



Board of Directors Meeting Minutes
April 2, 2026

Present

Qianna Decker (via Zoom), Dana DeLuca, Zach Ehmann, Valerie Leith, Lynn Lupini, Lanny Potts, Jim Ratliff, Craig Vaughan, Wilson Xu

Absent Steve Glista

Call to Order

The meeting was called to order at 5:47 pm by Wilson Xu, Board President.

Approval of Agenda

April 2 meeting agenda approved unanimously.

Approval of Minutes

March 5 meeting minutes approved unanimously.

Finance Report

Craig provided the Finance Report and pointed out the following key points:

- The association received the previously pending \$100 donation from Jim Ratliff, which required manual transfer from PayPal to the bank account.
- The current account balance is \$5,737.65.
- It was noted that all PayPal payments require manual transfer.
- Craig received the renewal package for the association's liability/building insurance.
- The insurance renewal cost is \$400.

Motion: Approve payment of the \$400 insurance renewal. Moved by Wilson. Seconded by Qianna. Motion approved.

Additional notes:

- Craig shared that a handwritten notice was found in the WHNA mailbox regarding a past public hearing related to a proposed mini-house development on Cork St. The meeting date had already passed. Steve will be asked whether any permit was ultimately issued for this project.
- Valerie shared that United Healthcare provided a \$10 charitable giving credit, which was donated to WHNA.
- It was noted that United Healthcare also participates in Benevity, which may offer corporate match opportunities.
- Board members were encouraged to continue identifying Benevity and other matching gift opportunities.

Neighborhood Plan Update / Community Meetings

The planning committee requested approval for supplies needed for upcoming neighborhood plan meetings, including:

- Large poster sticky notes
- Dot stickers
- Markers
- Sticky notes, if needed

The current proposed supply budget is \$44.98.

**Motion: Approve the neighborhood plan meeting supply budget of \$44.98.
Moved by Dana. Seconded by Wilson. Motion approved.**

Additional updates:

- Valerie and Qianna visited the café at Midtown Fresh and confirmed it will meet the group's needs and be suitable for the community break out meetings
- Paul at Midtown Fresh is making the space available to us at no cost.
- The planning committee selected three June dates for the meetings:
 - June 10 at 6:00 p.m.
 - June 16 at 6:00 p.m.
 - June 22 at 6:00 p.m.
- Meetings are expected to run about one hour, with setup beginning around 5:45 p.m.
- The committee chose a staggered schedule rather than holding all meetings on one day in hopes of increasing attendance.
- The format will generally follow the city's "Design It" meeting model.
- Additional board members may be asked to attend and assist as needed.

Garage Sale Pamphlet

Valerie presented a draft pamphlet for distribution during the neighborhood garage sale and shared printed copies.

Discussion included:

- Printing approximately 200 copies, depending on cost.
- The QR code was removed from the pamphlet because it was difficult to format legibly in the tri-fold layout.

- WHNA website and email contact information should remain included.
- Board members discussed replacing the Garage Sale listing with National Night Out information
- National Night Out will take place on Tuesday, August 4, 2026, and the board's preference was to use the same timeframe as last year, which was 4-7 pm.

Additional pamphlet revisions/Action items:

- Remove references to Imagine Kalamazoo from the "About Us" language.
- Revise wording to emphasize partnership with the City of Kalamazoo without implying the association exists solely because of the Imagine Kalamazoo plan.
- Board members may submit suggested edits to the "About Us" section by April 8 via email.
- Wilson will test printing the pamphlet on his home printer and report back on production options by April 10.
- Valerie, Lanny and Zach are willing to help with folding and assembly.

Nonprofit Authorization for Mailing/Annual Appeal

Dana applied for and received from the US Postal Service a nonprofit mailing authorization for WHNA, which should significantly reduce mailing costs. Additionally, WHNA must mail under this authorization at least once every two years or the nonprofit mailing authorization may be revoked.

Dana also secured a quote from JB Printing for a direct mail appeal to approximately 1,502 Westnedge Hill households. Their quote for providing printing, mailing envelopes, envelope inserts, mailing, and fulfillment came to \$1,125.39. This quote is substantially less than a previous quote from River Run Press which was for \$2,508.

Discussion points:

- The board agreed that an annual appeal should be considered as part of long-term financial sustainability.
- Dana suggested revisiting the direct mail strategy in May with Steve involved in the discussion.
- Wilson requested that Dana share the materials sent to JB Printing so he can seek a comparison quote from KRESA.
- The board also discussed the importance of 100% board giving participation, particularly for future grant applications, but also to show that the board members have all contributed to the WHNA prior to asking for additional support from the neighborhood residents.

Neighborhood Playgroup Promotion

Wilson shared that neighborhood resident, Andrea McCallen, is starting a baby/toddler playgroup on Wednesdays at Parkwood-Upjohn and asked whether WHNA could help promote it.

Discussion points:

- Wilson will follow up with Andrea for additional details, including start date and timing.
- Once details are confirmed, WHNA can help promote the playgroup through:
 - Email
 - Facebook
 - Possibly the quarterly e-newsletter

Neighborhood Trash Pickup

Dana confirmed that we will proceed with the Trash Pickup on Saturday, April 25 from 11:00 am – 1:00 pm. We will all meet at Walgreens at 10:45 am for the supply distribution. All collected trash and recycling will be taken to the dumpster behind Covenant Charter Academy once the pickup concludes. Steve previously suggested that the board further discuss safety guidelines for the upcoming neighborhood trash pickup, including the use of Adopt-a-Highway style safety precautions. As a result, the following safety guidance was discussed:

- Volunteers should not pick up hazardous items or anything they aren't comfortable handling. These items should generally be left alone unless someone is equipped and comfortable handling them:
 - broken glass
 - needles
 - animal remains
 - suspicious liquids
 - drug paraphernalia

Other discussion:

- Gloves, grabbers, buckets, bags, and safety vests will be provided by the City.
- Volunteers should not overfill trash bags.
- Discarded tires should be reported to Dana for Chris Broadbent to pick up.
- Recycling should be separated from trash where possible
- A wagon or other transport method may be helpful, so Wilson offered use of his cargo bike and children may participate with supervision.
- Dana will notify nearby businesses/property owners about the trash pickup, including the hotel and Westnedge Hill Apartments, to invite them to participate if cleanup extends near their properties.

Neighborhood Sign Project

Dana shared a quote from SignWriter for a neighborhood entry sign near the top of Westnedge Hill. The proposed location is near the triangular green space between Crane Park and Westnedge Hill Apartments.

Quote details:

- One-sided routed PVC sign: \$2,745
- Permit: \$75
- Installation: \$425
- Total: \$3,245

Optional upgrade: Sandblasted cedar panel would add \$700, for a total of \$3,945

Discussion points:

- Qianna noted that some neighborhood wayfinding signs in Kalamazoo may have been city-funded and offered to look into possible city support.
- Dana has already discussed the idea with Cee Maul, Neighborhood Activator, and shared the quote from SignWriter.
- Dana also contacted the Kalamazoo Community Foundation (KZCF) and learned the project may be a fit for a future Responsive Grant Application.
- The next likely KZCF grant opportunity is in late August or early September.
- Interest in the sign project remains strong, and the board plans to revisit it in May.

Action items:

- Dana will follow up with SignWriter to indicate continued board interest.
- Qianna will explore whether city funding may be available.
- The board will revisit the sign and possible grant strategy in May.

Prospective Board Member

Dana reported that Nate Hawthorne is still interested in being considered for the board but has had schedule conflicts. He would like to attend the May meeting. Wilson will extend the invitation to Nate to attend our next Meeting on Thursday, May 7 at 5:45 pm.

Meeting Interruption / Adjournment

During discussion, severe weather alerts interrupted the meeting. A tornado warning/siren was noted, and the meeting was ended early for safety reasons. The remaining items on the agenda that were not discussed due to the early ending of the meeting (Bike Rack, Little Free Library, Neighborhood Newsletter) will be addressed by Wilson in a forthcoming email.

The meeting was adjourned at approximately 6:33 p.m. by Wilson Xu, President. **The next meeting will be held on Thursday, May 7 at 5:45 pm at the YMCA on Maple Street.**

Minutes presented by Dana DeLuca, Secretary