

CapitolRiver Council Meeting Minutes

Feb. 28, 2023, Board of Directors Meeting, 5:15 p.m., via Zoom videoconference.

- I. The meeting was called to order by Board Chair Jess Grams. Attendees were asked to briefly introduce themselves to the group.
- II. Previous Meeting Minutes – the Dec. 20, 2022 board meeting minutes were adopted.
- III. Election of Officers. The current officers are Jess Grams, Chair; Meredith Heneghan, Internal Affairs Officer, and Will Travis, Treasurer. Board members were invited to nominate and elect someone to serve in any of the following officer positions, which are currently vacant: Vice Chair, Secretary, and External Affairs Officer. The board elected Julie Printz to serve as Vice Chair.
- IV. Financial Updates and 2023 Budget -- Executive Director Jon Fure said the final reimbursement request for 2022 was submitted to City staff on January 20, 2023. The request is for \$7,878.78, and when we receive it, the money will be considered income for 2022, and is NOT included in the CRC 2023 budget recommendation. Also, a grant of \$2,500 was received in December, and the money will be spent in 2023 (which makes the financial position look more positive in 2022). The recommended budget shows that projected expenses are \$4,113 more than projected income. That difference can be addressed by additional fundraising activities and / or reductions in any expense items. The board may choose to form a fundraising committee or work group for that purpose.
Motion by Julie Printz, seconded by Will Travis, to approve the 2023 budget, as recommended. Motion passed.
- V. Recommendation to form a Strategic Planning Committee: Amy Lee has been hired to serve as CRC's Director of Development and Event Coordinator, and she met with a group of board members on Feb. 10 to discuss the process for creating a strategic plan for CRC. A series of strategic planning discussions during the lunch hour was scheduled, starting on Oct. 7, 2022. Several board members have said that they would like to participate in those discussions, but those times are not convenient for them. The group also discussed ground rules and possible timelines for completing a strategic plan. By forming a committee for this purpose, all board members would have the opportunity to participate, and to indicate days / times when it would be convenient for them to meet.
Motion by Will Travis, seconded by Julie Printz, to form a Strategic Planning Committee. Motion passed.
- VI. Discussion Item: CRC Work Plan for 2023 – Jon Fure: Each year, district councils submit work plans, budgets and supporting documents to City staff as part of the process to execute a contract for Community Engagement services. The 2023 Work Plan is posted on the CRC website. The goals in the document were created through a series of discussions with district council and City staff, and have remained the same for about the past five years. The activities under each goal were created by CRC staff with input from board members and other stakeholders. The work plan may be changed by CRC staff and /or by the board, and it is intended to reflect the board's priorities. As soon as the contract is approved, CRC will then be able to request reimbursement for 2023 expenses. The board may also choose to create other work plans, for example, when seeking funding for activities that would complement or expand on the work that is being done through the City contract. Board members were asked to review the document, but no action is needed. A board member said it seemed like a lot of work, and questioned whether we could do all of it. Jon Fure explained that it is a mandatory task, and that CRC cannot be paid until the work plan is reviewed and approved. As part of the contract review and approval process, district council staff also submit to City staff the work plan from the previous year with notes about the anticipated outcomes, and sometimes the activities are not completed, or the

anticipated outcomes are not achieved or partly achieved. A board member asked Jon Fure to send to the board that document with the work plan and outcomes from the previous year.

- VII. Public Realm Committee Update: Molly Burns-Hansen with Move Minnesota, the local Transportation Management Organization for the City of Saint Paul, will be discussing transportation topics with the committee. Topics and discussion will include resources for local businesses and developments, Metro Transit resources, discussion of opportunities to share transportation resources, and upcoming events such as Bike to Anywhere, Earth Day, and World Car-Free Day. Kari Khalil is the chair of the committee, and she would like to step down, so please let Jon Fure or Jess Grams know if you would like to serve as a chair or co-chair, or if you would like to recommend someone else to serve in that role.
- VIII. Skyway Governance Advisory Committee: Each year, the CRC officers appoint members to the committee, which may include up to 12 members. Newly appointed members for 2023-2024 include Emma Burns, Downtown Alliance, and Helen Wagner, a resident in Kellogg Square. Jess Grams is the chair of the committee.

The meeting adjourned at 6:40 p.m.