

# **CapitolRiver Council Board Meeting Agenda**

March 26, 2024, 5:15 p.m., via Zoom videoconference.

## **CRC MISSION**

CapitolRiver Council, an official advisory group to the City Council, represents and works in partnership with all District 17 stakeholders to act on urban planning and community building efforts as part of a shared vision to support sustainable, safe, healthy, and vibrant neighborhoods.

## **Rules of Procedure**

Welcome to our meeting! In small group discussions, please feel free to ask questions or provide feedback. During the board member election and large-group presentations, please review the Rules of Procedure. The rules are intended to allow each person to participate, and to avoid having a small number of people dominating the discussions. That's an important way that we convey respect to everyone who is in attendance.

Please see the complete Rules of Procedure at the end of this document for more detail.

## **Call to Order, Introductions, and Meeting Minutes: CRC Chair Jess Grams (5:15-5:25 p.m.)**

### **1. Welcome and Land Acknowledgement (5:15 p.m.):**

We acknowledge that this meeting is taking place on the ancestral homeland of the Dakota and Anishinaabe people, near the sacred convergence of the Mississippi and Minnesota rivers, known as B'dote. We also note that we are blessed to spend this time together in this place, which might not be possible for people who have other work or family responsibilities. We reflect on this to remember our responsibility and privilege to protect these spaces, and to maintain a respectful environment where all people feel welcome, safe, and able to access the process of decision-making in our work.

### **2. Previous meeting minutes (5:20 p.m.):** Please review the minutes from Nov. 28, 2023, and Jan. 23, 2024, let Jon Fure know if you would like to make any changes or additions.

## **Follow-up from Previous Meeting (5:25-5:35 p.m.)**

- 3. Directors and Officers Insurance, Jon Fure:** I'm still working with our insurance agent at Bremer to find another comparable quote for this insurance. We are finding that some companies either have stopped providing this insurance, or they don't want to write a policy for such a small organization. I've told him that if he cannot get another quote, then I will accept the quote that we received already.
- 4. Recommendation to move to Landmark Center:** Our landlord has found a tenant that wants to lease the area that includes our current office, which is about half of the 7th floor. Our lease would be terminated early, on May 31, 2024, instead of May 31, 2025. Our current office is 273 square feet and rent is \$800 / month. I recommend that we move to Landmark Center. The new office (#423) will be 178 square feet, and rent will be \$280 / month. I recommend that we make the new lease effective May 1, to allow flexibility in moving. Additional costs include about \$200 to set up high-speed Internet (extending wires to the office), and \$60 per month for Internet (so rent plus Internet will be about \$340). Requested motion: To authorize Jon Fure to sign a new lease, effective May 1, 2024, at Landmark Center, and to pay invoices associated with moving to the new location.

## **Information Items (5:35-5:40 p.m.)**

- 5. Skyway Governance Advisory Committee appointments:** Each year, the CRC officers appoint members to the committee to serve staggered 2-year terms. The committee may have up to 12 voting members. The officers appointed Jess Grams (previously a non-voting member and chair of the committee), and Amanda Duerr, and re-appointed Linda Kohl.

6. Annual Meeting Planning, Jon Fure: The Annual Meeting and board member election is tentatively scheduled for Tuesday, June 25, and the location is TBD.

### **Financial Update (5:40-5:45 p.m.)**

7. The monthly financial statements through February 2024 are posted on the website. We are waiting for approval of our contract with the City.

### **Suggested CRC / board member activities for 2024 (5:45-6:30 p.m.)**

8. Following up on previous discussions about strategic planning, Jon Fure has created several project summaries for board members to review. The purpose of this agenda item is for board members to spend time reviewing the proposed documents and to identify one or more that they would like to work on (or create another project summary to work on).

### **Board Member Updates and Future Agenda Items (6:30-6:45 p.m.)**

9. Board members are invited to provide any updates or request future agenda items or discussion topics.
10. The meeting will be adjourned at 6:45 p.m.

## **Rules of Procedure**

**Welcome to our meeting! When we make decisions as a group, we want all board members to have the opportunity to participate in the discussion. The following rules enable us to move through our agenda efficiently, while giving people with different opinions the opportunity to participate in the discussion. When we invite guests to participate, we ask that you also agree to the following:**

- Turn off or silence cell phones.
- Wait to be recognized by the board chair or other presenter / facilitator before speaking.
- Only one person speaks at a time.
- Keep comments brief.
- Keep comments to the agenda item that is being discussed.
- When you have given your opinion or asked a question, allow others time to give their opinion or ask a question before speaking again.
- Avoid making personal attacks or using disrespectful or offensive language.
- Unless otherwise specified in CRC Bylaws or policy, action requires:
  - A motion by a member, seconded by another member.
  - Discussion by members.
  - A majority of members must vote in favor of the motion. The presiding officer determines if the majority has voted yes or no. A member may request that people raise hands if a vote is too close to determine.
  - If a member proposes one or more changes to a motion, the group must first vote on the proposed change(s) and then vote on the motion.
  - If a member makes a motion to end the debate on an agenda item and call the previous question, and if it is seconded by another member, the group must vote on that motion without debate. If a majority of members vote in favor of the motion to call the previous question, the group must vote on the motion that was being debated.