
COMMUNITY PARTICIPATION PROGRAM PROPOSAL



WAITE PARK COMMUNITY COUNCIL

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CONTACT INFORMATION:

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Website url:	WaiteParkNeighborhood.org
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Federal EIN:	41-1716022
Board Contact: Name:	Anthony Beard
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Who should be the primary contact for this submission?	
<i>Anthony Beard, WPCC President</i>	

Date of Board review and approval:

June 6th, 2012

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1. Eligibility

The Waite Park Community Council (WPCC) represents the Waite Park neighborhood in Northeast Minneapolis. The WPCC holds public meetings on the first Wednesday of each month at the Waite Park Community Center (1810 34th Ave. NE). Meetings are advertised in the Waite Park Voice, as well as on Facebook and Twitter.

The board of directors is comprised of fifteen volunteer board members. To serve on the board, an individual must be at least eighteen years old and live, work, or own property in Waite Park. Currently, all board members are residents of Waite Park. Board members are elected to two-year terms, with half the board's membership up for election each year. Elections are held at our Annual Town Meeting in March, and all neighbors are invited to participate and vote.

The WPCC serves as a forum to discuss neighborhood issues, inviting local policy makers, school principals, business owners, and others to speak at our meetings. We encourage all Waite Park residents to attend the meetings and participate in discussions.

The WPCC has demonstrated its capacity to manage and account for grant funds. The WPCC is registered and in good standing with the Minnesota Secretary of State. It is a charitable organization, organized and operated under section 501(c)(3) of the Internal Revenue Code. The WPCC is current on all CPP reporting.

As an all volunteer board we do not have paid staff or employees, however we have adopted an Equal Opportunity Employment policy and a formalized American with Disabilities Act policy. We currently have grievance and conflict of interest procedures addressed in our bylaws, however under advisement from NCR we are reviewing our current language and investigating the potential for more robust policies.

2. Community Participation Efforts

To engage residents and other stakeholders in formulating the Neighborhood Priority Plan, we will hold open meetings, which will be advertised in print and electronically. We will solicit feedback through conversations with our neighbors and through social media. We will revisit our NRP Phase II Neighborhood Action Plan and consider whether those goals and strategies continue to apply.

The WPCC and its board members have long been involved in impacting City decisions and priorities, and we will continue to do so. Over the past few years, we have participated in planning for the Central Avenue Median, as well as the Presidents Bike Boulevard. Two board members attended the inaugural One Minneapolis Conference. We participate in the NCEC election process and weigh in on policy changes that affect the WPCC. Moreover, we regularly invite policy makers to speak at our meetings and address issues important to our neighborhood.

An explanation of our efforts to increase the involvement of residents and other stakeholders is fully set forth under the following headings: Building Organizational Capacity and Building Neighborhood Relationships.

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3. Building Organizational Capacity

Each board member is expected to participate in agenda setting meetings and board meetings. Board members are also expected to plan and volunteer at the annual Fall Festival and Push Cart Derby. The WPCC works to provide leadership opportunities to its board members, who have diverse interests and talents. Board members chair projects, lead programs, and build relationships with other Northeast stakeholders throughout the year. Last year, board members completed a survey that gauged their understanding of the WPCC and their goals as board members. The survey also solicited written feedback and ideas for future projects. We hope to identify more training opportunities for our board members and have plans to create a board orientation package that explains the organization, its finances, and its purpose for new directors. We also keep in contact with past board members. We plan to institute annual service projects to beautify the neighborhood and to foster collegiality.

To build our membership and volunteer base, we work to increase awareness of the WPCC and our programs. To do so, we deliver welcome packages to all new homeowners and National Night Out gift bags to block parties. The packages and gift bags include information about the WPCC, the neighborhood, and our programs. We also plan to purchase and post neighborhood signs, similar to those found in the Windom Park, Bottineau, and St. Anthony East neighborhoods. We continue to publish the Waite Park Voice, update our website, and connect with residents through social media.

We evaluate our organization's capacity each year as we plan the budget and evaluate projects and programs we would like to undertake.

4. Building Neighborhood Relationships

Over the past few years, the WPCC has focused on communications and building neighborhood pride. Our goal is to benefit the neighborhood and to build a sense of belonging.

The WPCC will continue to reach out to residents in a variety of formats. The WPCC writes, edits, and delivers the Waite Park Voice newsletter to all residents, local businesses, and key stakeholders in our community. We connect to neighbors electronically, via regular updates of our website, Facebook page, and Twitter account. We have developed welcome packages that include information about Waite Park, the WPCC, and our neighborhood programs. Since 2011, we have delivered these welcome packages to all new neighborhood homeowners. Attendance at our Fall Festival and participation in our Push Cart Derby has increased for each of the past two years. To increase neighborhood recognition, the WPCC is working to add neighborhood signage.

The WPCC holds neighborhood meetings each month that are open to the public and serve as our most frequent and consistent interactions with residents. These meetings are advertised in the Voice and through our social media outlets. For meetings that are particularly important, like the Annual Town Meeting, we post flyers in area businesses and gathering places.

The WPCC serves as the agent for the Waite Park Community Garden, an assemblage of 72 well-tended gardening plots that are rented to Waite Park and other Northeast residents each Spring. The WPCC is also evaluating plans with MetroBlooms, and other partners, to expand rain garden installations in the neighborhood.

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The WPCC also maintains strong relationships with the Waite Park Community School, Northeast Middle School, Minneapolis Parks and Recreation, Community Education, the Waite Park PTA, Public Education Northeast (PEN), the Northeast Chamber of Commerce, the Northeast Community Development Corporation (Northeast CDC), the 2nd Precinct Advisory Council, the Shoreham Area Advisory Committee, and other groups. WPCC also holds a seat on the Waite Park Community School Site Council. Board members regularly attend meetings and events sponsored by the above-listed entities. Moreover, each year, the WPCC participates in the Northeast Parade, which is planned by the Chamber of Commerce. We have supported the Northeast CDC's inaugural Northeast Ride, a bike ride through all the neighborhoods in Northeast Minneapolis. We have recruited a variety of volunteers for our Fall Festival and Push Cart Derby, including members of the Northeast Royalty Scholarship Program, the Edison High School Cosmetology Group, and the Edison High School National Honors Society, among others.

The WPCC works to build bridges between neighbors and diverse communities. We have found that the broader neighborhood has participated in our programs, like Community Energy Services and our neighborhood event, the Fall Festival and Push Cart Derby. We will continue to advertise our home loan programs, as well as our security rebate and block club grant programs.

5. Involvement of Under-engaged Stakeholders

The WPCC is dedicated to doing all that is reasonably within its ability to connect with those within the Waite Park neighborhood as potentially under-engaged stakeholders. Those who may fall into this group have been identified as: ethnic and racial Minorities (18% of Waite Park residents*); renter-occupied households (11.7% of Waite Park residents*); financially disadvantaged (5.9% of Waite Park residents*); and disabled persons.

The WPCC works to engage these stakeholders by way of: holding the annual Waite Park Fall Festival and Push Cart Derby, which welcomes all area residents to participate in activities at little to no cost; open membership to the Waite Park Community Garden, which allows residents to grow their own produce, with plots specifically designed for handicap access; and security rebates designed to offset costs related to protecting Waite Park residents.

With assistance from the NCR, the WPCC intends to better communicate with non-English speaking residents by way of translated communication materials and notices.

** According to 2010 census data.*

6. Housing Activities

Recognizing that the Waite Park neighborhood is primarily a residential neighborhood, the WPCC has historically made housing programs and the well being of Waite Park residents its highest priority. The WPCC dedicates a substantial amount of time to housing-related issues.

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The WPCC currently offers two loan programs, administered by the Greater Metropolitan Housing Corporation (GMHC), which offer low or no interest funds to Waite Park residents for home remodeling and/or emergency repairs. Furthermore, homeowners and businesses are eligible each year to apply for a security rebate, aimed at helping cover costs related to security and safety improvements (motion lights, deadbolts, CO detectors, etc).

Since 2010, the WPCC has worked with Community Energy Services (CES) to educate homeowners on making their residences more energy efficient and to encourage participation in a CES home energy visit. Home energy visits provide Waite Park homeowners with equipment (CFL bulbs, low-flow showerheads, programmable thermostats, etc) and recommendations (additional attic insulation, window replacement, etc) for improving the energy efficiency of their homes. The WPCC has in the past provided funds to help offset the costs of home energy visits and would like to do so in the future if funds permit.

7. Unused Funds

The WPCC requests that any unused funds from our previous CPP allocations be rolled-over to the new 2012-2013 funding cycle. Intentions for these funds may include: NPP projects, existing NRP strategies, and/or ongoing administrative needs.

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8. Budget (Based on Proposed 2012-2013 CPP Allocation)

Staff Expenses	\$0.00
Employee Benefits	\$0.00
Professional Services	\$975.00
Occupancy	\$2,475.00
Communications/Outreach	\$24,450.00
Supplies and Materials	\$1,500.00
Festivals and events	\$4,600.00
Development	\$1,000.00
Fundraising	\$400.00
Other Services	\$750.00
Neighborhood Priorities	\$12,830.00
Total:	\$48,980.00

Waite Park Community Council 2012 Budget

WPCC Activities	21702.50
13000.00 Newsletter	
1000.00 Office Supplies	
650.00 Financial Consultant	
1500.00 Phone/Internet	
300.00 Insurance	
150.00 PO Box	
500.00 ADA/Child Care	
1000.00 Push Cart/Fall Festival	
3300.00 Communications/PR	
302.50 WPCC Training/Development	
Advisory Contributions/Memberships	1450.00
100.00 Second Precinct Advisory Committee (2PAC)	
200.00 Shoreham Area Advisory Committee (SAAC)	
200.00 Northeast Parade	
350.00 NE Chamber of Commerce Dues	
200.00 Northeast Minneapolis Arts Association (NEMAA)	
300.00 City of Lakes Youth Hockey	
100.00 MN Council Non-Profits	
Supplementary Contributions	1800.00
800.00 Northeast Minneapolis Schools	
500.00 Minneapolis Parks and Recreation	
500.00 Community Education	
Total	24952.50

AMENDED BYLAWS OF WAITE PARK COMMUNITY COUNCIL

ARTICLE I OFFICES AND CORPORATE SEAL

Section 1.01 *Registered Office.* The registered office of the corporation in Minnesota shall be as stated in the Articles of Incorporation.

Section 1.02 *Other Offices.* The corporation may also have offices at other places as the Board of Directors sees fit.

Section 1.03 *Corporate Seal.* The corporation shall not have a corporate seal.

ARTICLE II MEMBERSHIP

Section 2.01 *Criteria and Admission.* The membership of the corporation shall include any natural person 18 years or older residing, working or owning property in the Waite Park Neighborhood who follows the procedures for admission established by the Board of Directors and who consents to becoming a member. Members of the Waite Park Community Council with voting rights are individuals who at a meeting of the neighborhood organization, can produce:

- (1) a Minnesota driver's license, Minnesota identification card, or some form of residency verification that indicates the individual resides within the geographic boundaries of the Waite Park Neighborhood.
- (2) proof of ownership or lease of a business or property, or proof of being employed by a nonprofit organization, business, or government entity located within the Waite Park Neighborhood.

An individual who resides in Waite Park but lacks the documentation required by paragraph 1 or 2 may vote at an annual meeting of the neighborhood organization if a member who has the required documentation vouches for the individual. The Waite Park Neighborhood is located in Minneapolis, Minnesota, and is geographically bounded by Central Avenue on the west, Stinson Boulevard on the east, St. Anthony Parkway on the south and 37th Avenue on the north.

Section 2.02 *Meetings.* The members shall have a minimum of one regular meeting each year. During the first quarter of the calendar year, the members shall meet to receive the annual report of the prior year's activities and to consider and act upon any other matter raised in the notice of the meeting. At least ten but not more than 30 days before a meeting of the member of the neighborhood organization is to be held, notice of the date, time, and place of the meeting or the date and process applicable to petitions and any other information required by law must be given in a manner designed to notify all members with voting rights to the extent practical. During the first quarter of the year, the members shall meet to elect officers and directors and to approve the budget for the upcoming year and to consider and act upon any other matter raised in the notice of the meeting. Upon at least ten and not more than 30 days notice, the Board of Directors may call a special meeting to consider and act upon any matter raised in the notice of the meeting.

ARTICLE III
BOARD OF DIRECTORS

Section 3.01 *General Powers.* The Board of Directors shall manage and direct the business and affairs of the corporation consistent with all statutes, the Articles of Incorporation and these Bylaws.

Section 3.02 *Number, Qualifications and Method of Selection.* The Board of Directors shall consist of not less than five and not more than fifteen natural persons. The President and the Treasurer, and the Vice President and the Secretary, if any, shall sever as Directors of the corporation. The members of the corporation shall elect at least two additional Directors at the regular meeting in the first quarter of the year. At least two-thirds of the Directors shall serve as ex-officio members of the Board of Directors of the corporation. The Board may appoint other ex-officio Directors as the Board deems appropriate. Directors shall be elected by members at the annual meeting held in March.

Section 3.04 *Removal.* A Director may be removed from the Board of Directors, with or without cause, by the affirmative vote of not less than two-thirds of the total number of Directors of the corporation. A Director may be removed after three consecutive council meeting absences.

Section 3.05 *Compensation.* No compensation shall be paid to any member of the Board of Directors for services as a member of the Board of Directors, except that the Board of Directors may approve, by resolution, reimbursements to Board members for expenses incurred in attending any meeting of the Board of Directors.

Section 3.06 *Voting.* All elected Directors of this corporation shall have full and equal voting rights. At all meetings of the Board of Directors each Director shall have one (1) vote. The Board of Directors shall take action by the affirmative vote of a majority of the Directors present at a duly held meeting, except where the affirmative vote of a larger proportion or number if required by law, the Articles of Incorporation or these Bylaws. No voting by proxy or absentee ballot will be allowed.

Section 3.07 *Regular Meeting.* The Board of Directors shall hold meeting on a regularly scheduled basis, or at any other time deemed appropriate by the Board. The Board of Directors shall hold general membership meetings the first Wednesday of each month in the Neighborhood Center, beginning at 7:00 p.m. or at any other place and time as the Board may determine.

Section 3.08 *Special Meetings.* Special meetings of the Board of Directors may be called by the President or by any three or more Directors, by giving three days notice to all Directors of the date, time, place and purpose of the meeting.

Section 3.09 *Waiver of Notice.* Notice of any meeting of the Board of Directors may be waived by any Director before, at or after the meeting, in writing or orally. Attendance by a Director at a meeting is a waiver of notice of that meeting, except where the Director objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened and does not participate thereafter in the meeting.

Section 3.10 *Quorum.* The presence, in person, of a majority of the total number of Directors shall be required to constitute a quorum for the transaction of business at any meeting, except

where the presence of a larger portion or number is required by law, the Articles of Incorporation or these Bylaws. In the absence of a quorum, a majority of the Directors present may adjourn any meeting until a quorum is present. Notice of any adjourned meeting need not be given other than by announcement at the meeting at which the adjournment is taken. If a quorum is present when a duly called or held Board meeting is convened, the Directors present may continue to transact business until adjournment, notwithstanding that the withdrawal of Directors originally present leaves less than a quorum.

Section 3.11 *Vacancies.* Vacancies on the Board of Directors resulting from the death, resignation, removal or disqualification of a Director may be filled by the affirmative vote of a majority of the remaining Directors, even though less than a quorum. Vacancies on the Board of Directors resulting from newly creating directorships may be filled by the affirmative vote of a majority of the Directors serving at the time of the increase.

Section 3.12 *Resignation.* A Director may resign at any time by giving written notice to the corporation. The resignation is effective without acceptance when the notice is given to the corporation, unless a later effective date is specified in the notice.

Section 3.13 *Committees.* The Board of Directors may from time to time, by resolution, establish committees having the authority of the Board in the management of the business of the corporation to the extent provided in the resolution. Any committee shall consist of one (1) or more natural persons who need not be Directors, the presence of a majority of the members of the committee shall be necessary to constitute a quorum for the transaction of business. Committees of the Board shall take action by the affirmative vote of a majority of the committee members present at a duly held meeting, except where the affirmative vote of a larger proportion or number is required by the Board. Each committee shall keep a written record of its activities and shall submit the written record to the Board after each meeting.

ARTICLE IV OFFICERS

Section 4.01 *Number and Offices.* The officers of the corporation shall be one or more members of the corporation. The officers shall consist of a President, Vice President, Secretary and Treasurer.

Section 4.02 *Election and Term of Office.* The officers of the corporation shall be elected by the members at the annual meeting of the corporation. No elected or appointed officer of the corporation shall serve in the same officer during more than two consecutive terms, except that each officer shall hold office until their respective successors are elected, or until their death, resignation or removal.

Section 4.03 *Resignation.* Any officer may resign at any time by giving written notice of his or her resignation to a Director of the corporation. A resignation shall take effect at the time specified in the written notice or the time the written notice is received by the corporation, whichever is later. Unless otherwise specified in the written notice, the acceptance of a resignation shall not be necessary to make it effective.

Section 4.04 *Removal.* Any officer may be removed from the Board with or without cause, by the affirmative vote of two-thirds of the Directors present at the meeting called for that purpose,

and that purpose shall be stated in the notice or waiver of notice of the meeting, unless all of the Directors of the corporation are present at the meeting.

Section 4.05 *Vacancy.* A vacancy in any office because of death, resignation or removal shall be filled for the unexpired portion of the term by a majority vote of the Board of Directors.

Section 4.06 *President.* The President of the corporation shall: (a) have general active management of the business of the corporation; (b) when present, preside at all meetings of the Board of Directors; (c) see that all orders and resolutions of the Board of Directors are carried into effect; (d) execute and deliver in the name of the corporation any deeds, mortgages, bonds, contracts or other instruments pertaining to the business of the corporation, 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 of Incorporation, these Bylaws or the Board to another officer or agent of the corporation; (e) maintain record of and, when necessary, certify proceeding of the Board and members; (f) perform such other duties as may from time to time be prescribed by the Board of Directors; and (g) in general, perform all duties usually incident to the office of the President.

Section 4.07 *Vice President.* In the absence of the President, or in the event of his or her inability or refusal to act, the Vice President shall perform all the duties of the President, and when so acting, shall have all the powers of, and be subject to all the restrictions on, the President. The Vice President shall have other powers and perform other duties as may be prescribed by law, the Articles of Incorporation or these Bylaws or as may be prescribed by the Board of Directors.

Section 4.08 *Secretary.* The Secretary shall certify and keep the original or a copy of these Bylaws as amended or otherwise altered at the principal office of the corporation. The Secretary shall keep, at the principal office of the corporation or other place designated by the Board of Directors, a book of the minutes of all meetings of the Directors, committees and members. At a minimum, the minutes shall reflect the time, the place, type (regular or special), type of notice, attendance and proceedings of the meeting. The Secretary shall ensure that all notices are properly given. The Secretary shall serve as the custodian of the corporation's records. In general, the Secretary shall perform all duties usually incident to the office of the Secretary.

Section 4.09 *Treasurer.* The Treasurer of the corporation shall: (a) keep accurate financial records for the corporation; (b) deposit all moneys, drafts and checks in the name of, and to the credit of, the corporation in the banks and depositories designated by the Board; (c) endorse for deposit all notes, checks and drafts received by the corporation as ordered by the Board of Directors and make proper vouchers for the deposit; (d) disburse corporate funds and issues checks and drafts in the name of the corporation as ordered by the Board; (e) render to the President and the corporation; (f) perform other duties as many from time to time be prescribed by the Board or the President; and (g) in general, perform all duties incident to the office of the Treasurer.

Section 4.10 *Other Officers, Agents and Employees.* Except to the extent that the Articles of Incorporation or these Bylaws provide that the members may exercise the powers under this section, the Board may elect or appoint other officers or agents the Board considers necessary for the operation and management of the corporation, each of whom has the powers, rights, duties,

responsibilities and terms in office provided for the Articles of Incorporation or these Bylaws or as determined by the Board.

Section 4.11 *Compensation.* The compensation of all officers, employees and agents shall be determined and fixed by the Board. Expenses over \$25.00 shall have prior Board of Directors approval.

ARTICLE V INDEMNIFICATION

Section 5.01 The corporation shall indemnify and shall, to the extent of reasonable available working capital, make advances of reasonable expenses to each Director, Officer and employee of the corporation, whether or not then in office or employed by the corporation, as prescribed by Minnesota Statutes, Section 317A.521.

ARTICLE VI BOOKS AND RECORDS

Section 6.01 The corporation shall keep at its registered or principal office, correct and complete copies of its Articles and Bylaws, accounting records, and minutes of meetings of members, Board of Directors and committees having any of the authority of the Board. Any member, or agent or attorney of a member, may inspect all books and records and voting agreements for any proper purpose at any reasonable time.

ARTICLE VII EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS

Section 7.01 *Execution of Instruments.* Consistent with law, Articles of Incorporation and these Bylaws, the Board of Directors may authorize any officer or agent of the corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and the authority may be general or confined to specific instances. Unless authorized, no officer, agent or employee shall have any power or authority to bind the corporation by any contract or engagement or to pledge its credit or to render it liable monetarily for any purpose or in any amount.

Section 7.02 *Check and Notes.* Unless the law or a resolution of the Board of Directors states otherwise, all checks, drafts, promissory notes, order for the payment of money or other evidence of indebtedness of the corporation shall be signed by the Treasurer and countersigned by the President of the corporation.

Section 7.03 *Deposits.* All funds of the corporation shall be deposited from time to time to the credit of the corporation in the banks, trust companies or other depositories as the Board of Directors may select.

Section 7.04 *Gifts.* The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest or devise for the general purpose or for any special purpose of the corporation.

ARTICLE VIII
AMENDMENTS

Section 8.01 The Board of Directors may amend these Bylaws except that the two-thirds vote of the entire Board shall be required. Proposed amendments to these Bylaws shall be announced at a regularly scheduled monthly Board meeting and shall be considered and acted upon at the next scheduled monthly Board meeting.

ARTICLE IX
FISCAL YEAR

Section 9.01 The fiscal year of the corporation shall begin on the first day of January and end the last day of December in each year.

ARTICLE X
COMPLAINTS AND CONFLICT OF INTEREST

Section 10.01 *Complaints.* Any complaint against the Waite Park Community Council or any of its activities shall be made in writing to the Board of Directors. The Board of Directors shall respond to the complainant in writing within five days of the next scheduled Board of Directors meeting.

Section 10.02 *Conflict of Interest.* A member who receives any direct or indirect financial benefit from, or serves on the Board of Directors, of any organization, project or development that is being considered by the Waite Park Community Council, or by any of the corporation's task forces or committees, its Board of Directors or membership, must declare that affiliation and shall abstain from voting on any related issue. A conflict of interest shall be deemed to exist if that person is a member of the same immediate family (spouse, son, daughter, father, mother, brother or sister) of the beneficiary of any action of the program or proposal to a greater extent than any other eligible persons, groups or businesses.

CERTIFICATION

The undersigned, the President of the corporation, hereby certifies that the forgoing Bylaws were adopted pursuant to an Action of the Board of Directors, effective as of 5/7/2003.

Don Risk
President, Waite Park Community Council