

Northgate Park Neighborhood Association Board
October 15, 2020 Minutes

Online meeting due to national emergency from Covid 19

Board Members present: Keith Cochran, President, Tom Melby, VP, Bernie Page, Secretary, Ian Pond, Treasurer, Alice Kolacinski, Dwayne Taylor, Eli Meyerhoff, Marty Jorgensen, Melissa Harrell, Rebecca Reyes, Sue Gilbertson, Taylor Rutledge
NPNA members: Deb Hawkins, Dan Singer, Nyssa Collins

Call to order 7:00PM

Administrative:

- Minutes from September 2020 accepted
- Treasurer's report September 2020 accepted

Report period:	Sept 1st 2020-Sept 30th 2020			
Fiscal period:	April 1st 2020 - March 31st 2021			
Memberships:	60 Current, since April 1st			
	0 Pre-paid for 2021			
				Total
Operating fund:	Contingency fund			
Beginning balance	1629.5	Beginning balance	4220.36	5849.86
Income	58	Income	0.9	58.9
Expenses	3.8	Expenses	0	3.8
Transfers	0	Transfers	0	
Ending balance	1683.7	Ending balance	4221.26	5904.96

- Colonial Village would like a liaison. Looking for a volunteer.

Old business:

Motion: Ian's replacement document regarding policies, with amendments, be accepted.
Unanimously approved

- Northgate Mall Committee Taylor design team is taking input. Interest in daylighting the creek and creating a walkway on the west side. Concern re rent and property taxes. Board generally thought it would be prohibitively expensive to have a walkway over I 85.
- Luminaries Committee updated Event Dec 12, modified for covid.

New business:

- Broadening community representation for NPNA Eli: Re newsletter; doesn't have Spanish participation. How to address economic/cultural barriers in participating in NPNA? Do not want to do something just to make us feel better, but something that would have value for the Latinx. Possibly ask for content from Latinx. Eli will ask through Mutual Aid group if someone would be interviewed or write something and be paid. Bernie will ask La Iglesia Emmanuel for input.

- Tree planting / Fundraiser Plans are going ahead. Need to do a combination fundraiser/membership drive. Approximately \$2000 needed. Ian, Sue and Tom will work on fundraiser for trees.

Motion: Up to a maximum of \$2000 will be paid for by NPNA. Any over will go half to Keep Durham Beautiful and half to our own NPNA arts committee. Unanimously passed.

Durham arborist will check up on trees on Ruby and city will replace any dead trees by next spring. He feels that the trees are more benefit than risk. Welcomes feedback on types of trees.

- 'Pastels in the Park' Nyssa: 16 people attended meeting, next meeting will be on Oct 25. Four possible projects:

- Art under the overpass bridge

- Art around the tennis courts

- Painting a chess board in the park

- Pastels in the park: temporary art for about a week. Would like to have an event with Covid precautions. In CA a business sponsors each square. Will need funding. Probably do it in the spring. Possibly some sponsored by businesses. Hope to include families and artists.

Motion: Allocate \$50 to do a trial with the pastels, perhaps with a park bench or the chess board. Passed

Hearing from our neighbors

Deb: signage to divert trucks from Washington overpass. City was contacted. Also city aware that the fence separating I-85 off ramp and Ruby was knocked over. Working on it.

Terry Burtyk would like to do Jack o'lantern lighting in Lavender House on Halloween. Would get pumpkins and lights. Also would ask others if they would like to put up pumpkins/Halloween luminaries.

Motion: Request up to \$70 for pumpkins, supplies. Passed

Deb would like money to replace extension cords lost during luminary event last year. She will send financial request.

Deb has seasonal cards and offers to send a thank you card to supporters and volunteers for the last year.

Motion: to pay up to \$25 for cards and stamps for thank you cards. Passed unanimously.

Adjourn 8:41

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, nonprofit 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 out 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