

**Northgate Park Neighborhood Association Meeting Minutes**  
**July 20, 2017**

Board Members present: **Deb Hawkins, Jeremy Jorgensen, Alice Kolacinski, Tom Melby, Bernie Page, Ian Pond, Dan Singer**

Residents present: **Jeanine Tregay, Donna Cronce, Cheryl Shiflett**

Handouts: Agenda, June Minutes, Treasurer's Report, Proposed annual budget (copied below), Volunteer position list, Committee reports (copied below)

7:05 PM Call to Order and Introductions

**Call for Other Items from Community and Board**

Issue raised by community on listserv: Question was raised re adding more specificity to listserv re discriminatory language. The consensus of the board via emails has been to post the listserv rules more prominently on the NPNA web page and to **not change** the listserv rules.

**Annual Budget\*** and see below

Committee summary discussed

Event holders need to be assigned to any event to spend the approved amount

Annual budget voted upon as submitted and accepted.

**Committee Reports**

-- Bylaws Alice Kolacinski (see below)

-- Sidewalk on Murray Sue Gilbertson (see below)

-- slowing traffic on Shenandoah Bernie/Ian (see below)

-- Practice Board at tennis court Ian (see below)

-- recurring signs for Food Truck Rodeo Carol Henderson (see below)

*Motion moved that we buy six signs to include Club Boulevard - \$150 approved for the six*

-- picnic tables, benches, wooden Ian (see below)

-- Park Clean up update equip – Ian to speak to Mike

- Message board repairs Ian (see below). *Pursue with Tom/Terry (Bernie/Deb to define courtesy rules)*

-- National Night Out Deb (see below; updated)

-- Welcome sign, Deb and Mike (see below)

- Lavender House, *Deb to issue update from Tom Dawson*

-- Member Survey Committee Update (see below)

-- INC report Deb (see below)

#Garden Club Landscaping Projects Cheryl Shiflett, Carol Henderson

#logo Ian Contest?

#Partnering with Colonial Village Mike

**Approval of Minutes: June\***

Minutes approved as amended.

**Treasurer's Report\***

Accepted as submitted

Memberships: 81 (since April 1st)

Operating fund:

Contingency fund:

Beginning balance: \$ 2143.07

Income: \$ 173.21

Expenses: \$ -92.63

Transfers: \$ 0.00

Ending balance: \$ 2223.65

Beginning balance: \$ 4037.68

Income: \$ 4.31

Expenses: \$ 0.00

Transfers: \$ 0.00

Ending balance: \$ 4041.99

## Held over Business

### Past Board members on Board List Serve

Motion passed that current and past Board members remain on the Board listserv until they unsubscribe or request removal.

### Signatories on NPNA accounts

Deb/Dan to propose a set of financial controls. Cheryl volunteered to join that group.

### Any Other Business

Invite to be extended to City for speaker for August meeting, amend meeting time to 6pm to enable speaker.

8:00 PM Adjourned

	<b>2017/2018</b>	April	May	June	July	August	September	October	November	December	January	February	March	Total	
Income	Membership	240	155	100	50	50	50	50	50	80	50	50	600	1525	250
	Newsletter		329			531			5			762	238	1865	
	Donations/misc			3.21	15	15	15	15	15	115	15	15	15	238.21	
	Luminaries									190				190	
	Interest	4.07	4.28	4.31	3	3	3	3	3	3	3	3	3	39.66	
	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>118</b>	<b>649</b>	<b>118</b>	<b>118</b>	<b>73</b>	<b>388</b>	<b>68</b>	<b>830</b>	<b>916</b>	<b>4237.87</b>	
Expense	Newsletter	23.75	298.68			299				299			299	1219.43	
	Picnic		342.07						100					442.07	
	NNO			83		450								533	
	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	60	540	
	Bank/PayPal fees	3.1	5.64	1.04	3	3	3	3	3	3	3	3	3	36.78	
	Food Truck rodeo costs									115				75	190
	Miscellaneous	170.14		8.59	10	10	10	10	10	10	10	10	10	268.73	
	<b>Total Expense</b>	<b>284.49</b>	<b>646.39</b>	<b>92.63</b>	<b>73</b>	<b>822</b>	<b>73</b>	<b>328</b>	<b>793</b>	<b>707</b>	<b>98</b>	<b>118</b>	<b>447</b>	<b>4482.51</b>	
	<b>Bank Balance</b>	<b>6338.86</b>	<b>6180.75</b>	<b>6265.64</b>	<b>6310.64</b>	<b>6137.64</b>	<b>6182.64</b>	<b>5972.64</b>	<b>5252.64</b>	<b>4933.64</b>	<b>4903.64</b>	<b>5615.64</b>	<b>6084.64</b>		
	Opening Balance	6329.28													

**Budget lan** Here is the draft budget we're proposing acceptance of at this week's meeting. As with all decisions, should circumstances change, the Board can take another vote and amend the numbers. Details are:

June actuals have been entered

FTR income dropped from \$60 to \$50 per month

FTR permit refund of \$100 added to December (Donations/misc line)

Donations increased to \$15/month for remaining months for a total of \$138 similar to previous year's \$113 and year before of \$181

NNO left at requested \$450

Halloween left at \$500 (compare to previous history to right of Cashflow table)

Luminaries left at LY numbers rounded off to nearest \$10

Neighborhood improvements left at \$60 per month.

Note - there is a \$75 cost on the FTR line for March as a place holder due to P&R stating we will have to rent a picnic shelter each month next year to continue holding FTRs. That whole topic warrants discussion with the Board.

Additional principles:

If approved by the Board, all event budgets are confirmed and do not require additional Board discussion before spending to that agreed level. Spending above the approved level requires prior Board approval.

Neighborhood improvements is a general provision and all expenses against that line require prior Board approval.

If any major projects are initiated, we may need targeted fund raising to cover costs.

We should also plan on setting the budget for the following financial year before the end of this financial year. The remaining months of that budget would then be confirmed or amended by the new Board elected next May/June.

**Discussion --Motion to approve?**

**NNO** 'Committee' Report. Deb All matters for NNO appear to be travelling along well.

Main Features/details:

1. NNO info table: Sign-in sheet, reference materials, EZ Quiz with prizes (DPD TBA), giveaways (pens, fans, kid's safety activity books with crayons in English & Spanish) – Donna Counce monitors (Deb bkup)
2. NPNA info table: reference materials, member forms and list, etc. Mike Shiflett monitors (Deb bkup)
3. Refreshments table/area with hot dogs/fixings, watermelon, allergy-free/vegan options, pet treats, beverages. Mainly self-serve, and we have all the tablewares we need in inventory. Dan monitors (Mike to bkup)
4. Kid Zone: Bounce house and yard toys, coloring book/chalk area for quieter kids' play. Attendant from EZ Rentalz to be supplied to manage rules/safety and people flow for the structure, + set up/break down.

Attendees informed of rules and use at own risk across PR channels.

5. We have confirmed a vehicular visit from our PAC 2 Community resource officer Sgt. L Brown, and one or two other officers/cars bringing elected officials and candidates to our event, for kids/families to check out.

Other nitty-gritty type details:

1. Meat hot dogs will be sourced locally from Jimmy's on Guess Road. Very good pricing and all fixin's, ready to serve. Some veggie dogs and GF buns will be heated/brought by Deb. Beverages and Melons will be sourced from King's R&W and Compare on Roxboro. Will buy quantities inside budget, attendees informed they are available while-they-last. We have local made doggie treats and water for pets.
2. RQ AT MEETING: Want to ask possibility of Terry/Civitan being able to provide tables/chairs (drop and collect) as was done for the NPNA picnic event. This would be a significant help with logistics. Mike can provide truck 2 help.
3. Ian, Mike and possibly Line have all kindly agreed to lend their awnings for shade or shelter for our three tabling stations during event.
4. We have a new 2017 season NNO Banner, courtesy generous gift of Mike Shiflett (thanks Mike!) and will not have to alter the dates on our 3 year old banner this time.
5. REQUEST INPUT: We had a cake last year, very nice one, **do we want this again Discussion/motion to approve?** Recall much or all of it was eaten.
6. We will have a boom box and music on CD of a general/multicultural sort for atmosphere.
7. We have had positive response from our advertisers Triangle Circus Arts that they will partner & provide a (pro bono) short set of entertainment for attendees and highlight their classes and kid's camps. Details firming up, but a pair of performers are the plan for a small visit.
8. PR: Bernie has agreed to do up English/Spanish event signs similar to picnic/rodeo, Deb will put these out. Two highlights posts have already gone out on List and Nextdoor, one each week. One final next week, all in English and Spanish. Bilingual posters have been printed and placed at park kiosks and King's/Compare. Facebook page has been created and posts there will continue – share on your page and invite neighbors please! Mary Alicia Lyons and her family in CV, and all active/returning city (and some county) councilors have been invited.

9. Though not officially promoted, Crayons 2 Calculators is doing its annual school year supply drive, and we will have a donation container for contributions. Promo on this already has circulated. I've arranged for the new C2C director to speak at our PAC 2 meeting the Monday after NNO, and will bring any supplies given at our event to her then. People not attending can donate with card online; link provided in promos. Drive runs through Aug. 21<sup>st</sup>.

10. No one is available for outside group tables such as voter registration this year.

### **Member Survey 'committee' update: Deb**

This has been in hiatus pending the status/departure of co-committee member Boomer B. Mike Shiflett has volunteered to take Boomer's place. Team will meet post – NNO/Next newsletter content call, to sketch out framework for survey, modes of access and handling of response data, with plans to go live this fall at EOY events and in digital form.

### **NPNA Welcome signs 'committee' update: Deb and Mike**

Not known to Mike initially, plans had been already underway and presented at 2015-2016 NPNA meetings for community-art-interactive welcome signage creation and placement – which was then folded under the umbrella of completion and opening celebrations for the Lavender house refit/buildout. Am pending contact early Thurs. (today) with more updates from city officials on status and hope to have particulars to report by this evening's meeting.

### **Interneighborhood Council Update: Deb**

Last month's minutes will be posted to website by next Wednesday if approved Tuesday.

A speaker talked about the new Affordable Housing Bonuses proposal and definitions that are being shaped, with hope of implementation. Another spoke about outreach to residents with chronic conditions to get valuable info to them. Delegates suggested an article posted to INC list for n'hood's newsletter placement.

No motions were proposed, tabled, or voted on at this session. Other agenda items focused on INC Heroes and Debate forums plans/dates, post-mortem on the Latta-Guess and Cornwallis rezoning proposals, and some 4<sup>th</sup> July & summer reading activities people might take part in.

### **Sidewalk on Murray Sue Gilbertson:**

On July 12, I met with three staff people, Phillip Loziuk (Traffic Operations Engineer), Bryan Poole (Transportation Planner-Bicycle and Pedestrian) and Dale McKeel (I don't have his card). They listened to my concerns about the safety of pedestrians/bicyclists on Murray. They are proposing adding a white edge line (5 feet wide) on both sides of the Murray beginning at the path near the dinosaur trail and ending on Roxboro St. This could be used for pedestrians or bikers, but won't be designated as a bike lane, since that designation would rule out parking and adds a new level of administrative complexity. They will begin the processing of this order and the lines should be drawn by September or October, 2017. They were extremely responsive and said they will keep in touch. I will put a shout out to them on Facebook! I mentioned that our neighborhood association also has a connection/relationship with Colonial Village and they liked that we are connecting with them about pedestrian/bike concerns. In other news affecting Northgate Park:

1. They are planning to put in new sidewalks on Duke St. between Murray and Roxboro within the next three years. (I have asked if Sue can clarify these street names BP)
  2. Parks and Rec. is going to move the dog park because it is too wet.
  3. The city got funding for a "Bike Blvd" and they are looking at Lavender as a potential place to add signage and marking for bikes.
  4. They are adding sidewalks on Old Oxford to Dearborn.
  5. They are planning to add sidewalks to both sides of Roxboro Rd. from Murray to Pacific (I think they said this is in the three year plan)
- Sue Gilbertson Carol: I hope there can be some sort of cautionary signage for bikes to yield to pedestrians.

**Slowing Traffic on Shenandoah: Bernie Page Ian Pond** We obtained signatures from over 50% the 2500 and 2700 blocks of Shenandoah and returned them to the city. 2400 block was unfortunately too many renters, not enough info to contact owners.

That should be enough to have the no parking signs removed from those blocks and hopefully thereby slow the traffic. Being reviewed by the city.

**Message Board Ian** - we are free to proceed with repairs and do not need a permit. They'd appreciate photos of progress so that they can show support for volunteer activities

The notice board is not P&R property, it was built as an Eagle Scout project many years ago. Whether that was directed by NPNA, I do not know. Personally, a couple of volunteers with some handyman experience and a small amount of money for wood could see that repaired nicely - good use of "Neighborhood Improvements" funds!

**Additional seats/picnic benches Ian**- they sometimes have a few spare and would consider locating them in Northgate Park. A permit application is required to be submitted showing proposed locations on a park map.

Seats (2) West of the creek between Lavender and the central bridge; On Lavender between the creek and Acadia

Picnic benches (3) Under the large tree South of the tennis courts; In the copse just south of the center shelter playground (other side of the tributary); In the lawn area alongside the old museum foundations, north of Lavender (colloquially referred to as Lavender House)

All current picnic benches have a trash can not far away. The proposed locations will be assessed by P&R as part of the permit process to determine whether additional bins are required (e.g. there isn't a trash can near Lavender House so they'd either add one or reject that location)

We will proceed with this process unless anyone has objections.

Tennis Court practice board Ian- Tammy Brown, Athletics Manager is assessing feasibility and costs. If feasible, this would require a permit

**Bylaws Alice** The committee had a productive meeting. (4 members face-to-face 1 online contribution)

We established the following areas of concern/possible revision:

- 1-- Language -- simplify/clarify language where necessary
  - 2-- Quorum Board general membership
  - 3--Non-discrimination clause
  - 4--Term -limits
  - 5--Committees--expectation, standing or appointed,
  - 6--Roberts Rules instead of parliamentary procedure
  - 7-- other --Boundary issues
- ? reformat the Bylaws or follow the structure of original Bylaws

We decided that we would set the next committee meeting prior to the ending of the current meeting.  
Our next meeting will be August 8, 2016 at 5:30 pm at Alice's (210 West Murray Avenue.)

We decided that we needed to add a Non-discrimination clause to the By-laws; therefore included in this message is pertinent information. (also as an attachment) We will need to decide which language is most appropriate for Northgate Park Neighborhood Association. I believe the best location for this addition is in the purposes of Association section.

### **Recurring signs (food truck rodeo) Carol**

#### **Discussion/Motion to approve?**

4 signs, cost is \$84.97 (\$74.98 plus \$8.99 shipping includes \$25.00 VP discount)

If you want two signs rather than four, please vote on the \$74.98 with the understanding that the dollar amount will be less. I have to "rebuild" the sign to get a new quote online.

Food Truck Rodeo Thursday

5:00 p.m. – 8:00 p.m.

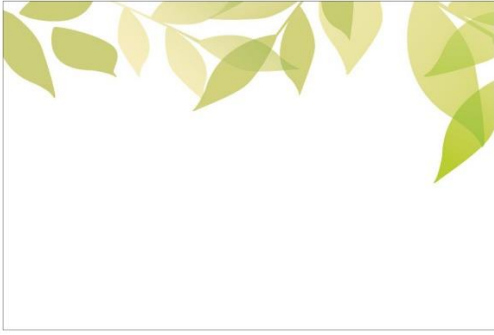
Northgate Park Neighborhood Assoc.

Reunión Camión de Alimentos

Jueves

5:00 p.m. – 8:00 p.m.

Northgate Park Asociación de Vecindario



7/20/17