

NPNA Policies

The following are policies governing NPNA behavior that are not included in the bylaws:

1. Policy regarding publicizing NPNA Board Monthly Meetings

To encourage neighborhood participation open meetings of NPNA Board will be announced in a timely fashion on the listserv and in the newsletter. The announcement should include: location (either real or virtual); information about how to obtain a link for virtual meetings; a condensed agenda for the meeting, and a request for members to send input prior to the meetings as well to attend the meetings where time will be reserved for members to bring up items they would like NPNA Board to consider. Suggestions for speakers on topics of interest to the community are always welcomed but the invitation and scheduling of such speakers will be at the discretion of NPNA Board.

2. Rules for Finances of NPNA

Credit card should be paid off monthly to avoid interest or fees
Keep \$1500 to \$2000 in the checking account and the rest in the money market.

Receipts will be kept for all reimbursements.

Data should be kept in an accessible format

Records older than seven years be shredded.

3. Annual Financial Review template

Northgate Park Neighborhood Association Template

Financial Review of 20_____

The purpose of the annual financial review is to assure that the handling of monies and the documentation of the transfer of monies are done in a consistent and orderly fashion. (See by-laws Section 4)

Review of Financial Procedures

Review method used to collect funds and transfer to Treasurer (Cash, checks, PayPal, Credit Cards)

Review method used to track budget line items and actual expenditures for events (filing system)

Requested Documents:

Income

Checkbook and Bank statements (_____ to _____)

Savings Account and statements

Membership list for year _____ (Membership year is March 31 to April 1)

Income received (dues and/or contributions for 20 _____)

Incomes received from sales or rentals for 20 _____

Expenses

Petty Cash reserve and record of disbursements

Receipts for budgeted items

Memberships or contributions to other associations

Record Retention:

President and Treasurer will keep a copy of each year's financial review for six years

Treasurer will maintain documents for seven years

Treasurer is expected to keep files in a secure, dry location

4. Food Truck Rodeo attendance by Organizations

Northgate Park Neighborhood Association

Guidelines for Presence of External Organizations and Businesses at NPNA Food Truck Rodeos

13 August 2018

NPNA will authorize a committee or individual(s) (“Approvers”) to approve and supervise the presence of external organizations and businesses at any NPNA Food Truck Rodeo (FTR). Preapproved or prescheduled vendors, participants, entertainment designees, and NPNA representatives (e.g., membership table) are not considered external organizations.

External organizations may have a presence at Food Truck Rodeos only if they are approved in advance by the Approvers, who will adhere to and enforce the following guidelines:

1. Organizations that are allowed a presence will have an educational, non-profit character, such as those promoting or informing about health, safety, social, educational, and/or civic issues.
2. There will be a maximum of three such organizations at any one FTR, unless otherwise authorized by the NPNA Board. Some such organizations may choose to employ a table and/or canopy, or similar structure. Only one table is allowed per organization. Such activity and/or presence is here referred to as 'tabling'.
3. Commercial organizations are not allowed any tabling presence in as far as they are selling or promoting the sale of any product or service.
4. Tabling activities that are not allowed include, but are not limited to:
 - a. Sales or marketing of any product or service;
 - b. Requests for donations;
 - c. Promotion of any for-profit business;
 - d. Promotion of any political party or candidate (but see Allowed political activities below);
 - e. Religious proselytizing;
 - f. Amplified announcements or music.

5. Any organization seeking such presence must make a new request for each event. New requests (from organizations who have never had or not recently had a presence) for tabling presence will be prioritized over requests from organizations which have had a recent and/or repeated presence at our FTRs, though timeliness of requests and other factors will also be considered.

6. Any table and/or structure will be no larger than 10' wide, 10' deep, and 10' high, unless pre-approved by this committee. Placement should not impede access to food vendors, view of performers, or pedestrian traffic, and should not otherwise interfere with attendee activities. A representative of this committee or the NPNA Board may ask an organization to relocate their structure in order to accommodate these objectives.

Allowed political activities:

Political candidates or their representatives are welcome at our FTRs only under these conditions:

1. They may mingle and greet one-on-one or in small groups (i.e., no announcements or amplification);
2. They may share small promotional items, such as business cards, fliers, stickers, pins;
3. They may not share or display yard signs, banners, or other large objects;
4. They may not engage in tabling, or placement of signs or literature on any surfaces.

5. NPNA Public Representation / Communication

Public communication from/about the NPNA, and associated communication channels, including but not limited to the listserv, websites, social media outlets, and newsletters will function under the active direction and control of the NPNA Board.

Document revised October 2020