

East Isles Residents' Association (EIRA)
Minutes from the EIRA Board of Directors (BOD) Meeting
Tuesday, September 8, 2015
Grace-Trinity Community Church

Board members present (9 of 11): Andrew Degerstrom (President), Carla Pardue, (Vice President), Brian Milivitz (Treasurer), Peter Mason, Bill Elwood, Amy Sanborn, Mike Erlandson, Bruce Larson, Saleem Karmaliani. Other East Isles residents and invited guests were also in attendance.

Andrew Degerstrom called the meeting to order at 7:05 p.m.

Council Member Lisa Goodman, Ward 7th

- The next Lunch with Lisa will take place Wednesday, September 30th at 12 p.m. at the University of St. Thomas, Terrnce Murphy Hall, RM 255. The topic this month is the Nicollet Mall renovation and will feature final designs, color schemes, and logos.
- Temple Israel broke ground on their expansion project.
- The council member related an interesting call she received regarding the large planters at the corner of W 24th St. & Fremont Ave. The planters have not been well maintained and the call was about what to do with them. The planters were placed there by the City to deter wrong-way traffic. The council member believes the City shouldn't remove the planters and suggested that EIRA put out a call for someone to maintain them. EIRA staff will put out a call in the next EIRA newsletter.
- The City has begun trialing a new parking app, which allows Minneapolis residents to pay for parking meters through their phone. The app is currently available for use only in the North Loop.
- Enrollment in the 2015 Minneapolis City Academy is now open. This is a great way for Minneapolis residents to learn about how the City operates. Visit <http://www.minneapolismn.gov/ncr/initiatives/MinneapolisCityAcademy> to enroll.

Cliff Swenson, Minneapolis Park & Recreation Board (MPRB) and Tom Evers, Minneapolis Parks Foundation. Discussion: Lake of the Isles Warming House
The MPRB is seeking input from residents about improvements to the Lake of Isles warming house and/or the construction of a new warming house. MPRB invites residents to contact them with suggestions and ideas. At this point there are no designs, deadlines, or funding for a new structure. Due to the high cost of the installation and removal of the current warming house, MPRB would prefer that any new structure would improve on the current model and reduce the annual cost. A modular design that could be repurposed, either at the Lake of the Isles site or

elsewhere in Minneapolis, was one of the ideas brought up by the group. If there were public consensus and funding, an optimal timeline would have a new structure in place for the 2017 Super Bowl. Currently, there are 5 skating facilities up and running during the winter in Minneapolis; the Lake of the Isles warming house is the only one owned by the MPRB. The MPRB is currently seeking neighborhood input and ideas, which they will present back to the MPRB Board of Directors in October.

Social Committee

The Hennepin-Lake Community Wine Tasting is scheduled for October 28th at Calhoun Square. The event will feature over 400 wines and food from Parella. Volunteers from Uptown neighborhood groups will staff the event. The full value of presale tickets sold by EIRA will go to the neighborhood organization. To purchase tickets, contact any EIRA Board member and Social Chair Amy at events@eastisles.com.

Green Team

Last month the Green Team hosted a successful Cooling Party. The party focused on energy saving cooling tips. The Green Team is currently looking for hosts for house parties. The Green Team would help select a topic and organize, promote, and lead the event. Interested residents should contact EIRA coordinator John Louis at coordinator@eastisles.org.

Transportation Committee

The Transportation Committee has been discussing the removal of stop signs for bikers along the Midtown Greenway at Humboldt and Irving Avenues. James Ave currently does not have a stop sign. The Transportation Committee feels that it is safer for bikers, and drivers, if the stop signs at Humboldt Ave and Irving Ave are removed. The committee is asking the Board to pass a resolution of support for them to reach out to other bike advocacy groups to discuss the topic.

The Board approved that the Transportation Committee can begin reaching out to other advocacy groups regarding the removal of stop signs on the Midtown Greenway at Humboldt and Irving Avenues

Bylaws

The Board approved a motion to recommend that the following EIRA Bylaw changes be voted on by EIRA members at the Semi-Annual meeting on Tuesday, October 13 2015:

ARTICLE II MEMBERSHIP

Section 1. **Members.** Any individual eighteen (18) years of age or older, maintaining a domicile within the boundaries of EIRA, and who can produce, upon request at a meeting of the members, a Minnesota driver's license, Minnesota identification card, or some form of residency verification that indicates the individual resides within the geographic boundaries of EIRA, may be a member of EIRA upon full completion of a member form. A member remains a member of EIRA for one (1) year. Despite completion of a member form, EIRA membership ceases when an individual no longer resides within the boundaries of the neighborhood. The EIRA Board of Directors ("Board") shall encourage but not require annual donations and recommend the amount of annual donation. No person shall be denied membership in EIRA because of consideration of race, religious belief, color, gender, sexual preference, national origin, economic status or disability. **Any individual eighteen (18) years of age or older who resides or maintains a domicile within the boundaries of EIRA is granted automatic membership in EIRA. Any individual may waive their membership by providing written notice to the EIRA Secretary. Membership of any individual is terminated when the individual no longer resides nor maintains a domicile within the boundaries of EIRA.**

Section 2. **Voting Rights.** Each member shall be entitled to a single vote when present at any meeting of EIRA members.

Section 3. **Membership Roster.** EIRA shall maintain a membership roster with the name and contact information for each member. The membership list shall be available at any general meeting of the EIRA membership.

~~Any EIRA member may obtain a copy (paper or, if available, electronic) of a current EIRA membership roster by making a written request for it to either the President or Secretary of EIRA, who shall provide it to the requesting party within ten (10) days. Any charge to the requesting party, by EIRA, must be reasonable and at cost. The roster cannot be used for commercial, financial, or political purposes. Use of the roster must be consistent with EIRA's purposes, EIRA's bylaws, and EIRA's neighborhood affairs.~~

Treasurers Report

The Board approved a motion to adopt the following accounting procedures and policy:

Accounting Policies and Procedures

The EIRA President, Treasurer, and Coordinator are recommending that the Board adopt an Accounting Policies and Procedures document. Having an official set of policies and procedures would make our accounting practices more consistent and transparent, and would make EIRA more audit ready. Below are the proposed policies and procedures:

1. **Fiscal Year:** The fiscal year of the organization shall be January 1st to December 31st of each year.
2. **Budgeting Timeline:** The EIRA Board reviews and approves the new fiscal year budget in November and December of every year.
3. **FASB Compliance:** EIRA shall use generally accepted accounting principles that are consistent with government approved accounting standards. Functional expenses will be classified by individual program areas.

4. Accounting Software: EIRA shall use accounting software to maintain financial records.
5. Check Signing: EIRA Officers shall serve as signers on all EIRA accounts. Two signatures are required for each check. Ideally, the Treasurer and President will be the first and second signatures on every check.
6. Expenditure Policy: The EIRA Coordinator may disburse all budgeted expenses under \$2500. All budgeted expenditures \$2500 and above must be approved by the EIRA Board before disbursement. Non-Budgeted expenses \$500 and under may be disbursed at the discretion of the EIRA President. All non-budgeted expenses above \$500 must be approved by the EIRA Board before disbursement.
7. Disbursements: No disbursements shall be generated without approved originating documents (a receipt, invoice, bill or check request). The EIRA Coordinator will review the disbursement request, code the expense to the proper program area and account, write the check number, "paid," the date and his/her initials on the originating document(s), and prepare the check. Disbursements in the form of reimbursements must include a check request in addition to other originating documents. A check request shall include who the check is to be made out to, the amount of the check, who is requesting it, and a description of the expense(s) that are to be reimbursed. No authorized signatory shall execute any disbursements payable to him/herself.
8. Payments Received: The EIRA Coordinator shall record any payments made to EIRA in a receipt journal. The journal will include the date the payment was received, the remitter of the funds, the purpose and amount of the payment, and the check number if applicable. The EIRA Coordinator will then deliver the payments to the EIRA Treasurer, who shall verify the total amount of all payments and make the bank deposit.
9. Account Maintenance: Two officers must be present in order to make changes to any of the EIRA bank accounts.
10. Financial Data Backup: The EIRA Coordinator shall create a backup copy of financial data that is up to date monthly.
11. Staff Absence: In the event of an extended absence of the EIRA Coordinator (over two weeks), the Treasurer shall perform the duties of the Coordinator.
12. 990 & 1099: The Treasurer shall prepare and submit the 990 and 1099 forms every year in a timely manner.
13. Secretary of State Report: The EIRA Coordinator shall prepare and submit the Non-Profit Secretary of State report every year in a timely manner.
14. Attorney General Report: The EIRA Coordinator shall prepare and submit the Attorney General report every year in a timely manner.
15. The Treasurer shall cause to be kept accurate accounts of moneys of the organization, rendering an account of the financial condition of the organization on a quarterly basis and as determined by the Board, to all EIRA members.

Staff Report

EIRA Staff reported on the recent uptick in crime in the East Isles neighborhood. Residents should take care with locking garage doors and vehicles.

Starbucks

Starbucks Coffee is applying for an extended hours license to operate beyond the permitted hours for its zoning district. They are required to submit a business license as part of its application.

The Board approved a motion to send a letter recommending approval to the City

EIRA Semi-Annual Meeting

The EIRA Semi-Annual Meeting is scheduled for Tuesday, October 13, at 7 p.m. at Grace-Trinity Community Church (1430 W 28th Street). There will be a vote by members on the proposed bylaw change regarding EIRA membership recommended by the Board.

The Board approved a motion to allow an expenditure of \$200 for the meeting.

End at 9:17pm

Submitted by: John Louis, Recorder

If consistent with EIRA Bylaws, and where the availability of a public document or report in electronic forms exists, copies of EIRA Board agenda items may be obtained by an EIRA member by contacting coordinator@eastisles.org. The next meeting is EIRA Semi-Annual Meeting Tuesday, October 13, at 7 p.m. at Grace-Trinity Community Church, 1430 W 28th Street.