



Board of Directors Meeting Minutes

March 7, 2025

Opening

The regular meeting of the Westnedge Hill Neighborhood Association (WHNA) was called to order at 5:47 PM by Wilson Xu.

Present

Valerie Leith, Lynn Lupini, Lanny Potts, Wilson Xu, Craig Vaughan, Zachary Ehmann, Qianna Decker, Jae Slaby.

Absent

Dana Deluca, Jim Ratliff, Steve Glista.

Approval of Agenda

The agenda was approved as distributed.

Welcome Craig Vaughan

Craig was welcomed to the board and has accepted role as Board Treasurer.

Bylaws

Prior to the meeting, the Board was asked to submit their suggested revisions to the historical version of the WHNA Bylaws, which were initially created in 1991. Sample Bylaws from Vine, Winchell, West Main and Milwood neighborhoods were shared as examples. After additional review of the document, it was decided that the current version is overly complicated and extensive changes need to be made to specify the desired membership and fee structure, meeting requirements, term limits, key functions, and any specific legal considerations.

Action items: The Board will continue to revise key items such as determining dues and problem-solving monetary budget without dues, defining members, voting rights of members, proxy voting, insurance issues, determining year one budget, as well as solidifying annual meeting requirements. Additionally, reviewing 501C3 documents to ensure there are no stipulations regarding annual meeting.

Mission & Vision Statement

Prior to the meeting, the board was asked to submit their proposals for Westnedge Hill Neighborhood Association Mission and Vision Statement. Proposed ideas were reviewed and determined this idea needed further review to narrow down submissions.

Action items: Any remaining Board Members who want to submit an idea have time to do so. Board Members will reconvene and decide statements moving forward.

Neighborhood Survey

Prior to the meeting, the board was asked to submit top items for neighborhood survey to be included for distribution. Survey is still anticipated to be launched prior to annual garage sale. Board members will be sent draft to review before final submission to the city for distribution.

Action items: Review draft when available.

Operational Updates

Board members were updated regarding the association's bank account and have updated the necessary documents needing to open which is anticipated to launch by the next month. Board is still navigating Google Non-Profit challenges, but would use for domain emails, creating promotional ads, and utilizing Microsoft Office package.

Action items: None at this time.

Miscellaneous Items

Garage Sale Promotion

Approved Westnedge Hill Neighborhood Association vinyl banner proposed by Wilson. This will be used to promote the association in our garage sale. Further discussed sending postcards including association information to neighbors. The City of Kalamazoo proposed yard signs with design and potential QR code for website and/or survey.

Action items: Continue to discuss with City officials for purchasing and creating yard signs (50-100) for garage sale and collaborate on postcard information.

Adjournment

The meeting was adjourned at 7:00 pm by Wilson Xu. The next meeting will be held on Thursday, April 3rd at 5:45 PM at the YMCA on Maple St. The meeting minutes will be published on the WHNA website for transparency.

Minutes submitted for approval by Valerie Leith, Vice President