



Phillips West Neighborhood Organization

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December 29, 2010

FROM: Crystal Trutnau, Phillips West Neighborhood Organization Executive Director
2400 Park Avenue, Suite 152
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TO: City of Minneapolis NRC Department
Tri Tech Center, Room 220
331 2nd Avenue South
Minneapolis, MN 55401

RE: Phillips West Community Participation Program 2011 Funding Request

Enclosed you will find the Phillips West Community Participation Program 2011 Funding Request. This submission includes:

1. Phillips West Neighborhood Organization's name & contact information.
2. A description of our proposed Community Engagement Planning Activities.
3. A Budget
4. A current copy of the Phillips West By-Laws
5. A copy of the minutes in which the Phillips West Board approved the 2011 Funding Submission.
6. Demonstration that Phillips West Neighborhood Organization is current on annual filings (990, Annual Registration with the Minnesota Secretary of State, Annual Report to the Minnesota Attorney General's Office).

Any inquires about this submission can be made to:

Phillips West Neighborhood Organization
Attention: Crystal Trutnau, Executive Director
2400 Park Avenue South, Suite 152
Minneapolis, MN 55404
612-879-5383
Pwno2005@yahoo.com

COMMUNITY PARTICIPATION PROGRAM
Application Template.

Please feel free to use this template as a guide to developing your submission for funding from the Community Participation Program. The level of detail should be appropriate to your organization's proposed activities, and to the level of funding allocated for your organization.

CONTACT INFORMATION:

Organization Name:	Phillips West Neighborhood Organization
Address:	Phillips West Neighborhood Organization 2400 Park Avenue, Suite 152 Minneapolis, MN 55404
Website url:	phillipswestmn.org
Organization email:	pwno2005@yahoo.com
Federal EIN:	
Board Contact:	Name: Ms. Del Lundeen, Board Chair Phone: 612/871-6341 Email: pwno2005@yahoo.com Address: 2615 Park Avenue #415 Minneapolis 55407
Staff Contact:	Name: Crystal Trutnau, Executive Director Phone: 612/879-5383 Email: pwno2005@yahoo.com Address: 2400 Park Avenue, Suite 152 Minneapolis 55404

FUNDING ACTIVITIES.

Use the following questions as a guide for your submission.

- 1. After this first funding year, neighborhood organizations will submit proposals for three years of funding from the Community Participation Program. How will your organization engage residents and other stakeholders in 2011 to develop your three-year proposal?**

Participants in the three-year NCR Proposal: The three-year Phillips West NCR Proposal will be coordinated by the Phillips West Board of Directors with the assistance of the paid Executive Director. Input to, and approval of, the plan will be solicited from all neighborhood stakeholders- residents, businesses and institutions. The Board will work with the Executive Director to ensure neighborhood stakeholders have multiple opportunities to participate in the three-year NCR Proposal Development. The major input points will be:

- A recent neighborhood mail-back survey on issues and priorities

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- Focus groups to discuss issues and proposed projects
 - Voting to determine priorities for funding
 - Voting to approve a draft 3-year Proposal

Notification of these opportunities for participation will be through timely distribution of direct postal mailings to all neighborhood addresses, emails, notices in the Ally newspaper and flyers distributed throughout the neighborhood.

Neighborhood stakeholders will also be invited to express their thoughts for the 3-year proposal through direct contact with individual Board members, emails to the neighborhood organization and/or by attending regular monthly meetings. The target timeline for approving the 3-year proposal is shown below.

Survey Analysis: Phillips West conducted a neighborhood wide survey during the summer of 2010. The results of this survey were analyzed and will be used to help identify issues and priorities and guide the focus group discussions.

Focus Groups: The neighborhood will host three back-to-back focus groups to ascertain what the neighborhood stakeholders think about the issues facing Phillips West and to hear suggestions for strategies to address these issues.

Draft 3-year NCR Proposal: The neighborhood input from the survey and focus groups will guide the Phillips West Board in developing a Draft 3-year NCR Proposal. The neighborhood will be notified that the draft is complete and have 45 days to review and comment before the Phillips West full voting membership is asked to vote. Once the Draft 3-year NCR proposal is adopted by the neighborhood the Phillips West Board and Executive Director will work with NCR to execute the Final 3-year NCR Proposal.

2. What regular outreach and engagement activities will your organization carry out in 2011?

In 2011 the Phillips West Neighborhood Organization has planned a variety of engagement activities including but not limited to: monthly Board Meetings to deal with organizational business, monthly General Membership Meetings to inform the neighborhood of current events/issues, Tuesday's Together Free Community Dinner for Phillips West Residents (a partnership with the Center for Changing Lives that takes place the 2nd Tuesday of each month with a different non-profit organization hosting monthly), Everybody Wins Reading Program at Anderson School, monthly Community Leaders Roundtable hosted by Community Action of Minneapolis, monthly Courtwatch meetings hosted by the Franklin Safety Center, monthly participation on the Center for Changing Lives Coordinating Council, participation on Chicago Avenue Steering Committee, participation on the Peavey Park Redesign Committee, 5 Annual Events; Winter Social, Spring & Fall Clean Sweeps, National Night Out, Senior Pride Day, and a Back to School Supply Giveaway.

3. How will your organization reach out to under-represented groups in your community? Who are these groups?

The Phillips West Neighborhood Organization constantly strives to reach under-represented groups including under-represented Ethnic Groups that also include immigrants and refugees mostly of East African & Hispanic Descent, and under-represented Senior Citizens (Phillips West has a high proportion of Seniors because of the 3 Ebenezer high rise buildings located within the neighborhood). We do most of our outreach through translated English, Somali, and Spanish flyers. In 2010 we worked with the Police Department to host two different Somali Town Hall meetings where we addressed issues of recent shootings around Peavey Park. We are more than willing to host similar Town Hall meetings in 2011 and beyond. PW staff also attends a monthly Hispanic Women in Business meeting to encourage under-represented women to excel in the work force despite being a woman and a minority. We partner with Minneapolis Mad Dads to host an Annual Event called Senior Pride Day where we celebrate our Seniors by providing free health screenings, entertainment, food and Boat Rides on the Minneapolis Queen. We also serve as fiscal agent for the Midtown Safety Center, they also focus on providing services to under-represented groups. The Midtown Safety Center has "Domestic Abuse Advocates" that provide Somali, Spanish and English advocates that are available for consultations, assistance with orders for protection, safety planning and access to Community Resources.

4. What planning activities would your organization like to carry out in 2011? (This could include strategic planning, land use planning, NRP planning, etc).

Chicago Avenue Plan: Phillips West completed its own Land Use Plan that gained City Council Approval in July 2009. Approval was pending the removal of Chicago Avenue from the Phillips West Plan. City Council direction led CPED to dedicate \$150,000 of it's annual budget to complete a Chicago Avenue Land Use Plan. This process has been led by City Planner Paul Mogush. Phillips West has been active on the projects Steering Committee and it is anticipated we will complete this project and gain City Approval in 2011.

Phillips West Housing Program: Phillips West has two "Housing Programs" available through NRP Phase I and Phase II. The programs include; Deferred Loan Program- 0% fixed rate financing, \$5,000 maximum loan, limited to those that make 80% or less of the AMI (Area Median Income), eligible improvements include exterior & energy related improvements, major mechanical upgrades and code violation corrections. Phillips West Revolving Loan Program- 3% fixed rate financing, \$25,000 maximum loan, no income requirements to qualify, eligible improvements include windows, doors, furnaces, A/C, insulation, water heater and boilers.

Peavey Park Redesign Project: Phillips West has also been working with the University of Minnesota school of Urban Redesign along with Ventura Village Neighborhood, City Leaders, Hennepin County Commissioners and the Park Board to complete a "Peavey Park

Redesign.” That project started in November of 2010 and work will continue throughout 2011.

2615 Park Avenue Rain Garden Project: Phillips West was a recipient of a \$10,000 MWMO (Minneapolis Watershed Management Organization) Planning Grant in 2010. The grant funds were used to design a detailed Rain Garden and Landscaping Plan for the Historic 2615 Park Avenue Apartments. PW has applied for a Full Action Grant through MWMO for \$50,000 and hopes to implement this project in the Spring of 2011.

Research Project “Impacts of Non-Profits/Treatment Facilities located in Phillips:” Phillips West is in the process of submitting an application to the University of Minnesota CURA (Center for Urban and Regional Affairs) NPCR (Neighborhood Partnerships for Community Research) to carry out a research project that studies the positive & negative impacts that the concentration of Non-Profits/Supportive/Treatment Facilities have on the Greater Phillips Neighborhood.

Midtown Landlord Association Website: According to the 2000 Census, the ration of rental-occupied housing in the Phillips Community, was almost 80%. That means that of the total 6333 livable housing units in Phillips, almost 5000 units are occupied by renters. Although, most of the landlords and tenants in the Community operate in a law abiding manor, with no serious problems, there still remains a small percentage that continue to create problems that can adversely affect the entire neighborhood. In 2007 a few resident leaders and the Police Department came together to host the first ever “Phillips Landlord Workshop.” It was so successful that to date there have been 8 sessions. They now mail out over 500 invitations and e-mail 250 alerts, to landlords in all 4 Phillips Neighborhoods. The idea of a Phillips Community Responsible Landlord-Tenant site has been widely accepted by neighborhood residents & the attendees of those workshops. The website will educate landlords on how to “Raise the Bar,” improve the quality of tenants they rent to, post and ad to market their rental units, enforce strong leases, be on the look out for crime, etc. Phillips West serves as fiscal agent for this project and has been working with the project leaders completion is planned by August 2011.

Midtown Safety Center: Phillips West is taking over fiscal management for the Midtown Safety Center on January 1, 2011. The Midtown Safety Center is currently budgeted through 2011. It will be the job of Phillips West to identify funding sources to keep the Safety Center operational beyond 2011. In 2011 Phillips West will carry out a funding campaign and identify goals for 2011 and beyond. The Midtown Safety Center serves as a base for community-oriented policing by offering a wide variety of services directly to the neighborhood; acting as a resource referral, and collaborating with other City/County departments to build strong community and police partnerships. The Safety Center is staffed by a full time Minneapolis Police Department Crime Prevention Specialist. Some of the activities that take place at the center include; The Midtown Security Collaborative, Court Watch, Personal Safety Workshops, Hennepin County Probation, Domestic Abuse Advocates, Crime Alerts & Community Meetings.

5. How does your organization provide information to the community? How do you gather information from the community?

Phillips West has an e-list of 380+ members that is used to communicate important information and happenings. Phillips West also sends monthly mailings out to 83 residents who don't have computer access. We post monthly announcement in the "Alley Newspaper," that include upcoming meeting dates/times/locations. When a land use issue comes before the neighborhood every property within 300 feet receives an individual flyer in 3 languages that include; English, Somali and Spanish. In addition to Phillips West we serve as fiscal agent for the Midtown Safety Center & the Midtown Landowners Association who share neighborhood information with their networks and vice versa.

6. What festivals and events will your organization host or support in 2011?

In 2011 the Phillips West Neighborhood Organization has planned a variety of events including but not limited to: monthly Board Meetings to deal with organizational business, monthly General Membership Meetings to inform the neighborhood of current events/issues, Tuesday's Together Free Community Dinner for Phillips West Residents (a partnership with the Center for Changing Lives that takes place the 2nd Tuesday of each month with a different non-profit organization hosting monthly), Everybody Wins Reading Program at Anderson School, monthly Community Leaders Roundtable hosted by Community Action of Minneapolis, monthly Courtwatch meetings hosted by the Franklin Safety Center, monthly participation on the Center for Changing Lives Coordinating Council, participation on Chicago Avenue Steering Committee, participation on the Peavey Park Redesign Committee, 5 Annual Events; Winter Social, Spring & Fall Clean Sweeps, National Night Out, Senior Pride Day, and a Back to School Supply Giveaway.

7. What else would you like the Neighborhood and Community Engagement Commission know about your organization?

Phillips West Neighborhood:

The Greater Phillips Community consists of four neighborhoods; Ventura Village, Phillips West, Midtown Phillips & East Phillips. Greater Phillips is bound by 94 on the North, Hiawatha on the East, Lake Street to the South & 35w from the West.

The Greater Phillips Community used to be one neighborhood but dismembered in 1999. At that time 4 individual neighborhoods formed including Phillips West Neighborhood. The Phillips West Neighborhood consists of 42 Square Blocks and is geographically defined by 22nd Street to the North, Chicago Avenue to the East, Lake Street to the South & 35w to the West.

Phillips West is well known today for its strong corporate anchors and affordable housing in close proximity to downtown Minneapolis. Some popular destinations in Phillips West include; National Theatre for Children, Open Eye Figure Theatre, Phillips Eye Institute, Children's Hospital, Allina, the American Swedish Institute, Lutheran Social Service of MN, the Zuhrah

Shrine, Ebenezer, Park House, Augsburg Fairview Academy, Hope Academy, Cristo Rey Jesuit High School and Wells Fargo Home Mortgage.

What is the Phillips West Neighborhood Organization:

Phillips West Neighborhood Organization was formed by a small coalition of Phillips West residents, businesses, agencies and religious institutions in June 2000. Phillips West Neighborhood Organization is a 501 (C) 3, and is the officially recognized Citizen-Participation Neighborhood Organization with the City of Minneapolis. As in its formative years, Phillips West Neighborhood Organization continues to depend on the civic involvement of neighborhood volunteers. It is governed by a 7 member volunteer Board of Directors elected by Phillips West residents and businesses, and daily operations are performed by the Executive Director and Part-time Bookkeeper.

Phillips West Neighborhood Organization continues to operate as a coalition of neighborhood residents, businesses, and institutions working together for the advancement and development of the Phillips West Community. The Organization advocates for the neighborhoods goals and works to address neighborhood needs and concerns.

Mission:

The Phillips West Neighborhood Board speaks for the neighborhood to express the goals of Phillips West and address neighborhood needs and concerns:

- Mission: The Mission of Phillips West is to ensure safety and livability by facilitating, advocating and leading the diverse voices of the Phillips West Neighborhood.
- Vision: The Vision of the Phillips West Neighborhood is to mobilize and engage human and financial resources, information, and technical assistance necessary to effectively provide leadership to organize and implement a base of operation for Citizen Participation.
- Objective: The objective of Phillips West is to empower and celebrate stability, diversity, economic development, education and concern for all the children, youth, individuals, families, stakeholders and overall quality of life in the Phillips West Neighborhood.

What is Phillips West Neighborhood Organization Doing:

Phillips West is neighborhood recourse. Phillips West responds to business and resident inquires and facilitates meetings to inform the neighborhood about changes, developments, safety issues, funding for housing programs and improvements, events, etc. that impact the livability and prosperity of the Phillips West Neighborhood. Phillips West is also charged with implementing Phase I & Phase II of the Phillips West Neighborhood Revitalization Program Funding.

8. Besides funding, what are some other ways that the NCR and NCEC can help your neighborhood organization?

ESTIMATED BUDGET

Staff Expenses	\$ 25,000
Employee Benefits	\$ 5,000
Professional Services	\$ 8,600
Occupancy	\$ 6,000
Communications/Outreach	\$ 1,000
Supplies and Materials	\$ 2,500
Festivals and events	\$ 4,000
Food and refreshments	\$ 2,000
Development	\$ 1,000
Fundraising	\$ 2,380.91
Other Services	\$
TOTAL:	\$ 57,480.91

Notes:

- Staff expenses should include payroll, FICA, and withholding, or staff contractors.
- Employee benefits should include any health insurance, retirement, or other benefits.
- Professional services should include the cost of temporary contractors, bookkeepers, accountants, etc.
- Occupancy should reflect costs related to rent, utilities, phone, websites and email expenses, and other similar expenses.
- Communications/Outreach should include costs of publications, printing, postage, delivery, flyers, etc.
- Supplies and materials should include office supplies as well as expenses for supplies related to ongoing programs such as block patrols, etc.
- Festivals and events can include any costs related to community events and festivals.
- Food and refreshments can include the cost of any food or refreshments related to your organization's community engagement efforts (may not exceed 5% of your organization's CPP allocation).
- Development expenses could include costs related to training, education, recognition, or orientation for board, staff and volunteers.
- Fundraising could include any costs related to fundraising for your organization (hiring of consultants, costs of materials, postage, events, etc).

Phillips West Neighborhood Organization

By-Laws

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**Phillips West Neighborhood Organization
By-Laws**

Article I (1) Name

The name of the organization is **Phillips West Neighborhood Organization, (PWNO)**.

Article II (2) Purpose

The general purposes of the organization shall be to develop a sense of community in the Phillips West neighborhood; to encourage widespread citizen participation in all decision making processes affecting this community; to provide mechanisms for the residents to be well-informed; and to facilitate improvement of the physical, social, and cultural environment of the neighborhood.

Article III (3) Area

The geographic boundaries of Phillips West (for purposes of the Articles of Incorporation and these By-laws, and for the service of this organization), shall be that part of Minneapolis bounded by East 22nd Street on the North, East Lake Street on the South, Interstate 35W on the West, and Chicago Avenue on the East.

Article IV (4) Membership

Section 1: Open membership.

Membership shall be open to all interested persons who meet the eligibility requirements enumerated in this Article. No person shall be denied membership in the organization because of race, religious belief, gender, sexual preference, economic status, or disability. Members shall remain in good standing for so long as they fulfill the membership eligibility requirements of this Article. No member shall have any vested right or interest in the term of his or her membership. Membership is not transferable or assignable.

Section 2: Eligibility.

Eligibility for membership in the organization shall be open to:

- A. anyone 18 years or older and;
- B. anyone who lives in the Phillips West neighborhood or;
- C. anyone who owns residential property in the neighborhood or;
- D. an official representative of a business, organization, or institution located within the neighborhood. An official representative shall be so designated in writing (to be filed with the secretary annually) by the business, organization, or institution located within the neighborhood.

Section 3: Voting members.

Any eligible member may become a voting member by:

- (1) attending Regular Full Community, Special, or Committee meetings and recording his or her name and address on the sign-in sheet; or
- (2) submitting his or her name and address in writing to the Board along with a request for voting membership
- (3) In accordance with Minnesota Statute 317A.441 (a copy of the statute is available for review at the Phillips West office)

Section 4: Associated members.

Associated membership (non-voting) in the organization shall be open to:

- A. anyone interested in supporting the values, objectives, and activities of the organization.
- B. employees of any business, organization, or institution located within the neighborhood.

Section 5: Voting rights.

There shall be no voting by proxy.

Section 6: Membership fees.

There will be no membership fee requirement of this organization. Contributions may be solicited from time to time as determined by the PWNO Board.

Article V (5) Meetings of PWNO

Section 1: Open meetings.

All meetings of PWNO shall be open to the public. Meetings or portions of meetings may be closed upon motion, however, to allow the Board to handle confidential legal matters. Every effort shall be made to inform the members of the decisions being made and to solicit their input. This shall include the leafleting of all affected blocks 10 days prior to the meeting at which the issue will be discussed.

Section 2: Annual meetings.

There shall be an annual meeting of the members during the second quarter of each calendar year at a time and place in the Phillips West neighborhood as set by the PWNO Board. At such time, reports of the activities of the organization shall be presented to the members by the Board, and other membership business shall be transacted. Emphasis shall be placed on making the annual meeting a neighborhood celebration that attracts all the diverse cultures and people of the Phillips Neighborhood.

Section 3: Regular Board Meetings.

The Board shall hold Board Meetings at least once per month. These meetings shall be held in the Phillips West neighborhood at such time and place as may be fixed by resolution of the Board. Members will be allowed to attend and observe but shall not be allowed to participate at Board meetings.

Section 4: Regular meetings.

The Board shall hold Full Membership Meetings at least once per month. These meetings shall be held in the Phillips West neighborhood at such time and place as may be fixed by resolution of the Board.

Section 5: Committee meetings.

All committees, as defined in Article VIII (8), shall be called by the committee chair. Any voting member of Phillips West Community in attendance shall be eligible to vote. Notice of committee meetings shall be given at least 48 hours in advance of the meeting either by mail, telephone, or personal contacts. Committee meetings shall be held in the Phillips West neighborhood and notice shall include time, place, and agenda.

Section 6: Special Membership meetings.

Special membership meetings may be called by the chair-person of the Board, or by one-third of the Board members in office, or by written request signed by 50 voting members of the organization as stated in Article IV, Section 3. Notice of special meetings shall be given at least 48 hours in advance of the meeting either by mail, telephone, or personal contacts. Special meetings shall be held in the Phillips West neighborhood and notice shall include time, place, and agenda.

Section 7: Special Board meetings.

Special Board meetings may be called by the chair-person of the Board, or by one-third of the Board members in office. Notice of special Board meetings shall be given at least 48 hours in advance of the meeting either by mail, telephone, or personal contacts. Special meetings shall be held in the Phillips West neighborhood and notice shall include time, place, and agenda.

Section 8: Notice.

Written notice of regular Membership meetings, including a written agenda, shall be distributed at least 10 days prior to the meeting to all Phillips West Community members. The meeting notice shall be deemed delivered when deposited in the United States mail properly addressed with postage thereupon prepaid. No notice shall be given more than 30 days before the meeting. Notice of annual meetings shall be posted in neighborhood news and information sources of general distribution. Notice shall be placed at least 10 days prior to the annual meeting and shall specify the time and place of the meeting.

Section 8: Quorum.

A quorum for the transaction of business at a regular meeting or a special Board meeting shall consist of 3 members of the Board members then in office.

Section 9: Member Voting.

Assuming a quorum is present, passage of a motion or resolution shall require a vote of a majority of the voting members present, unless (1) otherwise provided for in *The Modern Rules of Order, Newly Revised* or these By-laws. Not eligible are those who have a Conflict of Interest (as defined in section XVI), or those who do not meet the voting criteria as stated in Article IV, Section 3. There shall be no proxy voting.

Section 10: Agenda.

All parties having business with the organization must notify the chair-person of the Board 15 days prior to the next scheduled monthly meeting. Any issue that impacts nearby properties must be flyered 10 days before the meeting.

Article VI (6) PWNO Board

Section 1: General Powers.

The Phillips West Neighborhood Organization shall be governed by the PWNO Board. The Board shall be responsible for the business and day-to-day operations of the neighborhood, and it shall conduct monthly meetings to review, discuss, and decide on the issues that affect the Phillips West neighborhood. ~~The Board's decisions on these issues shall be the official position of the PWNO.~~ The Board members may exercise all such powers and do all such things as may be exercised or done by the organization, subject to the provisions of the Articles of Incorporation, these By-laws, and all applicable laws. Board members shall receive no compensation for their services as Board members, but this shall not restrict the reimbursement, by resolution of the Board, for reasonable expenses incurred by a Board member.

Section 2: Number.

The Board shall consist of 5 to 7 members elected at-large by the voting members of the PWNO.

Section 3: Qualifications.

All Board members shall be voting members of the PWNO. A minimum of 3 Board members shall be residents of the Phillips West neighborhood. There may be a maximum of 2 Board members that are non-resident voting members of the organization. There shall be no more than 2 non-resident voting members.

Section 4: Selection.

All Board members shall be elected at the Annual Election. Only voting members from the PWNO shall be eligible to vote for the Board representatives. Eligible voting members may revote for up to 7 candidates for the Board. The 5 to 7 persons receiving the highest number of votes, and meeting the criteria listed in Section 3 of this Article, shall be elected as the Board members. In the case of a tie vote, the President shall conduct a coin toss to determine the winner.

Section 5: Tenure.

All Board members shall serve until either their resignation or removal.

Section 6: Vacancies.

Any vacancies that occur—either between the annual election as a result of resignation or removal, or at the annual election because of the lack of a candidate that meets the criteria listed in Section 3 of this Article—shall be filled by appointment of the Board. The Board shall seek a candidate for the vacant position(s) that meets the qualifications of Section 3 of this Article. Notification of vacancies shall be given to all the voting members.

Section 7: Removal of a Board member.

Any Board member may be removed from office for 3 unexcused absences in a 6 month period. Any Board member may be removed with or without cause by a two-thirds vote of the remaining Board members, at a regular Board meeting or special meeting of the Board called for that purpose, but with 15 days notification of such action and the right of the affected Board member to be heard thereon at such Board meeting.

Section 8: Resignation of a Board member.

Any Board member may resign at any time by giving written notice to the Board or to the Board's chair. The resignation shall take effect when it is delivered unless the notice states otherwise. The Board member will be considered to have resigned if no longer qualifying as a voting member as stated in Article IV, Section 2.

Section 9: Board Voting.

Assuming a quorum is present, passage of a motion or resolution shall require a vote of a majority of the Board members present, unless (1) otherwise provided for in *The Modern Rules of Order, Newly Revised* or these By-laws. Meetings of the Board of Directors of this association shall be conducted according to *The Modern Rules of Order*. Not eligible are those who have a Conflict of Interest (as defined in section XVI). There shall be no proxy voting.

Article VII (7) Officers of the PWNO Board

Section 1: Officers of the Board and their duties.

The Board shall have the following officers: President, Vice President, Secretary and Treasurer. No person shall hold more than one office at a time, and only one member per household may serve as officers on the Board. Except as provided in these By-laws, the Board shall fix the powers and duties of all officers.

Section 2: Responsibilities.

No officer shall in any way bind the organization or the Board to do or not to do any certain thing, unless expressly authorized by the Board to do so; and no such action shall in any way be recognized by the organization, unless expressly ratified or approved by the Board.

Section 3: Qualifications.

The officers shall be elected from among the members of the Board.

Section 4: Selection.

All officers shall be elected by the Board at the first Board meeting following the annual election.

Section 5: Term of office.

Officers shall serve for a 1-year term or until their earlier resignation, removal from office, or death.

Section 6: Removal and vacancies.

Any officer may be removed from office with or without cause by a two-thirds vote of the remaining Board members, at a regular board meeting or special meeting of the Board called for that purpose, but with 15 days notification of such action and the right of the affected officer to be heard thereon at such Board meeting. If there is a vacancy among the officers of the Board by reason of death, resignation, or otherwise, such vacancy shall be filled for the unexpired term by the Board at a regular meeting or at a meeting especially called for that purpose.

Section 7: President.

The President shall:

- (1) have general active management of the business of the organization;
- (2) when present, preside at meetings of the Board and of the members;
- (3) see that orders and resolutions of the Board are carried into effect;
- (4) sign and deliver in the name of the organization deeds, mortgages, bonds, contracts, or other instruments pertaining to the business of the organization, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the articles or bylaws or by the Board to another officer or agent of the organization;
- (5) maintain records of and, when necessary, certify proceedings of the Board and the members; and
- (6) perform other duties prescribed by the Board.

Any action taken by the President which would bind the organization to do or not do any certain thing shall be subject to Board approval as set forth in Article VII, Section 2 of these bylaws.

Section 8: Vice President.

The Vice-President shall have such powers and perform such duties as may be specified in these By-laws or prescribed by the Board or by the-President. In the event of absence or disability of the president, the vice president shall assume the power and duties described in Section 7 of this Article, until a new chair has been elected. Any action taken by the Vice-President which would bind the organization to do or not do any certain thing shall be subject to Board approval as set forth in Article VII, Section 2 of these bylaws.

Section 9: Secretary.

The secretary shall be secretary of the meetings of the Board and shall record all proceedings of the meetings in the appropriate minute book of the organization. She or he shall sign and execute such documents as may be necessary for the transaction of business by the Board. Any action taken by the Secretary which would bind the organization to do or not do any certain thing shall be subject to Board approval as set forth in Article VII, Section 2 of these bylaws.

Section 10: Treasurer.

The Treasurer shall:

- (1) keep accurate financial records for the organization;
- (2) deposit money, drafts, and checks in the name of and to the credit of the corporation in the banks and depositories designated by the Board;
- (3) endorse for deposit notes, checks, and drafts received by the corporation as ordered by the board, making proper vouchers for the deposit;
- (4) disburse corporate funds and issue checks and drafts in the name of the organization, as ordered by the Board;
- (5) upon request, provide the president and the Board an account of transactions by the treasurer and of the financial condition of the organization; and
- (6) perform other duties prescribed by the Board or by the president.

Any action taken by the Treasurer which would bind the organization to do or not do any certain thing shall be subject to Board approval as set forth in Article VII, Section 2 of these bylaws.

Article VIII (8) Committees of the PWNO Board

The Board may appoint other committees and delegate to these committees such powers and responsibilities as it may from time to time deem appropriate. Any member of the organization

is eligible to serve on and participate in these committees. All actions taken by a committee shall be forwarded to the Board, which shall have the right to alter, accept, or reject these actions. The Board may from time to time delegate to a committee the authority to act on its behalf. At the time that a committee is formed, the Board will identify the committee as either standing or temporary, identify the major purposes and tasks of that committee, and appoint a chair-person of the committee.

Article IX (9) Election Procedures

Section 1: Nominations.

All nominations for positions on the Board shall be received at least 30 days prior to the Annual Election. Nominators shall submit the names, addresses, and phone numbers (if available) of their candidates to the return address on the nomination form. Incomplete nomination forms shall be void. Self-nomination shall also be encouraged.

Section 2: Biographical forms.

The **Board** shall adopt a biographical form which shall be sent to all eligible persons nominated. The form shall include, at a minimum, why a member wishes to run and what they would like to do for the neighborhood. The biographical form must be completed and returned for a person to be included on the election ballot.

Section 3: Voter's guide.

The information from the biographical form will be compiled into a voter's guide. This guide shall be distributed throughout the Phillips West neighborhood and shall be included in the local neighborhood newspapers.

Section 4: Notice.

Notice of the taking of nominations shall occur at least 1 month prior to the deadline for nominations. Such notice, at a minimum, shall be published in neighborhood news and information of general distribution. Notice of the Annual Election and the publication of the voter's guide, in neighborhood news and information of general distribution, shall occur no less than two weeks prior to the election.

Section 5: Annual Election.

The Annual Election shall be held at such time and place(s) as determined by the Board and by the provisions of these By-laws.

Section 6: Voting.

Each voting member of the organization is entitled to one vote for each open seat on the PWNO Board. No person may cast more than 1 vote for each candidate. There shall be no voting by

proxy. If a nomination form includes more than 1 vote for each candidate it shall be considered invalid and shall be discarded.

Article X (10) Staff

The PWNO Board either through the authorized action of a Board member or the Executive Director shall have the power to create, employ, and dismiss all those staff positions that it deems necessary and prudent. The duties and level of pay for each employee shall be determined by the Board.

Article XI (11) Seal, Books and Records, Audit, Fiscal Year, Offices

Section 1: Seal.

The organization shall have no seal.

Section 2: Books and records.

The PWNO Board shall keep correct and complete books and records of account, and it shall keep minutes of the proceedings of its meetings and committees, including such additional records and books of account as the Board deems necessary for the conduct of the activities of the organization. These records may be inspected by any member for any proper purpose at any reasonable time.

Section 3: Audit.

The PWNO Board shall cause the records and books of account of the organization to be audited as the Board deems appropriate.

Section 4: Fiscal year.

The fiscal year of the organization shall be from January 1st to December 31st.

Section 5: Principal office.

The principal office of the organization, if any, shall be located in the Phillips West neighborhood.

Article XII (12) Contracts, Loans, Checks, and Deposits

Section 1: Contracts.

The PWNO Board may authorize any officer(s) or agent(s) to enter into any contract or execute and deliver any instruments in the name of, on behalf of PWNO, such authority may be general or confined to specific instances.

Section 2: Loans.

No loans shall be contracted on behalf of PWNO, and no evidence of indebtedness shall be issued in its name unless authorized by a resolution proposed by a two-thirds majority vote of the PWNO Board.

Section 3: Checks and drafts.

All checks, drafts, or orders for the payment of money, notes, or other evidence of indebtedness issued in the name of PWNO, in excess of \$500.00, shall require 2 signatures comprised of at least 1 officer of the PWNO Board. The Board may empower, at its discretion, a member or members of the staff to be the sole signator(s) on all checks of \$500.00 or less.

Section 4: Deposits.

All funds of the organization not otherwise employed shall be deposited from time to time to the credit of PWNO in such banks, trust companies, other depositories, or investments as the PWNO Board may select.

Article XIII (13) Indemnification

The organization, acting through the PWNO Board, or as otherwise provided in these By-laws, shall as fully as may be permitted from time to time by the statutes and decisional law of the State of Minnesota or by any other applicable rules or principles of law, indemnify each officer of the organization against the expense of any action to which she or he was or is a party or is threatened to be made a party thereof by reason of the fact that she or he is or was an officer of the organization. Any provision in these By-laws which would prevent such indemnification to the full extent permitted by law as it may from time to time be expanded by statute, decision of the court otherwise, shall be deemed amended to conform to such expanded right of indemnification without formal action by the organization.

Article XIV (14) Affirmative Action

PWNO shall not view Affirmative Action as mere passive non-discrimination. Instead it shall consist of an active reaching out to all people of the Phillips West neighborhood to ensure their participation in all of the activities of the organization. PWNO understands that it is not enough just to have open meetings and 1 person, 1 vote; it takes an organization that is willing to address cultural differences in the ways that meetings are held and decisions are made. PWNO understands also that Affirmative Action requires that the organization address issues of direct importance to individuals if they are to be expected to join in the work of the organization. PWNO accents these challenges in its attempt to act affirmatively in all of its activities and responsibilities.

In addition, no person shall be discriminated against by this organization in its hiring policies, delivery of services, or other business on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual preference, disability, age, marital status, status with regard to public assistance, or criminal record where the offense is not validly related to the job, services, or organizational business.

Article XV (15) Procedure for Handling Complaints

Any complaint against the organization or any of its activities shall be made in writing and directed to an officer (chair-person, vice chair-person, secretary, or treasurer) of the PWNO Board. The complaint shall be filed with the secretary of the PWNO Board. Said complaint shall be considered at the next PWNO Board meeting, and the Board shall determine whether the complaint should be considered at the next PWNO membership meeting.

Article XVI (16) Conflict of Interest

It shall be the policy of this organization to clearly define the potential for a Conflict of Interest on the part of its membership in any project, program, or proposal that is being considered by the PWNO Board or by any of the organization's task forces or committees. The procedure for determining a conflict will be: The Board chair will ask, after the description of the project, program, or proposal, if any member has a Conflict of Interest. Conflicts exist in four situations.

1. A member will benefit directly from the project, program, or proposal.
2. A member will benefit because of family relationships (spouse/partner, son, daughter, father, mother, sister, brother, or a member of the same household).
3. A member will benefit because their employer or company will benefit.
4. A member is on the Board of directors of a company or organization that will benefit.

If a member declares a Conflict of Interest, the chair will accept it, and that member will refrain from the discussion and voting on all matters pertaining to the issue.

Article XVII (17) Dissolution

Any dissolution of PWNO shall be conducted in accordance with the provisions of Minnesota Statutes Chapter 317A.

Article XVIII (18) Review of the By-Laws

These By-laws may be reviewed every 5 years.

Article XIX (19) Amendments to the By-Laws

These By-Laws may be amended at any meeting of the members providing that notice of the meeting is given in accordance with Minnesota Statutes Section 317A.435. Amendments may be proposed by: (1) any voting member may submit a proposed amendment in writing to the PWNO Board; or, (2) any 15 voting members may set forth a proposed amendment by petition then subscribed, which petition shall be filed with the secretary of the PWNO Board. Said proposed amendment shall be considered at the next PWNO Full Community Meeting.

Phillips West Neighborhood Organization
Board Meeting was held at Lutheran Social Service 2400 Park Avenue, Suite 154
Meeting was held from 6:00 to 7:00 p.m.

Board Meeting Minutes, Monday December 27th, 2010

In attendance: Del Lundeen, Muriel Simmons, Robert Byrd, Jake Rock, Trudy White, Crystal Trutnau

Absent: None

Meeting called to order by Board Chair Del Lundeen at 6:00 p.m.

11/22/10 Board Meeting Minutes were reviewed and accepted with no additions or changes.

Phillips West Business:

- **NCEC (Neighborhood & Community Engagement Commission) & NCR (Neighborhood & Community Relations) Department Community Participation Guidelines:** PW staff received the Community Participation Guidelines from NCR they direct how \$3 million will be provided to Minneapolis Neighborhood Organizations in 2011. PW is eligible to apply for the first year of funding. PW is eligible to receive \$57,480.91. PW Staff has attached the application template and is seeking endorsement from the Board. Jake Rock made a Motion to approve the Phillips West Community Participation Application and Budget. Muriel Simmons Second. Motion Approved.

Adjourn: The PW Board Meeting Adjourned at 7:00 p.m.

Short Form
Return of Organization Exempt From Income Tax
 Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code
 (except black lung benefit trust or private foundation)

2009

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

▶ Sponsoring organizations of donor advised funds and controlling organizations as defined in section 512(b)(13) must file Form 990. All other organizations with gross receipts less than \$500,000 and total assets less than \$1,250,000 at the end of the year may use this form.
 ▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

A For the 2009 calendar year, or tax year beginning _____, **2009, and ending** _____

B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Termination <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	Please use IRS label or print or type. See Specific Instructions.	C Name of organization Phillips West Neighborhood Organization Number and street (or P.O. box, if mail is not delivered to street address) Room/suite 2400 Park Avenue South 152 City or town, state or country, and ZIP + 4 Minneapolis MN 55404	D Employer identification number 90-0122796 E Telephone number (612) 879-5383 F Group Exemption Number ▶
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• Section 501(c)(3) organizations and 4947(a)(1) nonexempt charitable trusts must attach a completed Schedule A (Form 990 or 990-EZ).

G Accounting method: Cash Accrual
 Other (specify) ▶

I Website: ▶ N/A
J Tax-exempt status (check only one) — 501(c) (3) ◀ (insert no.) 4947(a)(1) or 527

H Check if the organization is not required to attach Schedule B (Form 990, 990-EZ, or 990-PF).

K Check if the organization is not a section 509(a)(3) supporting organization and its gross receipts are normally not more than \$25,000. A Form 990-EZ or Form 990 return is not required, but if the organization chooses to file a return, be sure to file a complete return.

L Add lines 5b, 6b, and 7b, to line 9 to determine gross receipts; if \$500,000 or more, file Form 990 instead of Form 990-EZ ▶ \$ 124,150.

Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances (See the instructions for Part I.)

	1 Contributions, gifts, grants, and similar amounts received	1	124,150.	
	2 Program service revenue including government fees and contracts	2		
	3 Membership dues and assessments	3		
	4 Investment income	4		
REVENUE	5a Gross amount from sale of assets other than inventory	5a		
	b Less: cost or other basis and sales expenses	5b		
	c Gain or (loss) from sale of assets other than inventory (Subtract line 5b from line 5a)	5c		
	6 Special events and activities (complete applicable parts of Schedule G). If any amount is from gaming, check here	▶ <input type="checkbox"/>		
	a Gross revenue (not including \$ _____ of contributions reported on line 1)	6a		
	b Less: direct expenses other than fundraising expenses	6b		
	c Net income or (loss) from special events and activities (Subtract line 6b from line 6a)	6c		
	7a Gross sales of inventory, less returns and allowances	7a		
	b Less: cost of goods sold	7b		
	c Gross profit or (loss) from sales of inventory (Subtract line 7b from line 7a)	7c		
	8 Other revenue (describe ▶ _____)	8		
	9 Total revenue. Add lines 1, 2, 3, 4, 5c, 6c, 7c, and 8	9	124,150.	
EXPENSES	10 Grants and similar amounts paid (attach schedule)	10		
	11 Benefits paid to or for members	11		
	12 Salaries, other compensation, and employee benefits	12	58,814.	
	13 Professional fees and other payments to independent contractors	13	7,118.	
	14 Occupancy, rent, utilities, and maintenance	14	4,054.	
	15 Printing, publications, postage, and shipping	15	868.	
	16 Other expenses (describe ▶ See Other Expenses Statement)	16	41,169.	
	17 Total expenses. Add lines 10 through 16	17	112,023.	
	18 Excess or (deficit) for the year (Subtract line 17 from line 9)	18	12,127.	
ASSETS	19 Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	19	13,980.	
	20 Other changes in net assets or fund balances (attach explanation)	20		
	21 Net assets or fund balances at end of year. Combine lines 18 through 20	21	26,107.	

Part II Balance Sheets. If Total assets on line 25, column (B) are \$1,250,000 or more, file Form 990 instead of Form 990-EZ. (See the instructions for Part II.)

		(A) Beginning of year	(B) End of year
22 Cash, savings, and investments	22	8,520.	26,536.
23 Land and buildings	23	0.	0.
24 Other assets (describe ▶ See L-24 Stmt)	24	23,840.	0.
25 Total assets	25	32,360.	26,536.
26 Total liabilities (describe ▶ See L-26 Stmt)	26	18,380.	429.
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	27	13,980.	26,107.

Part III Statement of Program Service Accomplishments (See the instructions.)

Expenses
(Required for section 501(c)(3) and (4) organizations and section 4947(a)(1) trusts; optional for others.)

What is the organization's primary exempt purpose? Neighborhood revitalization
Describe what was achieved in carrying out the organization's exempt purposes. In a clear and concise manner, describe the services provided, the number of persons benefited, or other relevant information for each program title.

<p>28 <u>NRP Implementation - Programs funded by City of Minneapolis to identify issues and create methods to improve crime prevention, educational access to community services and improve the community environment through clean-up and beautification</u> (Grants \$ 0.) If this amount includes foreign grants, check here <input type="checkbox"/></p>	<p>28 a</p>	<p>86,513.</p>
<p>29 ----- ----- (Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/></p>	<p>29 a</p>	
<p>30 ----- ----- (Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/></p>	<p>30 a</p>	
<p>31 Other program services (attach schedule) (Grants \$) If this amount includes foreign grants, check here <input type="checkbox"/></p>	<p>31 a</p>	
<p>32 Total program service expenses (add lines 28a through 31a) ▶</p>	<p>32</p>	<p>86,513.</p>

Part IV List of Officers, Directors, Trustees, and Key Employees. List each one even if not compensated. (See the instrs.)

(a) Name and address	(b) Title and average hours per week devoted to position	(c) Compensation (If not paid, enter -0-.)	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account and other allowances
<u>Board of Directors</u> <u>See attachment</u> <u>Minneapolis MN 55404</u>	Board members 4.00	0.	0.	
<u>Crystal Trutnau</u> <u>2400 Park Ave S, Suite 152</u> <u>Minneapolis MN 55404</u>	Executive Director 40.00	47,092.	0.	
----- -----				

Part V Other Information (Note the statement requirements in the instrs for Part V.)

		Yes	No
33	Did the organization engage in any activity not previously reported to the IRS? If 'Yes,' attach a detailed description of each activity		X
34	Were any changes made to the organizing or governing documents? If 'Yes,' attach a conformed copy of the changes		X
35	If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attach a statement explaining why the organization did not report the income on Form 990-T.		
35 a	a Did the organization have unrelated business gross income of \$1,000 or more or was it subject to section 6033(e) notice, reporting, and proxy tax requirements?		X
35 b	b If 'Yes,' has it filed a tax return on Form 990-T for this year?		
36	Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If 'Yes,' complete applicable parts of Schedule N		X
37 a	Enter amount of political expenditures, direct or indirect, as described in the instructions ... ▶ 37 a <u>0.</u>		
37 b	b Did the organization file Form 1120-POL for this year?		X
38 a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still outstanding at the end of the period covered by this return?		X
38 b	b If 'Yes,' complete Schedule L, Part II and enter the total amount involved		
39	Section 501(c)(7) organizations. Enter:		
39 a	a Initiation fees and capital contributions included on line 9		
39 b	b Gross receipts, included on line 9, for public use of club facilities		
40 a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under: section 4911 ▶ _____; section 4912 ▶ _____; section 4955 ▶ _____		
40 b	b Section 501(c)(3) and 501(c)(4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or is it aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? If 'Yes,' complete Schedule L, Part I		X
40 c	c Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958		
40 d	d Section 501(c)(3) and 501(c)(4) organizations. Enter amount of tax on line 40c reimbursed by the organization		
40 e	e All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If 'Yes,' complete Form 8886-T		X
41	List the states with which a copy of this return is filed ▶ _____		

42 a The organization's books are in care of ▶ Crystal Trutnau Telephone no. ▶ (612) 879-5383
 Located at ▶ 2400 Park Avenue S, Suite 152 Minneapolis MN ZIP + 4 ▶ 55404

		Yes	No
42 b	b At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		X
	If 'Yes,' enter the name of the foreign country: ▶ _____		
42 c	c At any time during the calendar year, did the organization maintain an office outside of the U.S.?		X
	If 'Yes,' enter the name of the foreign country: ▶ _____		

See the instructions for exceptions and filing requirements for **Form TD F 90-22.1, Report of a Foreign Bank and Financial Accounts.**

43 Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of **Form 1041** – Check here and enter the amount of tax-exempt interest received or accrued during the tax year

		Yes	No
44	Did the organization maintain any donor advised funds? If 'Yes,' Form 990 must be completed instead of Form 990-EZ		X
45	Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If 'Yes,' Form 990 must be completed instead of Form 990-EZ		X

Part VI Section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts only. All section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts must answer questions 46-49b and complete the tables for lines 50 and 51.

	Yes	No
46 Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If 'Yes,' complete Schedule C, Part I	<input type="checkbox"/>	<input checked="" type="checkbox"/>
47 Did the organization engage in lobbying activities? If 'Yes,' complete Schedule C, Part II	<input type="checkbox"/>	<input checked="" type="checkbox"/>
48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If 'Yes,' complete Schedule E	<input type="checkbox"/>	<input checked="" type="checkbox"/>
49a Did the organization make any transfers to an exempt non-charitable related organization?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
49b If 'Yes,' was the related organization a section 527 organization?	<input type="checkbox"/>	<input type="checkbox"/>

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None.'

(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans and deferred compensation	(e) Expense account and other allowances
None				

f Total number of other employees paid over \$100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter 'None.'

(a) Name and address of each independent contractor paid more than \$100,000	(b) Type of service	(c) Compensation
None		

d Total number of other independent contractors each receiving over \$100,000

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer _____ Date _____

Type or print name and title _____

Paid Preparer's Use Only

Preparer's signature	Date	Check if self-employed <input type="checkbox"/>	Preparer's Identifying Number (See instructions)
Firm's name (or yours if self-employed), address, and ZIP + 4		EIN	Phone no.
Michael Wilson CPA 4932 stevens ave minneapolis MN 55419			(612) 558-1692

May the IRS discuss this return with the preparer shown above? See instructions Yes No

BAA

SCHEDULE A
(Form 990 or 990-EZ)

Public Charity Status and Public Support

OMB No. 1545-0047

2009

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

▶ Attach to Form 990 or Form 990-EZ. ▶ See separate instructions.

Name of the organization: **Phillips West Neighborhood Organization** Employer identification number: **90-0122796**

Part I Reason for Public Charity Status (All organizations must complete this part.) See instructions

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

- 1 A church, convention of churches or association of churches described in **section 170(b)(1)(A)(i).**
- 2 A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E.)
- 3 A hospital or cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____
- 5 An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 An organization that normally receives: (1) more than 33-1/3 % of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions – subject to certain exceptions, and (2) no more than 33-1/3 % of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 10 An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 11 An organization organized and operated exclusively for the benefit of, to perform the functions of, or carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2). See **section 509(a)(3).** Check the box that describes the type of supporting organization and complete lines 11e through 11h.
 - a Type I
 - b Type II
 - c Type III – Functionally integrated
 - d Type III – Other
- e By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2).
- f If the organization received a written determination from the IRS that is a Type I, Type II or Type III supporting organization, check this box
- g Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons?

	Yes	No
(i) a person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the supported organization?	<input type="checkbox"/>	<input type="checkbox"/>
(ii) a family member of a person described in (i) above?	<input type="checkbox"/>	<input type="checkbox"/>
(iii) a 35% controlled entity of a person described in (i) or (ii) above?	<input type="checkbox"/>	<input type="checkbox"/>

h Provide the following information about the supported organizations.

(i) Name of Supported Organization	(ii) EIN	(iii) Type of organization (described on lines 1-9 above or IRC section (see instructions))	(iv) Is the organization in col. (i) listed in your governing document?		(v) Did you notify the organization in col. (i) of your support?		(vi) Is the organization in col. (i) organized in the U.S.?		(vii) Amount of Support
			Yes	No	Yes	No	Yes	No	
Total									

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions and membership fees received. (Do not include 'unusual grants.') ...	68,939.	57,939.	138,009.	118,468.	128,295.	511,650.
2 Tax revenues levied for the organization's benefit and either paid to it or expended on its behalf						
3 The value of services or facilities furnished to the organization by a governmental unit without charge. Do not include the value of services or facilities generally furnished to the public without charge						
4 Total. Add lines 1-through 3 ...	68,939.	57,939.	138,009.	118,468.	128,295.	511,650.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) ...						
6 Public support. Subtract line 5 from line 4						511,650.

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
7 Amounts from line 4	68,939.	57,939.	138,009.	118,468.	128,295.	511,650.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
11 Total support. Add lines 7 through 10						511,650.
12 Gross receipts from related activities, etc. (see instructions)					12	
13 First five years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here						<input type="checkbox"/>

Section C. Computation of Public Support Percentage

14 Public support percentage for 2009 (line 6, column (f) divided by line 11, column (f))	14	100.00%
15 Public support percentage from 2008 Schedule A, Part II, line 14	15	%
16a 33-1/3 support test – 2009. If the organization did not check the box on line 13, and the line 14 is 33-1/3 % or more, check this box and stop here. The organization qualifies as a publicly supported organization.	<input checked="" type="checkbox"/>	
b 33-1/3 support test – 2008. If the organization did not check a box on line 13, or 16a, and line 15 is 33-1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization.	<input type="checkbox"/>	
17a 10%-facts-and-circumstances test – 2009 If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and stop here. Explain in Part IV how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization.	<input type="checkbox"/>	
b 10%-facts-and-circumstances test – 2008. If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the 'facts-and-circumstances' test, check this box and stop here. Explain in Part IV how the organization meets the 'facts-and-circumstances' test. The organization qualifies as a publicly supported organization.	<input type="checkbox"/>	
18 Private foundation. If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions	<input type="checkbox"/>	

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 9 of Part I.)

Section A. Public Support

Calendar year (or fiscal yr beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
1 Gifts, grants, contributions and membership fees received. (Do not include 'unusual grants.')						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in a activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 Total. Add lines 1 through 5						
7a Amounts included on lines 1, 2, 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 Public support (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal yr beginning in) ▶	(a) 2005	(b) 2006	(c) 2007	(d) 2008	(e) 2009	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
13 Total support. (add lns 9, 10c, 11, and 12.)						

14 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here

Section C. Computation of Public Support Percentage

15 Public support percentage for 2009 (line 8, column (f) divided by line 13, column (f))	15	%
16 Public support percentage from 2008 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for 2009 (line 10c, column (f) divided by line 13, column (f))	17	%
18 Investment income percentage from 2008 Schedule A, Part III, line 17	18	%

19a **33-1/3 support tests – 2009.** If the organization did not check the box on line 14, and line 15 is more than 33-1/3%, and line 17 is not more than 33-1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

b **33-1/3 support tests – 2008.** If the organization did not check a box on line 14 or 19a, and line 16 is more than 33-1/3%, and line 18 is not more than 33-1/3%, check this box and stop here. The organization qualifies as a publicly supported organization

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions

Schedule B
(Form 990, 990-EZ,
or 990-PF)

Schedule of Contributors

OMB No. 1545-0047

2009

Department of the Treasury
Internal Revenue Service

▶ Attach to Form 990, 990-EZ, or 990-PF

Name of the organization

Employer identification number

Phillips West Neighborhood Organization

90-0122796

Organization type (check one):

Filers of:

Form 990 or 990-EZ

Section:

- 501(c)(3) (enter number) organization
- 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
- 527 political organization

Form 990-PF

- 501(c)(3) exempt private foundation
- 4947(a)(1) nonexempt charitable trust treated as a private foundation
- 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule**.

Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule –

- For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, \$5,000 or more (in money or property) from any one contributor. (Complete Parts I and II.)

Special Rules –

- For a section 501(c)(3) organization filing Form 990 or 990-EZ, that met the 33-1/3% support test of the regulations under sections 509(a)(1)/170(b)(1)(A)(vi) and received from any one contributor, during the year, a contribution of the greater of (1) \$5,000 or (2) 2% of the amount on (i) Form 990, Part VIII, line 1h or (ii) Form 990-EZ, line 1. Complete Parts I and II.
- For a section 501(c)(7), (8), or (10) organization filing Form 990 or 990-EZ, that received from any one contributor, during the year, aggregate contributions of more than \$1,000 for use *exclusively* for religious, charitable, scientific, literary, or educational purposes, or the prevention of cruelty to children or animals. Complete Parts I, II, and III.
- For a section 501(c)(7), (8), or (10) organization filing Form 990 or 990-EZ, that received from any one contributor, during the year, contributions for use *exclusively* for religious, charitable, etc, purposes, but these contributions did not aggregate to more than \$1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc, purpose. Do not complete any of the parts unless the **General Rule** applies to this organization because it received nonexclusively religious, charitable, etc, contributions of \$5,000 or more during the year. ▶ \$ _____

Caution: An organization that is not covered by the General Rule and/or the Special Rules does not file Schedule B (Form 990, 990-EZ, or 990-PF) but it **must** answer 'No' on Part IV, line 2 of their Form 990, or check the box on line H of its Form 990-EZ, or on line 2 of its Form 990-PF, to certify that it does not meet the filing requirements of Schedule B (Form 990, 990-EZ, or 990-PF).

BAA For Privacy Act and Paperwork Reduction Act Notice, see the Instructions for Form 990, 990EZ, or 990-PF.

Schedule B (Form 990, 990-EZ, or 990-PF) (2009)

Name of organization

Employer identification number

Phillips West Neighborhood Organization

90-0122796

Part I Contributors (see instructions.)

(a) Number	(b) Name, address, and ZIP + 4	(c) Aggregate contributions	(d) Type of contribution
1	City of Minneapolis ----- 350 S 5th Street ----- Minneapolis MN 55415 -----	\$ 118,080. -----	Person <input checked="" type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II if there is a noncash contribution.)
-----	----- ----- -----	\$ ----- -----	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II if there is a noncash contribution.)
-----	----- ----- -----	\$ ----- -----	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II if there is a noncash contribution.)
-----	----- ----- -----	\$ ----- -----	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II if there is a noncash contribution.)
-----	----- ----- -----	\$ ----- -----	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II if there is a noncash contribution.)
-----	----- ----- -----	\$ ----- -----	Person <input type="checkbox"/> Payroll <input type="checkbox"/> Noncash <input type="checkbox"/> (Complete Part II if there is a noncash contribution.)

**Form 990-EZ
Part II**

Other Assets and Liabilities

2009

Name as Shown on Return Phillips West Neighborhood Organization	Employer Identification No. 90-0122796
--	---

	Beginning of Year	End of Year
Line 24 - Other Assets:		
Grant receivable, prepaids	23,840.	
Totals to Form 990-EZ, Part II, line 24	23,840.	
Line 26 - Total Liabilities:		
Current Liabilities	18,380.	429.
Totals to Form 990-EZ, Part II, line 26	18,380.	429.

Form 990-EZ, Part I, Line 16

Other Expenses Statement

Other expenses (describe)	
<u>Office Supplies</u>	<u>2,437.</u>
<u>Insurance</u>	<u>1,735.</u>
<u>Program</u>	<u>35,997.</u>
<u>Web Site</u>	<u>1,000.</u>
Total	<u>41,169.</u>

Supporting Statement of:

Form 990-EZ/Line 1

Description	Amount
	128,295.
	-4,145.
Total	<u>124,150.</u>

Annual Business Renewal

MINNESOTA SECRETARY OF STATE
2010 NONPROFIT CORPORATION ANNUAL RENEWAL
Minnesota Statutes Chapter 317A
Must be filed by December 31
Annual Renewal Filing Date: 03/24/2010

Phillips West Neighborhood Organization
2400 Park Avenue South, Suite 152
Minneapolis, MN 55404

CURRENT INFORMATION ON FILE:

File#: 605873-2 State of Incorporation: MINNESOTA

Entity Name:
Phillips West Neighborhood Organization

Registered Agent/ Registered Office Address:
[No Name Provided]
2400 Park Avenue South, Suite 152
Minneapolis, MN 55404

Previous	Current
Name of President: Del Lundeen	Name and Business Address of President: Del Lundeen 2400 Park Avenue South Suite 152 Minneapolis MN 55404

Contact Information:
Crystal Trutnau
612-879-5383
pwno2005@yahoo.com

STATE OF MINNESOTA

CHARITABLE ORGANIZATION INITIAL REGISTRATION & ANNUAL REPORT FORM

ATTORNEY GENERAL LORI SWANSON
 SUITE 1200, BREMER TOWER
 445 MINNESOTA STREET
 ST. PAUL, MN 55101-2130
 (651) 296-6172
 (651) 296-1410 (TTY)
 www.ag.state.mn.us

Annual Reporting Initial Registration

FEDERAL EIN NUMBER: 90-0122796

FOR YEAR ENDING: 12/31/2010

SECTION ONE: REQUIRED INFORMATION FOR INITIAL REGISTRATION & ANNUAL REPORTING

1. *Legal Name of Organization:* Phillips West Neighborhood Organization
 If annual reporting, is this a new name since the organization's last filing? Yes No
 If so, please state former name: _____

2. List all names under which the organization solicits contributions:

3. <i>Mailing Address</i> <u>2400 Park Avenue # 152</u> <u>Minneapolis, MN 55404</u>	<i>Physical Address</i> <u>Same</u>
--	--

4. <i>Contact Person</i> <u>Crystal Trutnau</u> <i>Tel. No.</i> <u>(612)879-5383</u>	<i>E-mail</i> _____ <i>Fax No.</i> _____
---	---

5. Complete the following for the most recent twelve-month accounting year. *This information is required to be completed even if the organization is required to attach an IRS Form 990.*

INCOME		For Year Ending: _____
Contributions from the public	\$	_____
Government Grants	\$	<u>124,150</u>
Other revenue	\$	_____
TOTAL REVENUE	\$	<u>124,150</u>
EXPENSES		
Amount spent for program or charitable purposes	\$	<u>86,513</u>
Management/general expense	\$	<u>17,975</u>
Fund-raising expense	\$	<u>7,534</u>
Amounts paid to affiliated organizations	\$	_____
TOTAL EXPENSES	\$	<u>112,022</u>
EXCESS or DEFICIT	\$	<u>12,127</u>
TOTAL Assets	\$	<u>26,536</u>
TOTAL Liabilities	\$	<u>429</u>

END OF YEAR FUND BALANCE/NET WORTH (Assets minus Liabilities) \$ 26,107

6. Does the organization use the services of a professional fund-raiser (outside solicitor or consultant)?
 Yes No

If so, provide name and address of any outside professional fund-raiser employed by the organization and state the total amount of compensation each outside fund-raiser received from the filing organization during the year. *Attach schedule if more than one.*

Name _____
City _____ State _____ Zip _____ Compensation _____

7. Does this professional fund-raiser solicit or consult in Minnesota? Yes No

8. Month and day accounting year ends: 12/31/2009

9. Has the organization included the filing fee, late fee (if any) and all attachments required by the instructions? Yes No

SECTION THREE: REQUIRED FOR ANNUAL REPORTING ONLY

ALL organizations MUST complete questions 1-5.

1. Has the organization's accounting year changed since the last report was filed? Yes No
If yes, provide the new year-end date: _____
2. **Attach** an explanation if there has been any change in the organization's tax status with the Internal Revenue Service; a significant change in the purposes of the organization; or if the organization's right to solicit funds has been denied, suspended, revoked or enjoined by any state agency or court in any state, or if there are proceedings pending. None Attached
3. List the five highest paid directors, officers and employees of the organization and its related organization(s) who receive total compensation of \$50,000 or more, indicating their titles and total compensation paid to each. Total compensation includes salaries, fees, bonuses, fringe benefits, severance payments and deferred compensation paid by the organization and all related organizations. A "related organization" is an organization that controls, is controlled by or is under common control with another corporation. "Control" can exist through stock ownership or membership interests, the authority to appoint members, or the ability to direct the policies and management of other corporations. See Minn. Stat. § 317A.011, subd. 18.

	Name/Title	Compensation
1	None	
2		
3		
4		
5		

4. **Attach** a list of organization's board of directors. Attached
 Included in IRS Return
5. **Attach a GAAP audit** if total revenue exceeds \$350,000. Attached
 Audit not included under the Food Shelf Exemption (excluding from total revenue the value of food donated to a nonprofit food shelf for redistribution at no cost).
6. **Complete the Statement of Functional Expenses on the next page if NOT filing an IRS Form 990 that contains a Completed Statement of Functional Expenses.**

Complete this table only if **NOT** filing an IRS return that contains a completed Statement of Functional Expenses.

Statement of Functional Expenses				
	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to governments and organizations in the U.S.				
2 Grants and other assistance to individuals in the U.S.				
3 Grants and other assistance to governments, organizations, and individuals outside the U.S.				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1) and persons described in section 4958(c)(3)(B))				
7 Other salaries and wages	47,092	42,383	4,709	
8 Pension plan contributions (include section 401(k) and section 403(b) employer contributions)				
9 Other employee benefits	5,192	4,673	519	
10 Payroll taxes	6,529	5,876	653	
11 Fees for services (non-employees):				
a Management	243	243		
b Legal				
c Accounting	6,500		6,500	
d Lobbying				
e Professional fundraising services				
f Investment management fees				
g Other	375	270	105	
12 Advertising and promotion				
13 Office expenses	2,437	529	529	1,379
14 Information technology	1,000	465	465	70
15 Royalties				
16 Occupancy	4,054	2,027	2,027	
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization				
23 Insurance	1,735		1,735	
24 Other expenses. Itemize expenses not covered above. (Expenses grouped together and labeled miscellaneous may not exceed 5% of total expenses shown on line 25 below.)				
a Postage.....	868	868		
b Program.....	35,997	29,180	733	6,085
c				
d All other expenses				
25 Total functional expenses. Add lines 1 through 24d	112,022	86,513	17,975	7,534
26 Joint costs. Check here <input type="checkbox"/> if following SOP 98-2. Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation				

Must be prepared in accordance with generally accepted accounting principles.

SECTION FOUR: REQUIRED FOR INITIAL REGISTRATION & ANNUAL REPORTING

BOARD OF DIRECTORS
SIGNATURES AND ACKNOWLEDGMENT

We, the undersigned, state and acknowledge that we are duly constituted officers of this organization, being the Executive Director (Title) and Board Chair (Title) respectively, and that we execute this document on behalf of the organization pursuant to the resolution of the Board Directors (Board of Directors, Trustees, or Managing Group) adopted on the 15 day of May, 2010, approving the contents of the document, and do hereby certify that the Board Directors (Board of Directors, Trustees or Managing Group) has assumed, and will continue to assume, responsibility for determining matters of policy, and have supervised, and will continue to supervise, the finances of the organization. We further state that the information supplied is true, correct and complete to the best of our knowledge.

Crystal Trutnau
Name (Print)

Name (Print)

[Signature]
Signature

Signature

Executive Director
Title

Title

5/15/10
Date

Date

*** NOTICE ***

Documents required to be filed are public records. Please do not include *social security numbers, driver's license numbers or bank account numbers* on the documents filed with this Office as they are not required, but could become part of the public records. A charitable organization is not required to file a list of its donors. If it is included, it may become part of the public file.

Phillips West Board Members June 2009

Del Lundeen, Chair

2615 Park Avenue, Apt. # 407
Minneapolis, MN 55407
(612) 871-6341

Trudy White

2715 Portland Avenue South
Minneapolis, MN 55407
(612) 870-3775
Email: whitedelores59@yahoo.com

Muriel Simmons, Vice Chair

2702 Portland Avenue
Minneapolis, MN 55407
(612) 870-8041

Robert Byrd

2439 Park Avenue South
Minneapolis, MN 55404
(612) 874-7570 Cell (612) 287-4265 Work (651) 224-9431
Email: rtbd@aol.com

Jake Rock, Treasurer

New Hope Baptist
2525 5th Avenue South
Minneapolis, MN 55404
(612) 253-2277 Cell Phone (651) 675-7729
Email: revjakerock@yahoo.com

Amanda Lee Genaro, Secretary

Email: algenaro_phillipswest@yahoo.com

Staff Contact:

Crystal Trutnau
2400 Park Avenue South, Suite 152
Minneapolis, MN 55404
Office: (612)-879-5383
Fax: (612) 879-5217
Email: pwno2005@yahoo.com