

Windsor Heights Neighborhood Association

Board meeting minutes from Thursday, June 21, 2007

Hosted by Joan Wieder

Attendees: David Lange, Dave Jenison, Joan Wieder, Stacey Long, Pat Moran, Sandy Davidson

Next meeting: June 25, 2007, 6:30 p.m.

Hosted by David Jenison, 6531 Del Matro, Windsor Heights

Report from Treasurer:

Joan Wieder reported \$950 in treasury. No new memberships have been paid since the last meeting.

Joan reported that she has obtained a federal ID number for the treasury bank account which is 501C3. Our status has been determined to be tax-exempt.

She has not been able to reach the attorney who had offered his assistance in this matter so she researched the application for recognition of exemption herself. There is a user fee of approximately \$300 to file for tax-exempt status. The only real advantage to file is that donations to the WHNA would be tax deductible. We do not have to make a final decision on this point for at least a year. We will take another look at it then and make a decision. It was decided that this expense at this time was not in the best interest of the WHNA.

Minutes:

The minutes from the last meeting were reviewed.

The minutes from the last two meetings, the zip code letter and request for volunteers for the Fourth of July celebration in Colby park went out to the general membership June 18, 2007.

Press Release Announcements:

David Lange sent a press release announcement to Frank at the Des Moines Register but has not received a response.

He also sent a press release to the Windsor Heights City Hall for publication in the Windsor Heights Newsletter.

Volunteers recruited:

David Lange asked John Thompson to serve as Parliamentarian and he agreed.

Cindy Chamberlain has been serving as liaison between WHNA and 3E. She has reserved the 3E Conference Center for our next meeting on July 17, 2007 from 6:30 p.m. to 8:00 p.m.

Fourth of July Planning:

Jim McDonald will drive one of his antique cars in the Fourth of July parade. David Lange, president, will ride with him. Cindy Chamberlain and other volunteers will walk beside or behind the car and toss candy to the crowd and pass out information brochures on WHNA.

Cindy Chamberlain has offered to purchase and donate the banners for the parade.

The City will allow WHNA to set up a booth at Colby Park after the parade to display Jim McDonald's car and to promote our group to the public. Stacey Long and Sandy Davidson will design an information brochure for the parade and booth. The brochure should contain the website address, next meeting date, mission statement, a brief history, names of proposed committees and a mini application. Pat Moran will complete the entry form for the parade and submit before the deadline. David Lange will do the write up for the parade announcer.

Meetings of the WHNA membership will be held quarterly in July, October, January and April.

Committee Reviews:

Five committees will be formed. They are: Membership Committee, Social Committee, Liaison Committee, Community Service Committee and City Issues Committee. At the last meeting, we split up the responsibilities of writing up descriptions and suggesting possible goals for those committees. We reviewed Membership and Liaison Committees tonight and will complete the remaining reviews at our next Board meeting on Monday, June 25, 2007.

The committee descriptions are:

Membership Committee:

Purpose: Assure that the Association maintains a membership base sufficient to enable the organization to properly carry out its mission.

Objectives and tasks:

1. Present by September strategies and recommendations to the Board of Directors related to:
 - a. Establish a membership goal for the year, both voting and non-voting.
 - b. Achieve a high rate of existing members continuing or upgrading their membership status to the following year;
 - c. Recruiting new members;
 - d. Create a plan that will raise the awareness of the Association and its work to all those in the Windsor Heights Community.
 - e. Provide a list of recommended members to serve on the Membership Committee for the following year.
2. Implement the Membership strategies and recommendations approved by the Board.
3. Communicate any changes in member status to the Board Secretary and Treasurer for proper documentation and accounting.
4. By July 4, 2007:
 - a. Help create awareness of and goodwill toward the Association, arrange for a float in the Fourth of July Parade and
 - b. then locate the float in Colby Park after the parade in such a way that those attending the festivities are drawn to it.
 - c. Provide information about the Association to those who visit the float in the park.

5. By January, 2008
 - a. Present to the membership at the Association meeting in January, 2008, issues related to paid memberships and voting privileges and a recommendation related to those issues.
 - b. Present recommendations to the Board by November, 2007.

Liaison Committee:

Purpose:

The purpose of the Liaison Committee is to facilitate communications, coordinate efforts and avoid duplication of services between WHNA and existing community organization.

Objectives and Tasks:

1. The Liaison Committee will facilitate communications between the Windsor Heights Neighborhood Association and the following existing organizations:
 - a. Keep Windsor Heights Beautiful
 - b. Windsor Heights Foundation
 - c. Windsor Heights Chamber of Commerce
 - d. Windsor Heights Planning and Zoning
 - e. Lion's Club
 - f. Board of Adjustment
 - g. Windsor Heights City Council
2. Committee size will consist of at least seven members, one for each community organization.
3. One person is to be assigned to attend each meeting of the above groups and report back to the WHNA Board with highlights of that meeting. If the assigned person is unable to attend the meeting, he/she should attempt to find a replacement. The replacement could be a Liaison Committee member or someone not currently on the Liaison Committee.
4. The Liaison Committee person who attends an existing community organization meeting shall not speak on behalf of the WHNA, unless specifically authorized to present on behalf of the WHNA. The idea is for the committee person to attend and identify ways in which WHNA can be of assistance to existing groups.

The next meeting will be Monday, June 25 at Dave Jenison's home, 6531 Del Matro. We will finish reviewing committee descriptions and finalize plans for Fourth of July Parade.