



Board of Directors Meeting Minutes

May 7, 2026

Present

Dana DeLuca, Zach Ehmann, Steve Glista, Valerie Leith, Lynn Lupini, Jim Ratliff, Craig Vaughan, Wilson Xu

Absent Qianna Decker, Lanny Potts

Call to Order

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

Approval of Agenda

Motion to approve agenda approved unanimously.

Approval of Previous Minutes (April 2, 2026)

Motion to approve April 2 meeting minutes approved unanimously.

Guest Speaker (Deferred)

Michael Harrison (Soapbox Derby proposal) not present. Topic tabled until he joins a future meeting.

Financial Report

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

Expenses:

- Insurance renewal: \$400
- Open Roads event: \$250

Income:

- Delayed donation received: \$195
- Pending donations:
 - \$15 (PayPal)
 - \$10 (Benevity – pending/2-month lag)

Major Update:

- Anonymous donor to contribute additional \$5,000 by mid-June (unrestricted)

Grant Opportunities

Jim informed the Board of a potential Irving S. Gilmore Foundation capacity-building grant:

- Approximately \$1,000
- Eligible uses: marketing, website, accounting, etc.
- Dana to explore application process

Neighborhood Plan Update

The Budget was approved and materials to be purchased.

- Planning team (Valerie, Jim, Steve) meeting prior to June sessions
- Marketing efforts:
 - Flyer to be created by Wilson
 - Promotion via social media, pamphlet, newsletter

Event Proposals & Community Feedback

Garage Sale Feedback

- Resident concerns about:
 - Weather contingency
 - Organization and leadership
- Board consensus:
 - Event is community-led, not formally organized by WHNA
 - No change in current approach
 - Dana's response will serve as template for future inquiries

Community Proposal Framework Policy Adopted

- Requires:
 - Lead organizer + small committee
 - Basic plan (timeline, resources, risks)
 - Dana will craft the policy and get final Board approval before posting it on the website

[Motion to craft a Community Proposal Framework Policy passed unanimously.](#)

City Engagement Opportunity

A request was received from City Clerk's Office (Nathaniel Ekola) to:

- Speak to the neighborhood
- Recruit election workers
- Decision:
 - Wilson will invite Nathaniel to a future meeting (likely July)
 - Alternative: newsletter mention or event presence

Volunteer Coordination

The need for a structured volunteer system was identified. Lynn volunteered to serve as Volunteer Coordinator.

- Process agreed to:
 - Maintain master list
 - Send group outreach for each event
 - Use tools like Signup Genius for coordination

Old Business

Trash Pickup Recap

- Successful event:
 - 13 bags of trash collected
 - Covered S. Westnedge & surrounding areas
- City support from Chris Broadbent appreciated

Garage Sale Recap

- Strong community engagement
- Key themes gathered:
 - Desire for more neighborhood gatherings
 - Safety concerns
 - Communication gaps with city (especially parking rules)

WHNA Sign Project

- Quote received from SignWriter:
 - \$3,245 (PVC sign, installed)
 - +\$700 for cedar option
- Funding strategy:
 - Apply to Kalamazoo Community Foundation grant by end of August

[Motion to pursue grant funding approved unanimously.](#)

Annual Appeal Mailing

- Mailing cost: ~\$1,096 (JB Printing)
- Target: 1,500 households
- Includes:
 - Multiple giving options (online, Venmo, check)
 - QR code to be added

[Motion to send out an appeal mid-June approved unanimously.](#)

National Night Out Planning

- Budget estimate: ~\$993 (pending finalization)
- Confirmed:
 - Balloon artist (\$300)
 - Face painter (\$250)
 - Food vendors donating services
- Sponsorship outreach underway
- Additional priorities:
 - Sustainable signage solution
 - Volunteer coordination
 - Confirm city/vendor partnerships
 - Wilson to coordinate Portable Bathroom rental and quote for committee

[Motion to approve entertainment deposits approved unanimously.](#)

Additional Project Updates

Bike Rack

- Installed successfully with concrete base at entrance to Kleinstuck at Hudson St

Little Free Library

- Project ongoing
- Need updated design + cost estimates
- Wilson to provide project plan and budget by July 2 Board Meeting

Communications

- Newsletter plan:
 - Quarterly (Jan, Mar, Jun, Sept)
 - Submission deadlines to be established
- Board was encouraged to submit content ideas to Wilson

Bike Bus Event

- Scheduled for upcoming weekend of May 9
- Partnership with Vine, Winchell, and Milwood neighborhood participants
- Promotion ongoing

New Business

Guest Speaker Proposal

- Lynn McFarlane (Milestone Senior Services)
 - Offers home repair/accessibility support

[Approved to invite her to the June 4 Board meeting.](#)

Adjournment

Meeting adjourned at 6:56 PM by Wilson Xu, Board President.

Action Items Summary

- Dana:
 - Finalize appeal letter + QR code
 - Explore Gilmore and KZCF grant
- Wilson:
 - Create neighborhood plan flyer
 - Explore Little Free Library plan/budget options
- Lynn:
 - Establish volunteer system
- Board:
 - Submit newsletter content ideas

The meeting was adjourned at approximately 6:33 p.m. by Wilson Xu, President. [The next meeting will be held on Thursday, June 4 at 5:45 pm at the YMCA on Maple Street.](#)

Minutes presented by Dana DeLuca, Secretary