Board of Directors Meeting Minutes
October 1, 2026

Present Dana DeLuca, Valerie Leith, Lynn Lupini, Jim Ratliff, Craig Vaughan, Wilson Xu
Absent Qianna Decker, Zach Ehmann, Steve Glista
Guest: Officer Hunter Bagley, Community Policing Officer, Kalamazoo Department of Public Safety

Call to Order
The meeting was called to order at 5:48 pm by Wilson Xu, Board President.

Approval of Agenda
Motion to approve agenda approved unanimously.

Approval of Previous Minutes (September 3, 2026)
Motion to approve September 3rd meeting minutes approved unanimously.

Guest Introduction
Community Policing
Officer Hunter Bagley introduced himself as the Community Police Officer (CPO) serving Westnedge Hill. He described the neighborhood as generally quiet, with reported concerns primarily involving theft from vehicles, package theft, and occasional retail theft at Walgreens. He did not identify a particular emerging crime trend in the neighborhood. Officer Bagley explained that residents can request traffic enforcement through the KDPS website. He encouraged residents to report suspicious activity when it occurs. He advised using 911 for incidents in progress and the nonemergency number for incidents discovered afterward. For theft prevention, he recommended outdoor lighting, cameras, locking vehicles, and removing valuables, including firearms, from vehicles. Officer Bagley also described KDPS's community policing work, camera registration program, and community service team, which works with unhoused individuals. Registering a home camera lets KDPS know it may be a source of footage, but it does not give officers access to the camera. Officer Bagley offered to send Dana an introductory letter with his contact information and material on preventing vehicle and

package theft for possible use in the newsletter. Board members discussed inviting him to a neighborhood forum and to National Night Out next year. The Board thanked him for attending.

Officer Bagley's contact information:
Hunter Bagley
Community Policing Officer
Kalamazoo Public Safety
150 E. Crosstown Pkwy, Suite A
Kalamazoo, MI 49001
Cell: 269.993.6573
Main: 269.337.8120
Email: bagleyh@kalamazoocity.org
www.kalamazoopublicsafety.org

Items for Discussion

Financial Report
Craig provided a Financial Report to the Board via email prior to tonight's meeting. Wilson reported that a $40 donation from Sue Burrell of Law Avenue and a $75 matching gift was received from the Kalamazoo Community Foundation to be allocated to the 2026 mid-year appeal, which has generated $3,000 in revenue for WHNA to date. **Action:** Craig had to leave the meeting early, so he will email the Board regarding interest bearing accounts, make his recommendation, and submit a motion via a virtual Board vote.

Annual Corporate Statement
The Board was informed that Steve removed Lanny Potts from the annual corporate filing and submitted it the previous day. The filing fee was reported as approximately $20. **Action:** Wilson will reimburse Steve Glista $20 for the filing fee.

Board Terms and Staggered Elections
The Board discussed proposed bylaw language setting board terms at two years, with a limit of three consecutive terms followed by a required one-year break before a member may be elected again. Members also discussed staggering elections so that approximately half the Board's terms end each year and allowing the Board to appoint someone to fill a midterm vacancy when needed. A Board of Directors Election and Terms Guide created by Wilson and Steve showed one group up for election in 2026 and the other in 2027. Lynn Lupini announced plans to resign from the Board at the end of the calendar year due to upcoming travel.
Action: Due to Lynn's upcoming resignation from the Board, proposed assignments will be adjusted, and Wilson will circulate a revised version of the Election and Terms Guide for a digital vote. No bylaw amendment was adopted at this meeting.

Board Elections
The Board discussed how new board members are elected. Members described the current process as receiving a Board Interest Form, the Board President having an informal conversation with the interested person, inviting that person to a board meeting, and then having the full Board consider the appointment **Action:** Wilson will consult Steve about whether the Bylaws need clearer wording on board elections.

Old Business

Board Recruitment

Dana reported that she and Lynn collaborated on a revised Board Interest Form which received sufficient board support via a virtual vote. The monetary donation expectation was removed from the form. The fillable form is on the WHNA website. The Board discussed adding instructions that applicants should download and open it in Adobe Reader to complete it electronically.

Gateway Signage Project

Dana reported that, as of September 11, Signwriter had obtained the sign posts and most of the materials for the neighborhood sign. Dimensional lettering was still pending. Signwriter had estimated roughly 2 ½ weeks once that lettering was in progress. Dana requested a further update, including the permit status, but had not received a response before tonight's meeting. Jim, Wilson, and Dana met with Signwriter's installer and marked the proposed installation location on S. Westnedge. The Board hopes to have the sign installed before winter. The remaining balance will be paid after the Board is satisfied with the finished product. Dana reported that the Kalamazoo Community Foundation acknowledged the grant request she submitted and noted that requests exceed available funds, but we will have a decision by December. The Board has funding to proceed with the sign regardless of the grant decision. **Action:** Dana will prepare a press release and help coordinate publicity once installation timing for the sign is known.

Little Free Library

Wilson presented a revised, more whimsical design for the Little Free Library near the neighborhood's geographic center. The project would also level the existing bench area and add a concrete pad. The bench can be reused and repainted. A contractor provided an approximate $600 quote for the concrete work. The Board discussed adding a small plaque identifying the neighborhood's geographic center and possibly noting the library's history. Wilson will share additional color options for the design. **Motion:** Approve a budget of up to $650 for the concrete work associated with the Little Free Library and bench area. The motion was seconded and approved without opposition.

Adjournment

The meeting was adjourned at 6:39 p.m. by Wilson Xu, President.

The next meeting will be held on Thursday, November 5 at 5:45 pm at the YMCA on Maple Street.

Minutes provided by Dana DeLuca, Secretary