

Salt Springs Neighborhood Association Meeting Notes

Structure of Meetings:

ADOPTED:

This is an ongoing shared document where we'll keep all SSNA Organizing Meeting notes. Since live meeting time is precious, we follow the ground rules and steps described below **so everyone has a chance to participate and have their voice heard and our talks stay organized, useful, and focused on action.** This document is always growing and changing. If you have ideas to improve how we run meetings, feel free to email the group at:

salt-springs-neighborhood-association@googlegroups.com

You can also suggest changes by adding a topic to the "Agenda Item Backlog" for future meetings.

Meeting Ground rules:

1. Mute yourself when you're not speaking,
2. Don't interrupt others.
3. Raise your hand if you want to speak..
4. Really listen to each other.
5. Be respectful—don't attack or make fun of anyone's ideas.

Meeting Roles and What They Do:

- Facilitator: Leads the meeting, makes sure everyone has a chance to speak, keeps things on time, helps explain things clearly, manages conflict, and sums up decisions
- Co-facilitator: Supports the facilitator when the group is large
- Note taker: Writes down key decisions, action steps, and other important information from the meeting. May ask for things to be repeated to make sure the notes are clear.
- Time-keeper: Keeps track of how long each topic is discussed so the meeting stays on schedule and doesn't run over the scheduled time.
- Participants: Share ideas, listen respectfully, and engage in the discussion

Anyone in the meeting can volunteer to take one of these roles!

Meeting Instructions:

1. Pick who will be the facilitator, co-facilitator (if needed), note taker, and time-keeper
2. The facilitator and time keeper will be made 'host' & 'co-host' to carry out their duties
3. They can mute people if we're out of time or if a discussion becomes less productive
4. Everyone can speak for up to 2 minutes following the presentation of each agenda item.
The time-keeper will give a time check when there's 1 minute remaining of the topic on each turn or topic and again when there's 30 seconds left.
5. We will spend 10 minutes max on each topic as a group. If we feel a topic needs more time, the group will do a quick vote to decide whether to continue on.
6. If we end up having extra time, the group can pull more topics from the backlog based on popularity. At the end (last 5-10 minutes), We'll note action items, assign tasks, and confirm the next meeting date

Upcoming Agenda Items:

This is a list of ideas or topics members want to discuss. **Any member** can add more topics to the list and vote by using a **+**. All agenda items must be submitted 2 days prior to each meeting to allow time for people to vote. Topics with the most votes will come first in our meeting agenda. **When you add a topic, please include a short note so others know what it's about. Please don't add more than one vote per topic.** (To add a **+**, simply copy and paste one.)

ITEMS FOR AGENDA:

- Need a strategy ASAP for communicating with people not on email or FB; need a plan in place for phone only contacts **+**
- Monthly newsletter? **+**
- Fiscal Sponsorship status; 501(c) status **+++**
- Review and confirmation of the tasks expected for each officer position (e.g., intake and communications with new members etc.,) **++++**
- Next Events (Halloween, Neighborhood Clean Up, Holiday Market, Seminar, next meeting) **++++**
- Welcome package for new members (virtual or tangible) **+++**
- Google Group/listserv approval (are people registering automatically signed up?). **++++**
- Promoting participation and committee involvement.
- Decision about future board member meeting times, dates, and location(s) **+**
- Identifying funding opportunities

Neighbor topics of interest

- Jeff Chin asked for SSNA support in lobbying for speed humps on Salt Springs.
- Timothy Nelson has concerns about Homer Wheaton Park - Some of those may be low-hanging fruit (e.g., getting the wooden fence sanded/re-painted before it rots. Great community project for Scouts (my son painted fences with his Boy Scout troop years ago).

-----[TEMPLATE - Make a copy for each meeting]-----

Meeting Template

DATE (month, day, year) 7-8:30pm

Attendees:

Facilitator:

Note taker:

Time-keeper:

Review and status of previous meetings' action items

Agenda items (10 minute maximum on each topic, 2 minute maximum per participant)

-

New Action items:

-

Otter AI Note Structure

- **Attendance**
- **Summary**
- **New Action Items**
- **Outline**

Sep 3, 2025 7-8:30pm

Attendees: Jack, Michael, Shelley, Jakia, Ni, and Paul

Facilitator: Shelley

Note taker: Al

Time-keeper: Shelley

Agenda items (10 minute maximum on each topic, 2 minute maximum per participant)

- Details and setting the agenda of our First General Meeting +++++
- Zoom, In-Person, or Hybrid Meetings; Frequency of general meetings? +++++
-
- Setting communication rules and expectations; follow-up on communication methods; transparency about time and boundaries +++++
- Discuss a plan for adding additional board of directors (see BOD application - any feedback)? [HERE](#) +++++
- Incorporation, Bylaws, Official Meeting Procedures +++++
- Google Group/listserv approval (are people registering automatically signed up?). +++++

Attendance

Paul Barone, neighborhood resident

Jack Brower, Manager of Community Engagement and Properties, Le Moyne College

Ni Cai, neighborhood resident

Jakia Durham Kelly, neighborhood resident

Michael Messina-Yauchzy, neighborhood resident

Shelley Stevens, neighborhood resident

Summary

The SSNA Organizing Committee discussed logistics for the first general membership meeting, including the agenda, promotion strategies, and meeting structure. They emphasized the importance of a Treasurer's Report, member onboarding, and clear communication practices. The meeting will be held for an hour with possible overflow time, and promotion efforts will include flyers, Facebook, email lists, and church marquees. A breakout session will allow neighbors to introduce themselves and share ideas.

The group also considered long-term membership structures, dues, and meeting frequency, ultimately suggesting quarterly general meetings with monthly board meetings and casual events. Communication support was a key topic, with proposals for a note-taker, whiteboards, and hybrid meeting technology. They debated email etiquette and explored platforms like Discord and Slack but leaned toward simple, low-tech solutions. Onboarding new members with a welcome package and clear communication channels was seen as essential.

Finally, the committee reviewed incorporation steps. Six current members will serve as the initial board, with applications available after the first meeting and additional members added later. Legal assistance may be secured through the SU Law Clinic or Volunteer Lawyers Project. The treasury currently stands at \$470. Potential board members include Kelly, Barbara Opar, and Lisa Hart. The next membership meeting is tentatively scheduled for January.

Action Items

- [] Schedule quarterly general membership meetings and monthly board meetings. **All**
 - [] Send the meeting flyer to Bethany Baptist Church secretary to post on their electronic marquee and confirm posting. **Jack**
 - [] Print out SSNA membership flyers to distribute at the first meeting. **Michael**
 - [] Determine the process for becoming an SSNA member, including dues and voting requirements. **All**
 - [] Create a Doodle poll to schedule monthly meetings and confirm availability. **Jack**
 - [] Prepare a petition to the city to expand or adjust neighborhood boundaries and share with the group for feedback. **Michael**
 - [] Pay invoice to Taylor Copy for flyers and order a box of checks. **Michael**
 - [] Set up a Venmo/PayPal account for dues collection. **Michael**
 - [] Follow up on securing legal assistance for incorporation. **Michael**
 - [] Create a welcome package for new members with communication methods and expectations. **All?**
 - [] Set up a tab in the communications hub for ongoing discussion of communication tools.
- Shelley**
- [] Call Bethany Baptist to discuss whiteboard setup and coffee for the first meeting. **Jack**
 - [] Identify community members interested in grant writing and funding sources. **All**

Outline

First Meeting Planning and Promotion

- Shelley suggests using a living document for notes; Jack will consolidate earlier meeting notes.
- Michael emphasizes including a Treasurer's Report in the agenda.
- Flyers with QR codes have been printed; Facebook, email lists, and church marquees will be used for promotion.
- Pastor Phil may open the meeting with a prayer.

Breakout Session and Member Engagement

- A breakout session will let neighbors introduce themselves and discuss projects.
- Round tables and interactive components are suggested for natural group formation.
- The group will clarify distinctions between members, committee members, and board members.

Membership, Dues, and Meeting Frequency

- Discussion on sliding scale annual dues and a 30-day payment timeframe.
- Quarterly membership meetings with monthly board meetings proposed.
- Clear communication channels needed for member participation and feedback.

Support for Communication

- Suggestion to assign a note-taker and use whiteboards/newsprint pads for recording ideas.
- Hybrid meeting setup with Zoom/Owl device considered.
- Debate over email etiquette and reducing Reply All volume.
- Exploration of Discord/Slack rejected in favor of simpler solutions.
Welcome package planned for onboarding new members.

Incorporation and Board Formation

- Six current members to serve as the initial board; more can be added later.
Board applications to be available after the first meeting.
- Legal help may come from SU Law Clinic or Volunteer Lawyers Project.
Treasury stands at \$470 after initial expenses.
Potential new board members identified: Kelly, Barbara Opar, Lisa Hart.

Community Engagement and Funding

- Need identified for community members with grant-writing skills.
- Outreach to interested residents continues.
- Fiscal sponsorship being explored for grant eligibility.

Logistics and Next Steps

- Whiteboard, sticky notes, and newsprint pads to be used for recording and committee sign-ups.
- Coffee and supplies for the first meeting to be arranged.
- Next membership meeting planned for mid-January.

Aug 20, 2025 7-8:30pm

Attendees:

Shelley, Jack, Michael, Vinny, George, Paul, Jakia, Ni

Facilitator:

Ni + Shelley

Note taker:

[Otter.ai](https://otter.ai)

Time-keeper:

George

Agenda items (10 minute maximum on each topic, 2 minute maximum per participant)

- Check-in
- Review action items
- Homer Wheaton Picnic +++++
- Ratify provisional by-laws?++
- Final decision of officers?+
- Funding and Fiscal Sponsorship +++
- First General Meeting +++
- Member recruitment and defining what it means to be a member +++
- Jason Lusicer to discuss Wildlife Biology seminar for the neighborhood from 8 - 8:15PM+

Attendance

Paul Barone, neighborhood resident

Jack Brower, Manager of Community Engagement and Properties, Le Moyne College

Ni Cai, neighborhood resident

Jakia Durham Kelly, neighborhood resident

Michael Messina-Yauchzy, neighborhood resident

Shelley Stevens, neighborhood resident

Vinny Scipione, neighborhood resident

George Lynch, Eastside Planner, SYR NBD

Transcript Compilation

The meeting discussions covered a range of topics from check-ins and agenda reviews to detailed planning for upcoming events, organizational structure, and community engagement.

Action Items

• Jack Brower:

- Print flyers for the Homer Wheaton picnic and create a sign-up sheet.
- Schedule a meeting with the Le Moyne College CFO regarding fiscal sponsorship.

• Jakia Durham Kelly:

- Make edits to the infographic, including changing "versus" language.
- Check on the status of the permit for the Homer Wheaton picnic.

• Michael Messina-Yauchzy:

- Look into tax requirements and filing for funds raised so far.
- Look into bylaws issues and report back at the next meeting.
- Follow up with Qiana Williams at the Central New York Community Foundation to set up a brief introduction call before the September 6th meeting.

• Shelley:

- Talk with Jakia to finalize talking points for the Homer Wheaton picnic.
- Draft an email about the first general meeting to be sent to the Housing Strategy email list.

• Vinny Scipione:

- Set up a redirect link (Syr.salt-springs.com/join) to the group's Facebook page for flyers and signs.

• Jason Luscier:

- Collaborate with the group on hosting educational events about local wildlife at the Salt City Coffee Shop.

• George:

- Provide more details on the housing strategy application process and outreach plans.

• General Committee:

- Determine the process for identifying and nominating potential board members for the September 6th general meeting.

Check-In and Joyful Moments

The meeting began with members sharing personal joyful moments. Ni Cai mentioned applying for the electrician union, Jack Brower spoke about fostering a dog, Jakia Durham Kelly enjoyed extra time with her son, Paul Barone appreciated

the weather, Vinny Scipione had coffee with Ni, and Michael Messina-Yauchzy attended an open house at the Jocelyn Gage Center and Museum. Shelley shared a frustration about car repair.

Starting the Meeting and Agenda Review

Ni Cai officially started the meeting, requesting a timekeeper and reviewing the agenda, prioritizing the ratification of provisional bylaws and final officer decisions. Past action items were also reviewed.

Provisional Bylaws and Officer Elections

Discussions focused on the need for **clear bylaws**, with Michael Messina-Yauchzy recommending avoiding specific references to Robert's Rules of Order. There was a proposal to elect a **provisional board at the September 6th general meeting**. Shelley confirmed significant member interest in active roles.

Provisional officers were nominated: Shelley and Jakia for co-presidents, Michael as treasurer, and Jack as secretary, pending conflict of interest confirmation. Michael suggested announcing these provisional officers at the upcoming barbecue. The process for identifying and nominating potential board members for the general meeting needs to be determined. Michael also plans to look into bylaws issues and report back.

Homer Wheaton Picnic Logistics

Extensive planning for the **Homer Wheaton picnic** included discussing the need for a permit, logistical details like tables, flyers, and a rain plan. Jack Brower outlined roles for members, including facilitation and introductions of elected officials, and suggested having a table for T-shirt orders. Shelley and Jakia plan to finalize their talking points for the picnic.

Fiscal Sponsorship and Organizational Structure

The committee addressed **fiscal sponsorship**, with Le Moyne College expressing interest in engaging with the organization. Jack Brower updated the group on the CFO's interest and the need for a meeting to discuss legal documentation and grant applications, with the **goal of becoming an independent 501(c)(3)**. Shelley inquired about the tax implications of fundraising through Le Moyne. There is a need to define board member roles and attendance requirements to ensure active participation, distinguishing them from committee members.

Infographic Refinements

The group focused on refining the neighborhood association's **infographic**, created by Jakia Durham Kelly using Canva. Suggestions included adding a **QR code or link for member registration**, highlighting visual elements, and emphasizing collaboration with local governments. Michael Messina-Yauchzy suggested changing language like "versus" to be more inclusive and emphasize benefits. Jakia offered to make the edits and print copies for the Sunday table.

Housing Strategy and Application Process

Discussions also covered the housing strategy, with George confirming the **application process for block grants would be available by the 22nd**, including upcoming webinars and in-person meetings. Michael suggested **postponing the webinar** to allow more community awareness, a recommendation George agreed to consider. George will also be at the barbecue to discuss the strategy.

Publicity and First General Meeting

The **first general meeting is scheduled for September 6th at Bethany Baptist**. Publicity strategies include using email lists, Facebook, and yard signs. Michael offered to use local media connections to publicize the meeting. Vinny Scipione offered to create a redirect link (Syr.salt.springs.com/join) for flyers and signs to direct people to the Facebook page. Shelley volunteered to draft an email for the Housing Strategy email list to publicize the meeting.

Community Engagement and Educational Events

Jason Lusier introduced himself and expressed interest in hosting **educational webinars about local ecology at the new Salt City Coffee Shop**. The group discussed the potential for regular "science happy hours" at the coffee shop to engage the community.

Key Individuals and Organizations

- **Kiana Williams from the Central New York Community Foundation** was identified as a resource for bylaws and a contact for an introduction call.
- **Le Moyne College** is being pursued for fiscal sponsorship.
- **George** is the contact for details on the housing strategy application process.

Aug 6, 2025 7-8pm (8:30pm? There's a lot to do!)

Attendees: Shelley, Michael, Jakia, Ni, Jack,

Facilitator: Michael Messina-Yauchzy

Co-Facilitator: Ni Cai

Note taker: Jack Brower using Otter.ai

Time-keeper: Paul Barone

Agenda items (10 minute maximum on each topic, 2 minute maximum per participant)

- Check-in: Excited about
- Review Action Items created during 7/23 meeting -
- Neighborhood Sale (8/9) - Shelley
- Homer Wheaton Neighborhood BBQ (8/24) - Jack
- First General Meeting at Bethany Baptist Church (9/6) - Jack
- Bylaws and other founding documents - Michael
- Provisional structure and officers - Michael
- Fiscal Sponsor for SSNA - Jack
- Meeting with Elmcrest Development Officer Helen Kelley - Michael & Shelley
- SSNA Database form feedback and go-live - Ni
- Checking account needs - Michael & guest: Sam Eschenbrenner of Cooperative Federal Credit Union
- Review New Action Items and Evaluate Meeting
- Discussion of SSNA google group - emails (separate community vs. planning/officer chats)? - added by Shelley (8/5/25)
- Library of things/Tool Library - added by Ni (8/6/2025)

Action items:

- Shelley to touch base with Michael to grab canopy for neighborhood sales day [Done]
- Paul & Shelley - Water purchase, cost to be reimbursed by donation [Done]
- Paul to make spreadsheet for expense on change [Done]
- SSNA Membership sign-ups
 - Direct QR code to application form [Done]
 - Printed sign-up sheet to be filled out physically [Done]
- Jack to distribute Neighborhood bbq door tags for promo [Done]
 - Volunteers agreed to go door-to-door around them to distribute door tags [Done]
- Shelley will rep SSNA and introduce the association at the opening of HW BBQ [Done]
- Jack to request 10am (9/6) slot for Bethany's community room for our first general meeting [Done]
- Michael and Shelley to follow up with Sam on EIN and account creation [Done]

Summary

https://otter.ai/u/nYmkkt_7TdpuWEBf-OytNb84ABk?view=summary

The SSNA Organizing Committee Meeting focused on preparations for the neighborhood yard sale and barbecue. Key points included finalizing the volunteer sign-up sheet, setting up a donation table, and organizing logistics for the barbecue, such as inviting local organizations and ensuring adequate seating. The committee discussed establishing a checking account for the association with help from Cooperative Federal guest speaker, Sam Eschenbrenner. Michael Messina-Yauchzy agreed to apply for an EIN. Nominations for provisional officers were left open. The first general meeting was scheduled for September 6 at Bethany Baptist Church. The SSNA Organizing Committee Meeting discussed the need for defined leadership roles, emphasizing the importance of having officers to sustain community engagement. Michael Messina-Yauchzy suggested a round of check-ins to reach a consensus. Jack Brower and Shelley expressed willingness to take on various roles, while Jakia advocated for prompt decision-making to address financial responsibilities. Ni captured action items, including managing the yard sale sign-up sheet and distributing door tags. The meeting concluded with a positive evaluation, noting the group's productivity and collaboration.

Action Items

- All - Distribute flyers for the neighborhood barbecue and invite neighbors door-to-door.
- Jack - Print and bring SSNA Flyers to Yard Sale
- Paul - Bring water to Soule for yard sale
- Ni - create a form for collecting contact information and membership sign-ups at the sale and barbecue.
- Jack - Follow up with Bethany Baptist Church to finalize details for the SSNA general meeting in September.
- Jack - Post Meeting Notes
- Michael and Shelly - Open checking account
- Jack and Michael - Invite Rachel May, Pam Hunter, and Nodesia Hernandez to BBQ

Outline

Meeting Kickoff and Initial Setup

- Jack Brower and Michael Messina-Yauchzy discuss the efficiency of the meeting setup, including the use of Otter AI for note-taking.
- Michael Messina-Yauchzy seeks a volunteer to be the timekeeper, and Paul Barone volunteers.
- The meeting begins with a check-in where each participant shares their excitement about the upcoming Salt Springs neighborhood event.

- Michael Messina-Yauchzy outlines the agenda, including the need to keep the meeting efficient and the possibility of extending the meeting to 8:30 PM.

Review of Previous Meeting Notes and Action Items

- Michael Messina-Yauchzy reviews the SSNA meeting notes, noting the roles of facilitator, CO facilitator, note-taker, and timekeeper.
- Jack Brower confirms he can review the action items from the last meeting, including sending out a reminder and updating the Zoom link.
- Ni confirms the neighborhood development representative will be present at the donation table at Sewell Library.
- Jack Brower lists other action items, including finalizing the volunteer sign-up sheet, creating an agenda for the next meeting, and investigating community foundations.

Preparations for the Neighborhood Sale

- Shelley provides an update on the neighborhood sale, including the plan for the donation table and the distribution of flyers.
- Paul Barone mentions the advertisement in Syracuse.com and the positive response from people outside the neighborhood.
- Discussion on the logistics of setting up at Sewell Library, including the use of a canopy and coolers for water.
- Michael Messina-Yauchzy suggests a sliding scale for dues to cover expenses, and the group agrees to spread the responsibility for making change.

Discussion on the Barbecue Event

- Jack Brower shares the plan for the Homer Wheaton neighborhood barbecue, including the list of invited organizations and the potential for a 50/50 raffle.
- The group discusses the logistics of door-to-door invitations and the inclusion of people from outside the neighborhood.
- Michael Messina-Yauchzy suggests inviting local common council members and state senators to the barbecue.
- The group agrees to have a casual event with food, games, and the potential for a social bingo.

First General Meeting Planning

- The group discusses the logistics of the first general meeting at Bethany Baptist Church, including the proposed time of 10 AM.
- Michael Messina-Yauchzy suggests inviting Pastor Phil to give an interfaith invocation.
- The group agrees to leave the first meeting as an informational session without formal elections.

- Discussion on the need for bylaws and the provisional structure and offices, with Michael Messina-Yauchzy nominating Jakia as co-president, Shelley as secretary, and Ni as treasurer.

Establishing a Checking Account

- Sam Eschenbrenner from Cooperative Federal Credit Union joins the meeting to discuss establishing a checking account for the organization.
- The group agrees to proceed with opening the account and designating authorized signers, with Michael Messina-Yauchzy willing to apply for the EIN.
- Sam Eschenbrenner explains the process and the importance of having a responsible individual for the EIN.
- The group agrees to leave the nomination of officers open for further discussion and voting at a future meeting.

Check-In and Role Preferences

- Michael Messina-Yauchzy proposes a round of check-ins to gauge everyone's stance on the issue.
- Shelley offers to take on any role, whether co-President or Secretary, expressing her motivation to get things done.
- Jakia advocates for making a decision, suggesting that the most consistent members should take on leadership roles.
- Jakia highlights the urgency of deciding on roles, especially regarding financial responsibilities for the yard sale and future events.

Debate on Decision Timing

- Jakia argues that the group has had enough meetings to make a decision and suggests moving forward with provisional roles.
- Michael Messina-Yauchzy acknowledges the need for further discussion and more time to think about the decision.
- Paul Barone raises concerns about the bylaws and the role of the treasurer in handling finances.
- Michael Messina-Yauchzy clarifies that multiple people can be on the account, but the primary person is usually the treasurer.

Ni's Role and Action Items

- Ni pauses the AI assistant to discuss their role and responsibilities, including managing the donation sales sign-up sheet and distributing door tags.
- Ni captures action items for the neighborhood association, including tasks for Jack, Shelley, and Michael.

- Michael Messina-Yauchzy appreciates Ni's efforts in keeping a living document of action items.
- Paul Barone expresses excitement about the upcoming event and the importance of connecting before the next meeting.

Evaluation and Closing Remarks

- Michael Messina-Yauchzy opens the floor for meeting evaluation, with participants expressing satisfaction with the meeting's productivity.
 - Paul Barone thanks Michael for organizing a guest speaker, highlighting the meeting's efficiency.
 - Michael Messina-Yauchzy emphasizes the importance of voicing differences of opinion and making democratic decisions.
 - The meeting concludes with participants expressing gratitude and looking forward to the next meeting and upcoming events.
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Jul 23, 2025 7-8:30pm

Transcript

<https://otter.ai/u/Fu17ssJ6cDy56nUb0vTJPcj2scw?view=summary>

Attendance

At start (alphabetical order):

Paul Barone, neighborhood resident

Jack Brower, Manager of Community Engagement and Properties, Le Moyne College

Ni Cai, neighborhood resident

Jakia Durham Kelly, neighborhood resident

Michael Messina-Yauchzy, neighborhood resident

Shelley Stevens, neighborhood resident

Summary

The SSNA Organizing Meeting focused on finalizing preparations for the neighborhood yard sale and picnic. Shelley discussed creating posters and organizing volunteers for the donation table. Jack Brower and Michael Messina-Yauchzy emphasized the need for a fiscal sponsor and mission statement. Ni proposed a structured meeting format with roles for facilitators, note-takers, and timekeepers. The group discussed organizing a neighborhood cleanup, adopting streets, and using city-provided equipment. They also planned to define the Salt Springs neighborhood boundaries and set the first official meeting date for the second week of September at Bethany Baptist Church.

Agenda (+ indicates vote to discuss item)

- Organization structure, by-laws, incorporation ++
- Funding and Fiscal Sponsorship ++
Neighborhood Yard Sale ++
- Homer Wheaton Picnic +
- Tech Team: Communications, Notes, and Database ++
- First General Meeting +
- Zoom, In-Person, or Hybrid Meetings +
- Google Group/listserv approval +

Action Items

- Send out a reminder with the updated Zoom link for the meeting closer to the meeting date. **Jack**
- Post Meeting Notes by Friday (7/25). **Jack**
- Share the draft mission statement for the SSNA to the group email. **Jakia**
- Invite NBD Rep to the neighborhood sale donation station at Soule Library. **Ni**
- Create an SSNA Flyer that we can share at the donation station. **Jakia**
- Finalize the volunteer sign-up sheet for the donation table and send it out to the group. **Jakia**
- Create Agenda and Facilitate the next meeting. **Michael**
- Investigate the Community Foundation's The Leadership Classroom (TLC). **Michael**
 - <https://cnycf.org/receive/professional-organizational-development/tlc/>
 - Quick research shows that groups should be formed for at least one year before applying. The deadline to apply is 8/15/25.
- Organize neighborhood cleanup before the yard sale. **Shelly**
- Connect with Pastor Phil at Bethany Baptist to schedule an introductory SSNA meeting for the second weekend in September (9/6). **Jack**
- Draft SSNA By-Laws (define memberships and executive positions). **Michael**

- Create flyer (**Jack**) and advertise Neighborhood BBQ (**All**)

Outline

Poster Design and Initial Discussions

- Shelley discusses her efforts in creating posters for the event, mentioning she spent a lot of time on them. The group compliments Shelley's handmade posters.
- Jack and Shelly collaborated with the Keenan Center to affix vinyl stickers to around 15 signs.

Vision and Mission Statement

- Shelley talks about coordinating volunteers for the Salt Springs Neighborhood Association donation table.
- Jack Brower and Shelley discuss the need for a fiscal sponsor to manage donations.
- Jack Brower mentions a meeting with Michael about the implications of becoming a non-profit and the need for a mission statement.

Meeting Structure and Note-Taking

- Ni discusses the need for a structured meeting format to keep focus and prioritize agenda items.
- Ni proposes roles for meeting facilitators, co-facilitators, note-takers, and timekeepers.
- Jack Brower suggests reviewing AI-generated meeting notes for brevity and importance.
- Shelley agrees to clean up AI-generated notes after the sale.
- Jack Brower volunteers to review and edit the notes, and Jakia Durham Kelly offers to help.

Donation Table and Vision Statement

- Jakia Durham Kelly talks about working with Shelley on a sign-up sheet for volunteers at the donation table.
- Jakia shares a draft vision statement for the Salt Springs Neighborhood Association, emphasizing community building and support:
 - *The mission of the Salt Springs Neighborhood Association is to uplift and unite our community by building strong relationships, creating safe and welcoming spaces, and working together to preserve the heart and soul of our neighborhood. We believe in the power of neighbors helping neighbors, and we're committed to listening, showing up, and growing together—one block, one voice, one family at a time.*
- Shelley suggests transitioning from planning meetings to open meetings after the barbecue.

- Ni mentions the Google Form for the neighborhood association database and suggests including a link on the pamphlet.
- Michael Messina-Yauchzy joins the meeting late and discusses the need for a consistent meeting link.

Planning the Homer Wheaton BBQ

- Jack Brower discusses the logistics of the Homer Wheaton BBQ, including catering and security.
- Jack Brower mentions the need for a playlist, music, and activities for the picnic.
- Jack Brower suggests inviting local organizations to speak at the picnic.
- Shelley proposes inviting the Housing Strategy folks to the donation table at the yard sale.

Neighborhood Cleanup and Adoption

- Shelley discusses organizing a neighborhood cleanup before the yard sale.
- Michael Messina-Yauchzy shares his experience with the mayor's neighborhood cleanup event and suggests using city-provided equipment.
- Michael Messina-Yauchzy suggests adopting a street and dividing the neighborhood for cleanup.
- Paul Barone and Shelley discuss the logistics of organizing the cleanup and the need for equipment.
- Jakia Durham Kelly offers to check with the city for supplies and suggests using Homer Wheaton Park as a meeting point.
- Shelley and Jakia discuss the need for a map of the neighborhood for the cleanup.

Defining the Salt Springs Neighborhood Boundaries

- Michael Messina-Yauchzy discusses the different definitions of the Salt Springs neighborhood.
- Jack Brower suggests the SSNA has the potential to define the neighborhood boundaries and suggests using the Housing Strategy map.
- Shelley agrees to focus on defining the neighborhood as a project for the association.
- Michael Messina-Yauchzy suggests establishing the neighborhood at the first meeting.
- The group agrees to continue the discussion on defining the neighborhood in future meetings.

Evaluating the Meeting and Next Steps

- Michael Messina-Yauchzy suggests evaluating the meeting and choosing a facilitator for the next meeting.
- Shelley and Jack Brower express satisfaction with the meeting's productivity.
- Ni offers to reach out to the Housing Strategy group for outreach at the yard sale.

- Paul Barone thanks Shelley for her efforts and emphasizes the importance of the mission.
 - Michael Messina-Yauchzy volunteers to facilitate the next meeting and recruit a co-facilitator.
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Jul 11, 2025 7 - 8:30pm

Transcript

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Attendance

At start (alphabetical order):

Jack Brower, Manager of Community Engagement and Properties, Le Moyne College

Jakia Durham Kelly, neighborhood resident

Cimone Jordan, Director, Housing & Neighborhood Planning, City of Syracuse

George Lynch, Eastside Planner, Housing & Neighborhood Planning, City of Syracuse

Michael Messina-Yauchzy, neighborhood resident

Shelley Stevens, neighborhood resident

Joining after agenda agreement and check-ins:

Mary Hanick, neighborhood resident

Joining Later:

Paul Barone, neighborhood resident

Lysa Simmons, neighborhood resident

Summary

The Salt Springs Neighborhood Association Planning Committee discussed the upcoming Neighborhood Yard Sale organized by Shelley Stevens, with 31 houses registered so far. Jack Brower mentioned budgeting roughly \$2,000 for the Homer Wheaton Park BBQ, aiming to feed 150-200 people. The committee debated using local food vendors and emphasized the need for clear communication and accessibility. They briefly brainstormed ideas for things the SSNA might do, including creating a shared tool shed, organizing community events, and developing a guide to neighborhood services. Concerns were raised about the need for a fiscal sponsor, with Lemoyne College suggested as a potential candidate. The next meeting is scheduled for July 23rd at 7 PM. Evaluating the meeting, The Salt Springs Neighborhood Association Planning Committee discussed implementing action items with assigned individuals to enhance productivity. Shelley proposed setting clear agendas and reporting on completed tasks. Paul Barone emphasized the importance of recognizing progress and maintaining respectful time management. Lysa D. Simmons highlighted the need for understanding and decorum in meetings. George Lynch appreciated the selfless contributions of members. The meeting concluded with a motion to adjourn and a reminder to share meeting notes and agendas via email, Google group, and Facebook.

Action Items

- Create an Agenda for the next meeting. Assign time limits to each item.
- Coordinate online advertising for the garage sale.
- Collect and store donated items for the garage sale (Shelly, Mary, Jack)
- and coordinate with Restart Ministry to donate unsold items (Jack)
- Set up an information table at the garage sale to engage more community members. Identify volunteers that can staff the table and sell items. (Jack and Jakia... looking for more volunteers)
- Discuss Fiscal Sponsorship (Michael and Jack)

Agenda

- Introductions: Full name, street you live on, something you like about Salt Springs
- Neighborhood Yard Sale
- Homer Wheaton Picnic
- Organization structure, by-laws, incorporation
- Funding and Fiscal sponsorship
- Tech Team: Communications and Database
- Brainstorm: Things SSNA could do
- Action Items
- Meeting Evaluation
- Adjourn

Outline

Neighborhood Association Planning and Initial Introductions

- Michael Messina-Yauchzy and Jack Brower discuss the use of Otter AI for note-taking during the meeting.
- Michael suggests having co-facilitators from the start and nominates George for one of the roles.
- Michael shares the suggested agenda and asks everyone to check in with their name, street, and something they like about Salt Springs.

Check-In and Initial Observations

- Michael shares his appreciation for the variety of houses in Salt Springs and his involvement in the Housing Strategy Group.
- Shelley talks about the history of Spanish revival homes in the neighborhood and a gentleman who lived in one of the houses.
- Jack Brower shares his enjoyment of meeting elderly folks in the neighborhood and their friendliness.
- Cimone Jordan appreciates the friendly atmosphere of Salt Springs and the slower pace compared to the West Side.
- George Lynch appreciates the neighborhood engagement and the efforts to unify and develop the neighborhood.

Concerns About Meeting Attendance and Participation

- Michael expresses concern about the low turnout at the meeting, noting that the first meeting had a higher attendance.
- Jakia suggests recruiting more people at the upcoming garage sale and passing out flyers.
- Shelley mentions the possibility of having a table at the library to provide information about the neighborhood association.
- Mary Hanick offers to help with the garage sale and suggests using her truck to collect items.
- Michael and Shelley discuss the need for a budget to print advertising flyers and the possibility of receiving donations.

Discussion on the Neighborhood Yard Sale

- Jack Brower and Shelley discuss the logistics of the neighborhood yard sale, including the distribution of flyers and the use of vinyl stickers on old political yard signs.
- Mary Hanick offers to help with the yard sale and suggests using her contacts to support the neighborhood.

- Shelley updates on the progress of the yard sale, including the distribution of flyers and the collection of donations.
- Jack mentions the possibility of storing unsold items at a Le Moyne house and donating them to the Restart Ministry.
- The group discusses the need for a clear mission statement and the importance of defining the association's goals.

Planning for the Homer Wheaton Park Picnic

- Jack Brower discusses the logistics of the Homer Wheaton Park picnic, including the need for a vendor to feed around 150 to 200 people.
- The group discusses the possibility of inviting new neighbors and local businesses to the picnic.
- Jack mentions the College can supply tables, chairs, lawn games, a PA system, and music for the event.
- The group discusses the possibility of using local food vendors and the importance of having a welcoming and accessible event.
- Mary Hanick suggests using neighbors to cook and emphasizes the importance of accessibility and community building. Jack mentioned that the College cannot pay an uninsured vendor to supply food.

Tech Team Report and Q&A

- Michael Messina-Yauchzy reports on the creation of a Google group for the tech team and the possibility of sharing documents and notes.
- The group discusses the need for a database to keep membership information and the possibility of a sliding scale for dues.
- Michael suggests that, with a lot of agenda items left and dwindling time, hitting high points on each agenda item.
- The group discusses the importance of having a clear purpose and functions for the neighborhood association.
- Various members share their ideas for what the association could do, including organizing events, creating a guide to local services, and welcoming new neighbors.
- Jakia - Welcome new neighbors to the neighborhood, Earth Day Clean up, Neighbor assistance for those who aren't able to cut their grass, Neighborhood field days like kick-ball or baseball tournaments, list of resources of trusted contactors
- George - Block Clean-Up Challenge: Friendly competition between blocks for who can collect the most litter. Yard of the Month" Contest: Celebrate the best-kept or most creative yard that motivates curb appeal. Neighborhood Trivia Night: Host fun trivia about local history or residents. Scavenger Hunt: A neighborhood-wide game for kids, where they find clues at neighbors' houses. Community Garden or Edible Garden: A shared garden builds connections and supplies fresh produce. Oral History Project: Record interviews with longtime residents about the neighborhood's past.
- Michael - Guide to Organizations, Businesses and Services in Salt Springs

- Jack - Annual BBQ

Organization Structure, Bylaws, and Fiscal Sponsorship

- Michael Messina-Yauchzy reports on the need for a fiscal sponsor and suggests Lemoyne College as a potential candidate.
- The group discusses the importance of having a clear organizational structure and bylaws.
- Mary Hanick expresses concerns about using Westcott Neighborhood Association as a model and suggests looking for a more homegrown approach.
- The group discusses the need for a lawyer to help with incorporation and the importance of having a small budget to manage donations.
- The group agrees to table the discussion on the use of funds collected from the neighborhood sale until the next meeting.

Evaluation and Next Steps

- The group evaluates the meeting, with members sharing what they liked and what they would change.
- Michael suggests setting a time limit for each agenda item to ensure the meeting stays on track.
- The group discusses the importance of having a clear mission statement and the need for more frequent meetings in the early stages of the association.
- The group agrees to meet again in two weeks to continue planning and organizing the neighborhood association.
- The meeting concludes with a focus on building momentum and engaging more community members in the future.
- Shelley suggests having action items at the end of each meeting with assigned individuals to work on them independently.
- Shelley emphasizes the importance of focusing on a few key tasks per cycle to avoid being unproductive.
- Mary Hanick and Cimone agree with Shelley's approach. Mary notes that community building is not complicated.
- Michael Messina-Yauchzy introduces Paul and Lisa, who joined the meeting late.
- Paul Barone appreciates the recording of meetings for those who cannot attend in person.
- Paul highlights the importance of recognizing progress and individual contributions during meetings.
- Paul specifically commends Shelley for organizing the neighborhood garage sale and mentions the need for respectful time management.
- Lisa apologizes for being late due to work commitments and expresses her commitment to the group.
- Lisa shares her experience with meetings at the community college and her preference for decorum and respect during meetings.

- Lisa acknowledges the importance of understanding different opinions and not dominating conversations.
- Glynch appreciates the selflessness of the group members in giving their time and thanks everyone for their contributions.

Neighborhood Party Planning and Contact Information

- Mary Hanick requests help with organizing the neighborhood party, mentioning her financial constraints.
- Glynch offers to share his contact information in the chat for easier communication.
- Mary Hanick prefers setting appointments to manage time effectively.
- Michael Messina-Yauchzy moves to adjourn the meeting, and George Lynch seconds the motion.

Meeting Recording and Communication Channels

- Paul Barone inquires about the availability of the meeting recording.
- Jack Brower explains the use of AI Otter for note-taking and mentions the trial and error process. Otter AI can only provide a 30 minute transcript. There is no video recording of the meeting.
- Michael Messina-Yauchzy assures that the meeting notes will be shared through email, Google group, and Facebook.
- Mary Hanick and Paul Barone express their appreciation for the recording and the communication channels.

June 25, 2025 7 - 8:30pm

Attendees: Katrina Allen-White, Paul Barone, Barbara Bell, Jack Bower, Ni Cai, Jeff Chin, Cynthia Ellison, Lisa Hart, Dwight and Joann Hicks, Jakia Durham Kelly, Helen Kinsey, Laura Lawson, George Lynch, Michael Messina-Yauchzy, Vinny Scipione, Shelley Stevens, **A Williams**

Michael (facilitating): Greeting and introduction

Review of agenda

- Items to add? (*see below*)
- Introductions, timeline and picnic planning.
- Date for LeMoyné-Sponsored BarBQ picnic / General interest Organizational meeting about 2 weeks after that.
- Tech discussion
- Outreach, funding, organizational structure, and by laws.
- (NEW) – Housing Strategy

- (NEW) – Purpose and function of a neighborhood association

Individual Introductions (did not record)

Contacts shared in chat:

Jack Bower: 680-287-2483

browerj@lemoyne.edu

Please reach out with questions or comments about Le Moyne

George Lynch City Planner #315-448-8076 email: Glynch@syr.edu can help with all city related questions with a focus on the Eastside.

Shelley Stevens: 315-243-6181

Shelley.kummer@gmail.com

Contact me with questions about the Salt Springs Neighborhood yard/bake/arts and crafts/plants sale

Paul Barone: PaulGBarone@gmail.com – additional contact about the Salt Springs Neighborhood sale.

Ni Cai: goldsteincai@gmail.com: Contact for technical assistance

Mary Hanick. Meskhanick @gmail.com – contact about Fenway Picnic

Homer Wheaton Park Picnic (Jack):

- Purpose: to get people together for a good time, including both neighbors and students. Warming residents up for a neighborhood association.
- Sponsor: Le Moyne College
- The proposed date is Aug. 24th – the students will be back
- Lawn games?
- The picnic will be shared on FB for advertisement
- Questions about permits – see George.

Meetings and Meeting locations

- The new coffee house will have a meeting room that can hold about 24 people that we may be able to use for meetings
- Bethany Baptist church is also an option for a meeting place for us.
- Plan to meet 1-2 more times prior to the Le Moyne sponsored picnic for planning, followed by a larger meeting ~2 weeks after the picnic
- The next meeting will be Tuesday, July 9th at 7pm, again on Zoom.

Fiscal Sponsor options:

- Must be a non-for-profit organization.
- There are several non-for profits nearby that could be fiscal sponsors. Hillside, Jowonio School
- Ask the Westcott Neighborhood Association – Michael to follow-up
- Katrina is president of Believe in Syracuse, a non-profit organization. She would like to hear more, and invited us to their board meeting. Michael will follow-up.

Other Details about starting a Neighborhood Association

- Sam Gruber at Westcott suggested we could copy from their by-laws.
- Some attended the TNT meeting about some funding. They mentioned that if we held an event that was open to all of the Eastside, they could help, but not if it was for Salt Springs Neighborhood alone.
- How do we establish a sense of community? – Hold meetings and events at different locations throughout the neighborhood.

Le Moyne as a Neighbor:

- There is appreciation for the meetings Jack has been hosting for students and neighbors.
- There was a question about how LeMoyne can reach out to neighbors. There are things happening at the college that neighbors might be interested in. Suggestion to reach out via the FB group.
- Katrina pointed out that teens need something to do, and we have a neighbor that is a college. Campus is open for neighbors to walk through and use trails.

Communication:

- Need ways to stay in touch. Ways to communicate.
- Paul asked about the best tools to use to communicate.
- Ni started a google group [for people who attended a housing committee small group] and said that expanding the group to include the Salt Springs Neighborhood Association and Ni said they can help with technical questions.
- Will need email addresses of everyone here.
- Decisions will need to be made (for whatever communication we use) about who has admin rights.

Fenway Picnic/Block Party

- Mary Hanick discussed the upcoming Fenway picnic [for Fenway residents only]
- To be held Aug. 23rd 2-5
- She asked if a permit would be required?
- George offered to discuss the details

Syracuse Housing Strategy:

- Home improvements for neighbors, things that affect curb appeal (e.g., painting, driveway, landscaping, windows); prioritizing areas of the neighborhood that affect image.
- Application process will begin in the fall.
- It is not income-contingent.
- Is there a prioritization for people who can't afford this? No, there are other programs that are income dependent.
- The purpose is to prevent neighborhood decline.
- Question: How do people feel about it being administered by the urban renewal agency?
Answer: By law, the city can't directly provide funds directly to homeowners, it has to go through an independent agency. It may end up going through Home Headquarters. There is a consulting firm, czb, also involved.

- Anyone who wants to be further informed, details will be reported through the FB group, the steering committee email group, and the steering committee.
<https://www.syracusehousingstudy.com/>
- Community block grants will be for beautifying the front of your home, and there is a list of things that can be included. Those grants will be up to 2,500 dollars, matching funds.
 - This will be in teams of neighbors, 3 or more as a group, applying for these block grants. These should be immediate neighbors (next door, or across the street). Once applications are in, we need to move quickly.
- Funds for more major home improvements will be available after the first of the year. Some may be low interest, forgivable loans.

Next meeting will be July 9th – details to come.