

MEETING NOTES (TEMPLATE)

SSNA ORGANIZERS MEETING

Date: Month, day, year

Time: 7:00 – 8:30 PM

Meeting called to order by:

IN ATTENDANCE

MEETING MINUTES

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Action Items:

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NEXT MEETING

Next meeting will be held (date time)

MEETING NOTES 10.1.25

SSNA ORGANIZERS MEETING

Date: October 1st

Time: 7:00 – 8:30 PM

Facilitator: Shelley Stevens

IN ATTENDANCE

Paul, Jack, Michael, Shelley, Jakia, Ni

MEETING MINUTES

- Shelley and Michael reported that Hillside is meeting with SSNA Friday at 11.
- Michael sent an interim Treasurer's Report before the meeting.
- Jack confirmed Le Moyne legal team approved fiscal sponsorship would work.
- Discussion on meeting format: agendas should be submitted earlier; members agreed to post agendas by Monday via email before Thursday meetings.
- Organizer/board member meetings will continue in between the monthly board meetings through 2025.
- Board clarified the distinction between board meetings (business-focused, finance, sponsorship) vs. general meetings (broader community participation) .
- Board agreed on third Thursdays at 7 PM as recurring meeting time; location still under review (Bethany Baptist, Boys & Girls Club, or Le Moyne Library). Jack will reserve Le Moyne Library if Bethany is not available.
- Group discussed hybrid meeting options but agreed October 16 will be in-person only; dry run needed for hybrid technology.
- Michael suggested a "central phone contact" for neighbors without email/FB; Shelley will review registration forms for volunteers interested in communications.
- Fall Festival: Shelley and Ellen leading planning, theme will be "Neighbors Helping Neighbors." Ideas include potluck and volunteer time sign-ups (snow shoveling, leaf raking, etc.) .
- Halloween event remains uncertain; H.W. Smith is hesitant to host, but might be more willing to work with us if Le Moyne is a co sponsor? Other options like Le Moyne parking lot, were discussed, but the group decided it did not have the capacity to host a Halloween event.
- Neighborhood cleanup confirmed for October 26, 2 - 4 PM; Jack awaiting litter tongs from City Parks.
- Jakia reported outreach to Boys & Girls Club and Jowonio for partnership and space; awaiting responses.

- Michael emphasized the importance of applying for the CNYCF community grant of up to \$2,000. The group brainstormed ideas, discussing the merits of a mailer and what that would look like.
- Paul discussed his conversation with District V Common Councilor about trash cans in Salt Springs

Action Items:

- Jack: finalize October 16 board meeting space (Bethany Baptist or Le Moyne Library).
- Jack: Prepare legal draft for fiscal sponsorship
- Shelley: continue Fall Festival planning with Ellen; recruit volunteer service pledges.
- Shelley: review membership list for possible communication volunteers
- Jack: follow up with Josh Willcox on litter tongs for Oct. 26 cleanup.
- Jakia: follow up with Boys & Girls Club and Joonio on partnership and meeting space.
- Michael: Move forward with petitions to change the boundaries of the Salt Springs Neighborhood
- All: promote October 26 cleanup and upcoming events.
- Michael to write up a document about paying dues.
- Paul: Talk trash with Jimmy Monto

NEXT MEETING

Next meeting will be held on October 16 from 7 - 8:30 PM at TBD

MEETING NOTES 9.17.25

ORGANIZERS MEETING

Date: September 17th

Time: 7:00 – 8:30 PM

Meeting called to order by: Jack Brower

IN ATTENDANCE

Jack, Shelley, Michael, Paul, Jakia, Heather, George

MEETING MINUTES

- There is excitement about the Coffee shop as a venue option for meetings
- Heather Highfield to the board, all present members of the board voted yes. Ni was not present to vote.
- The board selected the Third Thursday of each month at 7PM as the time for future board meetings. Location was not selected, but a general consensus was reached that the group should try to host meetings in an inclusive space such as Bethany Baptist or the Boys and Girls Club of Syracuse. Le Moyne, the Firehouse, and Elmcrest were also suggested.
- Shelley introduced the idea of “pop-in sessions” to allow neighbors to gather and work on areas of interest without having to commit to a formal committee. The first is scheduled for Wednesday, September 22 at 7 PM at the Le Moyne College Library on the second floor in the Muslieran Instructional Lab. Parking is available in Lot C.
 - Subsequent pop in sessions are at the same place and time on October 21 and November 19.
- Jakia drafted a welcome packet to send to new members electronically. To save costs, only neighbors that do not use email will be given paper copies.
- The Officers discussed what each member had been doing:
 - Jakia noted she was working on Usage Map for the neighborhood that would detail which properties are owner occupied, which are rentals and which are businesses. She is also working on getting SSNA on SYR.gov
 - Shelley has been communicating with members and focusing on member and committee recruitment activities.
 - Michael has been making contacts to help with establishing a 501(c)

- Jack made contact with HW Smith. He and Shelley will attend a meeting with Paul Lyboulton from HW Smith on 9/26 to see about partnering SSNA, and to discuss a potential Halloween collaboration or trick or treat route.
- **Next Events:** Jack announced a neighborhood cleanup will be held on October 26 from 2 - 4 PM with a gathering at the Firehouse / Salt City Cafe afterwards.
 - Jack expressed that he needs feedback about which streets to clean up and if there are any elderly neighbors that could use help with lawncare.
- Michael talked about Nodessia's idea for a Christmas tree lighting and the group agreed this idea needs to be expanded to include other faiths.
- Jack mentioned that the LMC off campus houses are doing a decorating contest
- Brad Bowers was mentioned as a neighbor that volunteered to make phone calls to folks that did not have email. Jakia said she would also make calls and do some outreach over the phone to these neighbors.
- Shelley discussed creating a monthly newsletter.
- Michael and Jack met with Qiana Williams at the CNY Community Foundation and shared that the SSNA was invited to apply for a community building grant of up to \$2,000! Michael and Jack also talked about the [Leadership Classroom](#) and Shelly, Paul, Jakia and Heather all expressed interest in applying for the opportunity.
- Shelley and Paul recapped the meeting they had alongside with Jakia with Vinny about the website.
 - Vinny will maintain and edit the syrsaltsprings.com website for free for the group.

Action Items:

- Shelley to host pop-in session 9/24 at 7 PM
- Shelley to meet with Mary and Lysa about Fall festival
- Shelley and Jack to meet with Paul Lyboulton about HW Smith PTO Halloween collaboration
- Jack to post meeting notes and schedule next meeting
- Jakia to contact Jowinio and Boys and Girls Club Syr about a monthly meeting space.
- Jack to contact Bethany Baptist and the LMC Firehouse about a monthly meeting space. Maybe Elmcrest?
- Jack to follow up with LMC for fiscal sponsorship
- Jakia to work with the City to get the SSNA on Syr.gov
- Jack to request litter tongs from the City for 10/26 neighborhood cleanup.
- Jack to finalize details for cleanup.

NEXT MEETING

Next meeting will be held on October 1st as the last organizers meeting before official Board meetings begin.