



**Board of Directors Meeting Minutes**  
**March 5, 2026**

**Present**

Qianna Decker (via Zoom), Dana DeLuca, Steve Glista, Valerie Leith, Jim Ratliff, Craig Vaughan, Wilson Xu

**Absent** Zach Ehmann, Lynn Lupini, Lanny Potts

**Call to Order**

The meeting was called to order at 5:51 pm by Wilson Xu, Board President.

**Approval of Agenda**

March 5 meeting agenda approved unanimously.

**Approval of Minutes**

February 5 meeting minutes approved unanimously.

**Finance Report**

Craig reviewed the financial report previously distributed to board members and pointed out the following key points:

- The report reflects activity from the past several weeks.
- A \$100 donation from Jim has not yet appeared in the association bank account and may be pending through PayPal.
- Wilson will verify the transaction status.

Additional note:

- United Healthcare participates in the Benevity corporate giving program, creating an additional opportunity for donations and potential volunteer engagement

## **National Night Out**

Valerie stated that the event is traditionally held on the second Tuesday in August so the tentative date for this year is Tuesday, August 11.

### Financial Review

- Total spent for the 2025 event: \$860
- Entertainment extension considered:
  - Additional two hours at approximately \$150/hour
  - Estimated 2026 budget: approximately \$1,000

### Sponsorship Discussion

- Several vendors participated on a pro bono basis in 2025.
- A previous donation from a local realtor (now a city commissioner) raised questions about potential conflict of interest for future contributions.
- The board agreed to verify donation guidelines with the city if necessary.

### Subcommittee Formation

A subcommittee will begin planning the 2026 event.

### Members:

- Valerie Leith
- Dana DeLuca
- Qianna Decker

### Tasks include:

- Identifying sponsors
- Confirming vendors
- Exploring low-cost activities
- Planning earlier than the previous year

### Additional ideas discussed:

- Seeking additional support from the City of Kalamazoo
- Engaging neighborhood businesses as sponsors
- Low-cost activities such as photo backdrops

**Motion:** Resurrect a National Night Out planning subcommittee. Moved by Valerie. Seconded by Qianna. Motion approved.

## **Clothing Swap & Bike Fix-It Event**

The board agreed to maintain the same schedule as last year: Sunday after the neighborhood garage sale (May 3).

### Volunteer Needs

- Additional volunteers are needed.
- Participants will be encouraged to bring their own tables and displays.

### **Bike Fix-It Event**

The tentative event date is May 3, 1-3 pm. Open Roads will be our partner organization at the event again this year.

**Motion:** If an event fee is required (up to approximately \$200), the association will cover the cost from the budget. Moved by Valerie. Seconded by Qianna. Motion approved.

### **Bike Bus (Bike Week Event)**

Stephanie from the Winchell neighborhood association contacted the board about collaborating again. Wilson will meet with Stephanie (and Steve Glista) to improve planning for this year, including the consideration of timing adjustments to better align arrival with the downtown bike event.

Potential additions:

- Bike decoration station
- Sponsor-provided snacks
- Activities at the ride's final destination

### **Westnedge Hill Neighborhood Plan**

The draft version of the neighborhood plan has been approved. Community breakout meetings will gather resident feedback before the submission of the final plan to the city.

### **Meeting Logistics**

The board discussed possible locations during summer when school facilities may not be available. Wilson will confirm availability and costs.

- Potential venues:
  - Parkwood/Upjohn School
  - City Church (approx. \$20/hour)
  - YMCA community room
  - Midtown Fresh café space

### **Timeline**

Breakout meetings will occur after the neighborhood garage sale, likely on a biweekly schedule. The goal timeline is as follows:

- Community meetings: Summer
- Plan finalized: early fall
- Submission to the city: approximately September
- Possible city commission review: October

### **Outreach Strategy**

To increase attendance, Board members will conduct face-to-face outreach during the neighborhood garage sale. Two teams will walk the neighborhood distributing informational pamphlets. Wilson will create a trifold pamphlet that includes meeting dates, plan overview and association information.

### **Neighborhood Gateway Sign Proposal**

Dana shared research about installing a Westnedge Hill neighborhood welcome sign similar to the one in the Vine neighborhood created by SignWriter. She gathered information from SignWriter regarding custom sign design, installation with concrete posts, and the permit required from the City of Kalamazoo. The board discussed exploring city partnership funding, estimated cost and mock-up design. The proposed location is near the triangular green space between Crane Park and Westnedge Hill Apartments.

**Motion:** Proceed with obtaining design concepts and cost estimates from SignWriter. Moved by Dana. Seconded by Qianna. Motion approved.

### **Neighborhood Survey Results**

Wilson created a dedicated page on the neighborhood website containing:

- Survey questions
- Raw data
- Summary results

The board agreed not to conduct a new survey this year due to the workload associated with the neighborhood planning process.

### **Bike Rack Installation**

No major updates. Installation will be at the Hudson Street entrance to Kleinstuck once ground conditions allow.

### **Neighborhood Trash Cleanup**

Dana confirmed that the event will take place on Saturday, April 25 from 11 am 1 pm starting at the Walgreens parking lot at 10:45 am. Hazard safety procedures were reviewed. The final collection location will be the parking lot behind Covenant Prep Academy. Participants confirmed: Dana, Wilson, Valerie, Jim, Steve, Qianna, with additional confirmations pending.

The City of Kalamazoo support includes:

- Recycling container (2-yard)
- Trash dumpster (8-yard)
- Gloves
- Safety vests
- Trash grabbers
- Buckets
- Trash Bags

### **Neighborhood e-Newsletter**

Wilson requested board input for the next e-newsletter with content submission due March 22 and a target release date of mid-April. Potential topics include neighborhood plan meetings, Garage Sale, Trash Cleanup event, and bike events.

### **Board Member Candidate – Nate Hawthorne**

The board discussed an application from a potential board member who has not yet attended meetings. The proposed approach going forward is to encourage prospective board members to attend at least one meeting before election consideration. Dana will send a courteous email to Nate explaining that the application will be paused until the candidate attends a meeting.

### **Adjournment**

The meeting was adjourned at 7:04 pm by Wilson Xu, President. **The next meeting will be held on Thursday, April 2 at 5:45 pm at the YMCA on Maple Street.** Minutes presented by Dana DeLuca, Secretary