

## CapitolRiver Council Meeting Minutes

Officers meeting, May 8, 2023, at Osborn 370 and via Zoom (hybrid meeting)

Attendees: Chair Jess Grams, Vice Chair Julie Printz, Internal Affairs Officer Meredith Heneghan, Treasurer Will Travis, and Executive Director Jon Fure

- I. Updated Budget Recommendation and request to apply for a short-term loan: Jon Fure said he is recommending some expenses that are fairly significant and should be reflected in the budget, so that the budget-to-actual financial statements will be easier to understand for the remainder of the year. Specifically, a new Pride Fest is being planned at Rice Park, and CRC was asked to sponsor a table at the event, which is on June 10. The fee is \$1,500. A separate table is planned for the district council system, and CRC's portion to participate in that would be \$100. That is still being discussed, so it's possible that a CRC table would be the only district council presence at the event. The purpose of having a table would be to talk with passersby about community engagement, and invite people who live and / or work in District 17 to sign up to receive more information, and potentially to participate in committees and / or serve as board members. Jon Fure said he plans to reduce his hours to accommodate the sponsorship fee. Another change is that community gardener and CRC Public Realm Committee Member Chris Beckstrom has raised about \$300 for community gardening expenses, such as seeds, soil amendments and tools. By adding budget line items for community gardening income (which will include any money donated or grants received for that purpose) and community gardening expenses, it will be easy for board members and the public to see that those dollars are being spent for the intended purpose. Finally, the City is just now signing CRC's community engagement contract, so Jon Fure would like the officers to authorize him to apply for a short-term loan, which will include some money for interest. Therefore, a budget line item should be added to reflect that anticipated expense. Last year, we applied for a loan of \$10,000 and were approved for \$5,000, which was fully repaid. After the City contract is executed, it takes approximately one month for the City to reimburse CRC for eligible expenses from the previous months. Jon Fure said he has received four of the nine paychecks that he should have received in 2023, so a \$10,000 loan would make it possible to catch up, and then request reimbursement from the City.
  - Motion by Julie Printz, seconded by Jess Grams, to recommend to the CRC board to spend up to \$1,600 to sponsor a table at Pride Fest on June 10. Motion passed.
  - Motion by Jess Grams, seconded by Will Travis, to recommend that the CRC board adopt the draft budget, as recommended by Jon Fure. Motion passed. In discussing the motion, Julie Printz recommended that CRC adopt its budget in November in future years, instead of waiting to do so during the fiscal year. The officers agreed with that goal.
  - Motion by Meredith Heneghan, seconded by Julie Printz, to authorize Jon Fure to apply for a loan for \$10,000, for the purpose of paying employee wages and other invoices. Motion passed.
- II. May CRC Board Meeting Agenda discussion: In addition to the previously discussed motions, the group briefly discussed other agenda items. Amy Lee will provide a summary of results that she received from the strategic planning survey that was sent to board members. The officers suggested that Amy Lee should send one final reminder. The fiscal agent agreement with Friends of Wacouta Commons Park has been terminated, because the group would instead like to work with the Saint Paul Parks Conservancy as its fiscal agent, so that will be noted on the agenda and in the meeting minutes. The group also discussed community garden plans, including fundraising activities, which should include mentioning that some employers will match donations. An agenda item should be added for CRC Annual Meeting planning. Jon Fure said he traded emails with staff at Camp Bar who said he thought that the space was available on June 20, but the person was traveling and hasn't yet confirmed.

Meeting adjourned.