



LGA Board of Directors Meeting

December 11, 2019

110 W. Grant, Community Room

Board Members Present – Richard Anderson, Pat Davies, Larry Clausen, Nicholas Deacon, Lee Frelich, Greg Gaut, Linda Luksan, Karen Lund-Brust, Mary Maier, Maxine Matheson, Laura Mattson, John Van Heel

Call to Order – Nick called the meeting to order at 5:04 PM.

Last Meeting's Minutes – It was MOVED and SECONDED that the minutes of the November 2019 meeting be approved. Motion CARRIED.

Committee Reports and Proposed 2020 Expense Budgets –

Executive – We want to stay with a professional accountant or bookkeeper rather than tapping a volunteer to handle our financial records and reporting. We have voiced our concerns to our current CPA regarding file-naming protocols and task completion by the 10th of each month. If she's not able to address these issues, we will pursue other alternatives rather than renew our contract.

Communications – The proposed budget was increased slightly to allow for miscellaneous promotional materials requested by committees next year.

Fundraising – There was a fundraising event at Loring Way last week; the new projector came in handy for showing the slide presentation. A small amount was added to the proposed 2020 budget to cover refreshments at next year's events. There is an opportunity for the committee to expand its corporate development efforts and outreach to local businesses.

Gardening – No changes to the proposed budget since last month's meeting.

Events – If this committee doesn't continue into 2020, the Executive Committee will take over the planning of the donor/volunteer recognition reception, along with Maxine, to make sure that at least that event takes place.

Infrastructure – There are height and wind-resilience issues with banners that John and Claire are investigating before that project can be pursued. Our current contract with the City expires next summer; John agreed to serve on the task group to flesh out proposed changes to that contract.

Safety – No changes to the proposed budget since last month's meeting.

Green Minneapolis – As a follow-up to the November meeting with Green Minneapolis, the board has a number of action items to address (See Appendix). We will discuss these items at the February board meeting, which will be focused on strategic planning and may be scheduled on a different day. Greg and Larry agreed to organize the agenda and to facilitate the discussion.

A summary of the committees and their 2020 proposed expense budgets are as follow:

Committee	2020 Proposed Expense Budget
Communications	\$1,600
Events	\$2,000
Executive	\$6,000
Fundraising	\$4,300
Gardening	\$33,500
Infrastructure	\$3,250
Safety	\$50
TOTAL	\$50,700

It was MOVED and SECONDED that the above expense budget be adopted for 2020, with a revenue budget of the same amount. Motion CARRIED.

Annual Report Preparation – Committee chairs were reminded to send their 2019 summary of accomplishments for the annual report to Linda by the end of December. All board members are to send their total NON-gardening volunteer hours for 2019 to Linda. (Mary has already gathered gardening volunteer hours.)

January Election – The following board members are up for re-election to two-year terms:

Loring Way Rep	Richard Anderson
Loring Green East Rep	Pat Davies
Member at Large	Lee Frelich
Member at Large	Linda Luksan
Member at Large	Laura Mattson
Greenway Gables Rep	Margy Troje-Meade

Nick encouraged any board member interested in serving as an officer next year to let him know before the January meeting.

New Board Member Orientation – Nick and Linda will assemble a self-study packet for any board member who has not yet received an orientation, and they welcome any questions related to board service.

Thank You – The board thanked Karen for her contributions during her board tenure.

Adjournment – 6:35 PM

Next Board Meeting – Wednesday, January 8, 5:00 PM, 110 W. Grant, Community Room

APPENDIX

Loring Greenway Association (LGA) and Green Minneapolis (GM) 11/20/19 Meeting Notes

Attendees:

LGA work group members: Richard Anderson, Pat Davies, Merry Keefe, Linda Luksan, Mary Maier, Marsha Neff, Claire Selkurt, John Van Heel

Other LGA board members: Larry Clausen and Greg Gaut

Green Minneapolis rep: Beth Shogren

1. Purpose of this meeting: Identify specific areas where collaboration could be mutually beneficial and develop a work plan.

2. Current issues

Accounting, insurance – GM has insurance that applies to the three projects it maintains. As long as LGA has the contract with the City, LGA needs to have its own insurance. GM would be happy to review the insurance coverage that LGA currently carries.

LGA is looking for a new bookkeeper or accountant. GM is an affiliate of the Downtown Council and pays for its accounting services (QuickBooks, monthly reports and tax filings) through the Downtown Council. GM couldn't take over LGA's accounting on a cost-effective basis, but it can certainly provide some accounting referrals for LGA. **Beth – small clarification: If GM takes over the contract with the City, and the Greenway becomes a project of Green Minneapolis, we would take on accounting functions. We just couldn't outsource accounting for LGA cost effectively.**

City Public Works contract – Expires July 1, 2020

Signage – GM has no comprehensive signage program for all the spaces it manages, but it uses signage produced in-house ("Windmaster" portable sign and signs mounted on stanchions) for notices of rules such as "no smoking," "no scooters," "no alcohol," etc. GM is open to helping LGA pursue help from Public Works on getting signage approved and can provide info to LGA regarding sources for signage materials it uses.

3. Long-term complex issues

Garden coordination – Managing the contractors, running the committee and organizing the gardening volunteers are quite time-consuming activities; LGA needs help with this coordination function. Mary and Marsha will lead the LGA effort to create a job description and estimated cost (\$25 to \$35/hour is the likely hourly rate needed to attract a qualified coordinator) that can be the basis for pursuing an increase in donations to cover the expense of a coordinator. For its properties, GM contracts with Bartlett Tree for tree care and Windsor Companies for landscape care and design advice, and also uses U of M landscape architecture students for some work.

Safety and security – LGA needs help in preventing further damage to the plants and fixtures along the Loring Greenway, especially that being done by skateboarders, often during nighttime hours. Larry will organize the LGA’s efforts to define the safety priorities and ways to address them.

Beth recommends that **as a first step** LGA meet with Shane Zahn, Downtown Improvement District, and Renée Allen, Minneapolis Police Department, and request that a Crime Prevention Evaluation be done. Could the LGA create a network of neighborhood security guards to patrol during night hours? DID offers contract services outside its boundaries, but its employees end their shifts at 11 PM, which may not address LGA’s needs. Beth suggested that LGA contact Jesse Osendorf and Kathryn Reali at DID to explore the topic. **Beth: we are open to further discussion regarding shared services with our security vendor.**

Infrastructure – For GM to engage with Public Works about the Loring Greenway, it would have to be the contract-holder with the City. Equity is the key consideration in delivery of Public Works services across the City. The Loring Greenway is the ONLY right of way under the purview of Public Works, so some of its needs are unique, as are some of the solutions to those needs. It is a City asset that the City does not want to deteriorate, so LGA needs to continue to flag the deterioration and repairs needed, while maintaining its good relationships with the Public Works team. Remember, “Public Works provides the cupcake, LGA provides the frosting.” John and Larry will develop a long-term capital assessment of the Loring Greenway’s infrastructure needs.

4. Areas where coordination/cooperation could be helpful

Communication – LGA and GM are aligned in their respective missions.

Events – LGA doesn’t envision holding major events in the near future.

Fundraising – No immediate needs identified.

Actions:

1. Accounting: GM will send accounting referrals. Executive Committee will follow up to find a new accountant for 2020.
2. Insurance: GM will review LGA coverage and advise on any changes. Executive Committee will follow up
3. City LGA/PW contract: GM will work with LGA on any changes. Executive Committee will follow up. **Beth: This work item will depend on what work LGA wants to outsource to GM, or ask GM to take on. Depending on the scope of work, that would determine the best entity to be the contract holder.**
4. Signage: GM will assist LGA working with PW and suggesting sources. John Van heel will coordinate with the Infrastructure Committee

5. Garden Coordination: Mary and Marsha will develop a proposal with a job description and cost estimates to assist with fundraising. Beth: We are happy to be a resource and if funding allows, fill the role of garden management.
6. Safety and Security: Larry will organize LGA volunteers to work on safety options. They will schedule a safety assessment walk-thru with DID and the Police Department.
7. Infrastructure: John and Larry will continue the Committee's efforts to alert PW to ongoing issues and will work on an assessment to develop a long-term plan which could be discussed with Council Member Goodman for submission to the Capital Long Range Planning Commission.
8. Communications: Larry will work on a joint statement with GM aligning our goals.
9. Planning: since all of the above activities effect Board planning, the suggestion is to incorporate the discussion into Board meetings or a special retreat.