



Board of Directors Meeting Minutes

July 3, 2025

Present

Qianna Decker (via Zoom), Dana DeLuca, Zachary Ehmann, Valerie Leith, Lynn Lupini, Lanny Potts, Craig Vaughan, Wilson Xu. **Absent** Steve Glista, Jim Ratliff

Call to Order

The regular meeting of the Westnedge Hill Neighborhood Association (WHNA) was called to order at 5:45 pm by Wilson Xu, Board President.

Approval of Agenda

The July 3rd meeting agenda was unanimously approved. Dana requested that the Board Meeting agendas be posted on the big screen at all meetings going forward.

Approval of Minutes

The Minutes from June 5 were unanimously approved.

Old Business

Bylaws

The three additional amendments to the Bylaws including Virtual Voting, Public Comment, and Gift Acceptance were unanimously approved by the full Board. Wilson will remove the Bylaws that are currently on the website and replace them with the current version to be dated July 3, 2025.

P.O. Box

The Board unanimously approved the plan to establish a P.O. Box at the UPS store up at Oakwood Plaza for a total of \$260 for 13 months. Wilson will share the new P.O. Box address with the Board and post it on the website once it's established. It will be the address of the UPS store with a Suite number included. We get two keys to the P.O. Box. Steve will update the new address via Licensing and Regulatory Affairs (LARA) and we will use the new P.O. Box address on all WHNA communications going forward. We can also use the P.O. Box address for our liability insurance.

Neighborhood Survey update

Nolan from the City confirmed that the survey will remain open until July 11, 2025, at which point Wilson will remove the Survey pop up page from the website and replace it with a pop up about the National Night Out event. Zach will lead the survey data cleaning and develop the analysis framework process going forward. He confirmed that he will present his survey summary findings at the August 7 Board Meeting. Wilson suggested that we invite Dennis Randolph to speak at a future Board meeting once we have the survey data.

IT Migration

The full Board has migrated to a westnedgehill.org email now and all communications will go through that going forward. Wilson is still trouble shooting Google Workspace and will report back to the Board once that is set up as an available means of storing files.

Board Photos

Qianna said that Neil from the City has offered to do our Board headshots for free using his backdrop and studio. The Board unanimously approved using Neil to do our Board photos. Qianna will reach out to Neil to provide a few dates and times that work best for him, so we can get a photo shoot calendared.

Association Promotional Banner and Yard Signs

Wilson had a vinyl banner made with grommets and is looking into producing yard signs from an online vendor for promoting the WHNA in general for \$12 each/\$120 for 10. Valerie suggested we revisit the topic of yard signs after we revisit the budget.

Public Comment Revisited

Ally Witchell of Remine St joined us as a guest at the June 5 meeting and proposed a Garden Tour for neighbors. Wilson will circle back to Ally to see if this is still an initiative she is committed to in 2025.

New Business

National Night Out

Plans for executing National Night Out are under way. We have created sponsorship opportunities and a tentative Schedule of Events. Thus far, we have secured \$750 total from the following sponsors:

Consumers Energy - \$400

Midtown Fresh - \$250

City of Kalamazoo \$100

Valerie confirmed that we will have the Taco Truck, Missing Link (hot dogs) and Ice Cream Social (ice cream truck). She is also looking into securing porta potties. EMS, Fire Truck, Police car, bike cops, and a K-9 dog will be on-site as well as an attraction. Dana has connected with a face painter and balloonist. Brandy Rogers would charge \$125/hour, and the Balloonist would charge \$150/hour. The Board unanimously approved the face painter for an hour and the Balloonist for an hour. Qianna offered to engage local volunteers to assist in the Children's Area with overseeing the cornhole and other on-site games. Valerie secured sidewalk chalk and a bubble machine and other things from Target for the kids. Lanny will serve as the DJ/Emcee and provide the playlist. Dana will

add a sponsorship deadline of July 25 to the existing sponsorship opportunities. All sponsors of the event will be included on a sign Wilson will create to be posted on-site at the event. The full Board committed to attending the event on August 5 at Crane Park.

Cinema in the Park

Wilson said we received permission from the city to host a WHNA table at Cinema in the Park on July 27 in Crane Park.

Adjournment

The meeting was adjourned at 7:01 pm by Wilson Xu. **The next meeting will be held on Thursday, August 7 at 5:45 at the YMCA on Maple Street.**

Minutes submitted by Dana DeLuca, Secretary