



**Board of Directors Meeting Minutes
May 1, 2025**

Call to Order

The regular meeting of the Westnedge Hill Neighborhood Association (WHNA) was called to order at 5:50 pm by Wilson Xu, Board President.

Present

Qianna Decker (via Zoom), Dana DeLuca, Zachary Ehmann, Steve Glista, Valerie Leith, Jae Slaby, Jim Ratliff, Craig Vaughan, Wilson Xu.

Absent Lynn Lupini, Lanny Potts

Guest Charlotte (Lottie) Hollinger of 438 Parkwood Ave joined us as a guest. Lottie inquired about the summarized results of the neighborhood survey.

Old Business

Two amendments were added to the Bylaws to address Virtual Participation and Voting. The Bylaws were unanimously approved by the board as presented.

Wilson confirmed a bank account has been set up at Consumers Credit Union. The board signed off on the bank account letter of confirmation. The following individuals are authorized to act as signatories on behalf of the association:

1. Wilson Xu, Board President
2. Craig Vaughan, Board Treasurer

WHNA donations in the form of a check can be sent to Steve's office in Grand Rapids. Wilson will be setting up a PayPal QR code as an additional payment option.

Jae provided an update on the neighborhood survey responses and distribution issues. We have received 125 responses so far! Jae will begin further analyzing the open-ended feedback received. Wilson will ask Parkwood Upjohn to add a link to the neighborhood survey in one of their Peachjar flyers. (<https://ms.peachjar.com>). Qianna will reach out neighborhood apartment complexes for additional survey promotion. The end date for the survey is tentatively June 13 to allow for analysis before National Night Out, which takes place on August 8.

A date for the 2025 annual meeting was proposed for the fall to align with schools being back in session. Parkwood-Upjohn was suggested as a potential venue for the annual meetings.

Wilson confirmed we secured a Liability Insurance Policy through the Ron Jackson Agency, which provides us with coverage for events and meetings at local venues (primarily the YMCA chapel, currently).

Wilson discussed the management of the WHNA calendar and volunteer recruitment. More discussion is needed on these topics to further clarify needs, protocols, and event execution.

Wilson touched upon the annual Garage Sale set for May 3 and the Clothing Swap and Bike Fix-it Events set for May 4 at Parkwood Upjohn. Wilson, Valerie, Qianna and Lynn will be volunteering. Jae will provide tables, courtesy of the City of Kalamazoo. Valerie and Wilson will secure tents in case of rain.

The WHNA e-newsletter will be distributed quarterly with interim updates as needed. Issues will include relevant neighborhood events, programs, Fun Facts, and historical information about the neighborhood. Zach will oversee e-newsletter content regarding events. Wilson will oversee all finalized content and design layout. Board members are encouraged to provide content, which should be forwarded to Wilson. Dana met with Lynn Houghton, historian at the Zhang Legacy Collection Center at WMU, to collect Westnedge Hill-centric archives for possible inclusion in future issues of the e-newsletter or for posting to the WHNA website.

New Business

The board discussed the issue of public comment structure at board meetings going forward and established that all public comments made by meeting guests should be limited to 2–3 minutes per person. However, if the public comment issue requires further discussion, it will be added as an agenda item for more in depth discussion at the subsequent board meeting.

The board discussed photo consent practices for events. Steve clarified that events held in a public space (such as pre-prom gatherings at Crane Park) do not require photo releases.

Per Wilson's recommendation, the board unanimously approved usage of the Benevity donation platform to empower employee giving & corporate matching and provide a means to drive volunteers to WHNA.

Dana and Qianna will create a sponsorship opportunities document and pursue outreach to neighborhood businesses to solicit potential event sponsorships and strengthen business engagement (i.e. the Ayurvedic Wellness Center on Peeler St., Cam Cavanaugh Realtor (Five Star Real Estate, etc.)

Adjournment

The meeting was adjourned at 6:55 pm by Wilson Xu. **The next meeting will be held on Thursday, June 5 at 5:45 at the YMCA on Maple Street.**

Minutes submitted by Dana DeLuca, Secretary