23.75	298.68			299				299			299	1219.43	
	Picnic		342.07						100					442.07	
	NNO			83	160.81	450								693.81	
	Domain regis Go Daddy											45		45	
	Website Hostgator													0	
	Yard Sale							55						55	
	INC										25			25	
	ECWA									50				50	
	Easter/Halloween Party	87.5						200	300					587.5	
	Luminaries								320	170				490	
	Neighborhood Improvement					60	60	60	60	60	60	60	60	480	
	Bank/PayPal fees	3.1	5.64	1.04		3	3	3	3	3	3	3	3	33.78	
	Food Truck rodeo costs										115			75	190
	Miscellaneous	170.14		8.59	0.01	10	10	10	10	10	10	10	10	258.74	
	<b>Total Expense</b>	<b>284.49</b>	<b>646.39</b>	<b>92.63</b>	<b>160.82</b>	822	73	328	793	707	98	118	447	4570.33	
	<b>Bank Balance</b>	<b>6338.86</b>	<b>6180.75</b>	<b>6265.64</b>	<b>6207.11</b>	6034.11	6079.11	5869.11	5149.11	4830.11	4800.11	5512.11	5981.11		
	Opening Balance	6329.28													

## **Committee/Liaison Reports Aug 2017**

### **National Night Out Recap/Debrief: Deb**

Seemed to go smoothly/well. Attendance somewhere 130 – 150 (record-breaking attendance!), and officers/VIPs noting reputation that we are ‘one of the good NNO events’ that officials hope to have on their straw-list of neighborhoods to visit.

Not too much to comment on – few key items:

No problems or concerns seemed to arise, other than that we were a little understaffed at the info table owing to a late injury and loss of one volunteer – and thus a backup/relief worker for the food table manager as well.

Project stayed within budget, though we ran out of hot dogs a bit earlier than imho was ideal (eg, more than just a handful that had to be turned away). Last year we had many surplus, so appetite for them may be weather related. On a cool temp day I might encourage having closer to 100 available (we had 76 and a few more would have been easy to get for little cost.)

Having an attendant for the bounce house proved its worth again, in an additional way: Structure sprung a leak halfway through and was quickly back on-line, an unlikely outcome without that knowledgeable trouble shooter present.

I've circulated a long-list of people and groups to thank on the list serve, ND & FB; won't re-print the whole thing here, but thanks to all who contributed including the NPNA board and the volunteer team – Dan, Mike, Ian, Cheryl.

I plan to write up (sometime later after the busy fall) my notes on organizing the event, to archive for future coordinators as reference material. (ditto for picnic planning). I will forward to Bernie/board when complete.

### **Welcome sign initiative Deb**

After research /by agreement, this item has been decoupled from Lavender House initiative (see below) or funding, and re-homed with other neighborhood improvements initiatives.

No further report at this time; tentative plan to have activity/public art participation around this micro-project in late October. More specifics/framework soon.

**Member Survey initiative Deb** No report this cycle. Tentative plan to work on content with a late autumn roll-out to residents.

### **Lavender House Refit Deb**

A meeting was completed on-site at Lavender house on Monday, 24 July, with three principals from Parks & Rec Department, one of whom was former project lead Beth Timson, now retired but back on a consult basis to help complete the project. Various issues were explored, and principals agreed to pursue some key initial enquiries (re: other stakeholders and permitting issues) prior to a late August meeting with members of the Northgate Garden Club, who seek to partner on the project; next to be followed by a presentation/discussion session with all NG residents at a meeting (potentially NPNA meeting) this fall. Initial discussion and feedback was obtained from Garden Club members at their July 24<sup>th</sup> potluck following the initial onsite meeting; some expressed prior frustrations but want to support current momentum to achieve a useable facility with community input. Hopeful timetable barring any impediments of paperwork, ordinances or unforeseens, is to have all activities leading to a functional pavilion style space completed prior to opening of 2018 rodeo season, or sooner.

I am meant to receive a short write-up of the initial site meeting from my Parks Foundation staff Liaison Annette Smith, who has been on leave since the day following the meeting, which I will circulate to the board. After the upcoming follow up with Garden Club on the 28<sup>th</sup>, and updates on enquiries by those present from P & R, I/Annette will reach out about a slot for a guest speaker session at an NPNA meeting this fall.

**INC Report** (VOTE ON AN UPCOMING RESOLUTION GOING TO THE FLOOR AT AUG 22<sup>ND</sup> MEETING, SEE BELOW)

At the July meeting, a guest from the Planning Dept. spoke on the proposed new Affordable Housing Bonus program they hope to roll out, just for new compact neighborhood areas/tiers around proposed light rail and other transit sites. There are many details to absorb and info from public meetings is available here: <https://durhamnc.gov/362/Compact-Neighborhood-Affordable-Housing>.

A side note: I asked the apparently hard to understand question of how the specifics of these incentives were identified and put in the plan – after several tries/rephrasings I eventually got that they came up with the figures by listening to a panel of local developers. (Not for example, from seminars or work/round-table sessions at conferences in their professional field with planners from other cities, or by researching best practice models or other success stories from comparably sized cities in the USA that are facing these issues.) Just so you know where the details came from.

The meeting also focused on issues in the Angier/Driver area of Durham, where potential development is beginning to have impacts and possible concerns. Here's a link to a study about the issues involved. <https://durhamnc.gov/3007/Angier-Driver-Planning-and-Zoning-Study>. How to develop while successfully addressing various structural and economic issues are forefront.

Candidate forum dates for Mayoral and Council seat runners were set for Sept 14<sup>th</sup> and Oct 12<sup>th</sup>.

\* Meeting wrapped up with n'hood announcements inviting people to enjoy NG rodeo and various NNO offerings.

IMPORTANT: A VOTE WILL BE NEEDED FROM THE BOARD AT THURSDAY'S NPNA MEETING directing your INC delegate how to vote on the following motion tendered in July:

### **Beltline Resolution**

Whereas the community is grateful that the Durham Beltline property has been acquired, and

Whereas we would however like to have a full disclosure of any agreements or understandings between the Conservation Fund and the City, and

Whereas we are disappointed that the acquisition of the belt line has not been made more widely known through announcements to television, radio, and newspapers, and

Whereas the Beltline will be an important amenity for Durham and especially for the neighborhoods along the Beltline, and

Whereas, neighbors of the Beltline have important local and deep tacit knowledge – as Michael Polanyi said, “We know more than we can tell” – of the opportunities and complexities of the property, therefore

It is resolved that Durham neighborhoods, and especially adjoining neighborhoods, would like more transparency into the Durham Beltline process, better identification of the decision makers and decision points, and more clarity about how and what public input will happen.

### **Message board guidelines Deb and Bernie**

Guidelines for the message board were laminated and posted:

NG Park Noticeboard Courtesy Guidelines

- \* Priority given to Northgate community items, then NG businesses.
- \* 4” x 5 “ maximum size (fold edges if larger)
- \* ADD A DATE. Notices will be taken down maximum 6 months after posting.
- \* ONE poster per topic (stack them for take-aways)
- \* DON'T Remove or COVER others' items if recent or before event dates!

- \* Use your own push pins – NO STAPLING please
- \* Remove your old stuff (after events, or 3-6 months for ongoing events)
- \*\*\*\* No hate-based, discriminatory or profane posts permitted. Thank you! \*\*\*\*

**No reports: Financial Policy Picnic Tables Practice Board Logo**

**Message Board Refurbishing:** Tom has appealed for volunteers to help

**Bylaws Committee meeting – August 8, 2015 Place—210 West Murray Avenue Time--5:30-6:30 pm**

We began our meeting with a discussion with that topic, bylaws vs policy.

Issue: Bylaws vs Policies Perhaps the simplest explanation I have found: [http://www.ehow.com/facts\\_5921586\\_difference-between-bylaws-policy.html](http://www.ehow.com/facts_5921586_difference-between-bylaws-policy.html)

The Difference Between Bylaws & Policy [By Victoria Duff](#) eHow Contributor

When a company incorporates, there are two main parts of the incorporation paperwork: the articles of incorporation and the bylaws. When a board of directors or top management of a company or organization meets to make decisions, they set policy.

**Function of Bylaws**

Bylaws define the governing and operational rules of the corporation under which the board of directors and management must operate on behalf of the shareholders. They specify when the board meets, when the shareholder meeting takes place annually, the term of office for board members, who appoints management and other governance matters.

**Function of Policies**

Policies are set by the board and management to define the operations of the company, such as hiring and firing of employees, sales procedures, customer relations, product return policies, charitable giving policies, employee conduct and other operational matters.

**Significance**

**Bylaws only can be changed, in most cases, by a vote of the shareholders. Policies can be changed by board or management decisions.**

**Misconceptions**

Boards or management sometimes ignore provisions of the bylaws thinking they don't matter. This is a serious legal mistake, and shareholders can force a recall of the board and sue for mismanagement in such cases.

**Considerations**

The board of directors may adopt board policies that stipulate certain board procedures, but those policies are voted on by the board and can be changed by the board without a vote of the shareholders.

**Other website references:**

[http://westsidetoastmasters.com/resources/roberts\\_rules/chap16.html](http://westsidetoastmasters.com/resources/roberts_rules/chap16.html)

<http://charitylawyerblog.com/2010/06/07/nonprofit-bylaws-what-to-include-and-what-to-leave-out->

- **The articles of incorporation were filed with the state when the organization began. They cannot be changed unless we disband and start over.**

- **We began reviewing the existing bylaws, <http://northgateparknc.org/bylaws/> to what areas we judge to be procedures/policies. (This is an ongoing process)**

- **We decided that a non-discriminatory statement should be placed in the "Article 1 Name, Purpose and Type" section as a Section 4. and are recommending the following wording for the non-discriminatory statement:**

**Northgate Park Neighborhood Association does not discriminate based on race, color, national origin, religion, sex, gender identification (including gender expression,) sexual orientation, disability, age or any status protected by law or regulation.**

- **We decided to reword Article VII, Procedure Section 1 to change the words "general principles of parliamentary procedure" to "the most recent version of Roberts Rules of Order."**

- **We discussed how to include paid members of NPNA in the discussion. One method raised was the possibility of an email list subgroup to share discussion points and request comments and/or appearance at committee meeting.**

**Our next meeting will occur September 12, 2017 (Tuesday) at 9:00AM at 210 West Murray Avenue.**