

# 1440 Neighborhood Advisory Committee Meeting

Thursday, July 25, 2019 3:30pm-5:30pm

St. John's Episcopal Church 1419 Pine St. Boulder, CO

## Parish Hall

In Attendance: Chris Nelson, Bill Spencer, Carey Wienhimmer, Anne Schuterman, Judy Nogg, Brooke Atkins, Elly Johnson, Jacky Long, Melody Lyll, Heather Dudock, Sarah Silver, Nate Fristo, Michael Moran (Arrived at 4)

Absent: Mark, Susan, and Anne S

- The purpose of this meeting is to work on clarifying what this group does, who is leading, etc.
- There is a Google Doc that has been shared.
- There will be people who inevitably will not make all of the meetings.
  - Should we establish a buddy system in order to fill members in?
  - Suggested process is: Send out notes and gather amendments and then send out next steps to all.
- City Council Representation
  - We will not have a member of City Council represented in this group.
    - An email went out to the entire Council, they decided in their meeting that they don't have the capacity to do this.
      - What we could do is ask City Council to attend meetings as needed.
    - With that being said, we should work to keep them included and up-to-date the best that we can.
- Chris spoke to Attention Homes Board of Directors (AH BOD).
  - Important to clarify the linkage between Attention Homes (AH) and this Advisory Committee.
  - Discussed the option to make this group a subcommittee of the AH BOD.
    - Lee Hill does this.
    - Covers some liability and D&O insurance.
      - Could indemnify some members of this group.
    - Chris and the BOD are not sure about having this structure.
      - There must be clear delineation between this group and AH.
    - BOD approved the Good Neighbor Agreement.
    - Is there a way for the BOD to extend the D&O insurance?
      - Not a possibility.
      - There are other ways to go about this.
        - Need to establish what authority this group has to make decisions.
          - Can make recommendations from this group that go to the AH BOD.
      - As long as there is not decision making authority within this group, we could protect ourselves.
      - This group is not an entity. Someone could try to sue us.

- Not a good business practice to not have D&O insurance.
        - Judy sees it as a key importance when tenants move in.
      - What is the level of comfort that this group has with the BOD?
      - It should also be noted that there could be subsequent liability if this group joins the AH BOD as a subcommittee.
- This group should clarify what our role is.
  - What is the governance and authority?
  - Establish boundaries
    - Once we establish by laws then we can talk about boundaries.
    - There are ways to establish distinction in the different roles or 'hats' that members wear.
- Item 3 memberships
  - Train the new members (onboarding).
    - Rules, boundaries, expectations, etc.
  - **TASK:** Look at best practices from other organizations/groups/boards.
    - Anne could get some materials from There with Care.
    - Find out whatever information you can about existing Advisory Committees.
- Don't want to incur a lot of extra costs.

#### Governing Principals

- Please note that this is a *Neighborhood* group, not an *advisory* group for the property itself.
- Establish definitions.
- Capture what we are missing.
- Name of this group.
  - 'Advisory' has some sort of context that we want to avoid.
    - What are we advising?
    - Name was used when creating the Good Neighbor Statement of Operations (GNSO).
  - Suggestions: Working group, council, community engagement group.
  - **TASK:** Needle the name offline, we will have a vote on it.
- Want to adopt the responsibility of providing examples and learning opportunities for other organizations that are wanting to do similar work.
- Not sure we need to restate the original document of the GNSO.
- Need to get clarity about leadership and members.
  - Size, how people are selected, onboarding process, etc.
  - Size – best if it is an uneven number to avoid the risk of a draw.
    - Suggestion: No less than 11 members.
    - Want to ensure an adequate member representation at any given meeting.
    - Is there a certain number needed to have a quorum?
      - If there is not a quorum, we should not have a vote.
    - Vote is based on the majority of the members present.
      - Have a proxy if they cannot be present.
    - There is time to work the voting process.
    - Can count on people not being there.

- What is the balance?
  - Group functioning together to impact the success of this project.
  - Want to move away from two teams (us vs. them mentality) and show that we are working together as one team moving forward.
  - Criteria for membership.
    - Acknowledgement that success for the program is success for the entire neighborhood and community.
      - Members do not necessarily have to love AH.
  - Who are the Stakeholders? What is the proper representation of members?
    - Neighborhood (folks that live proximally, doesn't exclude those that don't) 5 or 6 (Don't want to single out Whittier).
    - Police Department
    - City Council (Clear no)
    - Transportation (As needed)
    - Business repetitive
      - Pearl St is ideal because of proximal location.
      - An AH BOD member has a membership with Downtown Boulder Businesses.
        - Fern will talk with Chip.
      - Suzanne Hoover (church leadership)
    - Resident (At least one)
    - Representative from the Operating Group/Partnership.
    - **TASK: Nate**-Will send over his formula (1.Operating/Partnership, 2.Business, 3.AH staff, 4.Nonprofits, 5.Neighbors)
    - Establish AH staff representation- (we don't need 4 staff members here).
- 3-year terms
  - Pretty standard and if continuity is wanted, they could do another term.
  - Don't want all members to turn over at the same time.
- Meeting Schedule
  - Once a month for the first year and then quarterly after that.
  - Took this schedule from Lee Hill. They were meeting with great frequency in the beginning and now it's not as relevant to meet that often.
  - There will be some reporting coming from this group that doesn't even require meetings to be held.
  - This schedule can be adjusted and decided upon as a group.
- List of things that we want to accomplish.
  - Establish a calendar/timeline.
  - We have to have the building leased up and operating by the end of calendar year. Will start leasing up tenants in October 2019.
  - What are our guiding principles and agreements, ongoing agenda, determine the leadership team, iron these and others out by the end of the calendar year.
  - Meet once a month starting now, review meeting schedule in a year in Oct of 2020.

- Establish how much this group wants to know as the building gets up and running. Key indicators for program updates. This is in the GNSO.
  - What do the neighbors want to bring to the property? Want to do something to welcome the new tenants. (Welcome baskets or just being there to say, “Hello!” and “Welcome to the Neighborhood”)
- Having a purpose provides scope.
- Internal vs. external conflict and how to manage that.
  - If a neighbor has a conflict there is a tiered system written out in the GNSO, they go to AH first, then it comes here, then City of Boulder mediation services, etc.
    - Can meet and talk about how the process works and doesn’t work. Can be revised and perfected over time.
- Tasks list
  - Gather best practices of other neighborhood groups – Anne, Judy, Carey (police force advisory panel).
  - I. Name the group – Judy and Chris
  - II. Purpose – Bill
  - III. Membership – Nate (Membership Formula)
  - IV. Leadership Team (skip it)
  - V. Meetings (Taken from the GNSO)
  - VI. Rules of Order
  - VII. Amendments
  - Standing Agenda – AH Staff (later this will fall on the leadership team)
    - Reporting, Status of program, etc.
  - Welcoming to the Neighborhood – Anne (pull members of this group into what is already happening).
    - FUMC and St. Johns garage sale, Amazon Wish list, Quilting Group
- Leadership Team
  - Mike Moran – AH BOD member as the ‘listener and chief’
  - AH Staff
  - Two non-provider members
    - Not AH staff, not Ross Property.
    - Could it be congregation member of FUMC.
    - Theoretically, should be a neighbor.
  - **TASK:** Send email out to ask if there is interest in the leadership team from a neighborhood member. Nate would be happy to. Bill will consider it.

#### Meeting Schedule

- Set a standing for meetings
  - The fourth Thursday of the month from 3:30pm-5:30pm.
  - Once construction is complete, there will be space at the project to meet. For now, we could meet at St. Johns.
  - **TASK:** Chris will send out reoccurring calendar invite to all members.

**Next Meeting: Thursday, August 22, 2019 3:30pm-5:30pm**