

CapitolRiver Council Boar Meeting Agenda

August 22, 2023, 5:15 p.m., at Osborn 370, 370 Wabasha St. N, 4th Floor (Rainy Lake Room)

Board members may also participate 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 Board Chair Jess Grams (5:15-5:30 p.m.)

1. Welcome and Land Acknowledgement:

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. Introductions and ice-breaker:** Introduce yourself, and describe a place or situation where you feel safe.
- 3. Previous meeting minutes:** If there are no corrections, the May 16 board meeting and June 27 Annual Meeting minutes are approved.

New Board Members (5:30-5:35 p.m.)

There were 3 board members elected at the Annual Meeting for 5 open seats. There is also one vacancy due to a resignation, so one person may be elected to serve the remainder of the term that will expire in 2024. The officers approved a motion to make the following appointments. A motion from a committee does not need a second, so board members may discuss and vote on the following two motions:

- 4. Officers Motion to appoint Ed Coleman and Josh Vang to 2-year terms, and to appoint Victoria Fritz to serve the remaining year of a 2-year term.**
- 5. Officers Motion to accept the following members to serve an appointed 1-year term representing a local organization:**
 - RADIUS Health: Alan Ostergaard
 - Saint Paul Area Chamber: Amanda Duerr
 - Saint Paul Building Owners and Managers Assoc. (BOMA): Tom Erickson
 - Saint Paul Downtown Alliance: Joe Spencer
 - Saint Paul George Latimer Central Library: Erin Zolotukhin-Ridgway

- Visit Saint Paul: Bridget McCoy

Annual Meeting Recap (5:35-5:40 p.m.)

6. The June 27 Annual Meeting included small group discussions, facilitated by Dionne Gharamu-Nruaachi, NEOO Partners, who is leading community engagement for The Downtown Alliance. [Read the summary of feedback from the small groups.](#)

Orientation: Brief Overview of CRC's Work and Nonprofit Background Information (5:40-6:15 p.m.)

7. CRC Executive Director Jon Fure will provide an overview of the contract with the City of Saint Paul and other aspects of our work.
 - Community Engagement Contract: CRC receives \$62,922 each year to provide services that work toward achieving the following goals:
 - Serve as a conduit of information between the neighborhoods and the City Council, HRA Board, Mayor, and City Departments.
 - Lead and implement high-quality planning and public policy decision-making activities, related to land use, housing, transportation, economic development, food systems, waste management, neighborhood livability, public safety, and the natural environment. This work ensures that the City's planning and public policy decision-making processes include diverse voices and a local perspective.
 - Improved Neighborhood and City Livability and Sustainability -- engage the community in the concrete work of making the District 17 neighborhoods better and more sustainable places to live, learn, work, and play. Provide technical assistance and support for community-based livability and sustainability initiatives, including but not limited to community gardens, place-making projects, neighborhood clean-up events, tree restoration projects, local library associations, etc.
 - Community Building -- build connections within and between communities. This work includes coordinating large neighborhood events, support for National Night Out and other block-level organizing, outreach to underrepresented populations, and technical support for small-scale community building initiatives.
 - Participate in a peer support/best practices network composed of district councils or similar grassroots, place-based organizations in the region.
 - Review and adopt policies and practices that intentionally create space for residents who currently are under-represented. Pursue systemic work that reflects the needs and priorities of residents who have been historically under-represented.
 - CRC Mission: Key words are "advisory group," "all District 17 stakeholders," "act on urban planning and community building efforts," and "shared vision." Some organizations provide direct services, and others exist to do advocacy on specific types of issues or to provide benefits to dues-paying members. CRC is different in that we serve all stakeholders.
 - CRC Inclusion Plan: Diversity, Equity and Inclusion aren't just trendy words that we use. Our contract with the City requires us to have diverse perspectives, and we want our actions to match our words. [Please review the CRC Inclusion Plan](#)
 - Committee overview: CRC currently has the following committees -- Public Realm (meets the first Thursday of the month at 5 p.m.), Skyway Governance Advisory (meets the fourth Friday of the month at 9 a.m.), Development Review (has not met in a very long time, used to meet on the second Tuesday at 9 a.m.), Officers Committee (meets at least quarterly), Strategic Planning (has not established a regular meeting date and time), Listening Session Planning Group (has not met since February 2023), Recruiting Committee (recruiting is often discussed in Officers Committee)

meetings), and Public Bathroom Task Force (has not established a regular meeting date and time). The board may consider adding committees or task forces, or making changes to existing committees.

- Other local government advisory groups: The City of Saint Paul, Ramsey County, and the Met Council all seek community members to serve on various boards. CRC board members are encouraged to explore ways to serve, and to be a conduit of information that is related to your service in the community.
- Engagement in partnership with other organizations:
 - Sears redevelopment (collaborative efforts with adjacent district councils, the CAAP Board, and other organizations)
 - Colibrí Arts & Culture Market at Saint Paul's Union Depot on September 24, from 1:00 - 5:00 p.m. Come check out local artists from the West Side, downtown, and around Saint Paul while you enjoy music and dance performances, local food trucks, and more! Brought to you by the West Side Community Organization in partnership with CRC, with support from the City of Saint Paul and Saint Paul STAR program. RSVP at <https://www.wsco.org/colibri> for updates.

8. Nonprofit Basics / Guidance for Nonprofit Leaders:

- CRC is designated as a 501(c)(3) Tax-Exempt Organization: <https://www.irs.gov/charities-non-profits/charitable-organizations/the-restriction-of-political-campaign-intervention-by-section-501c3-tax-exempt-organizations>
- Minnesota Council of Nonprofits: Please review: <https://www.minnesotanonprofits.org/resources-tools/principles-practices-for-nonprofit-excellence/governance>
 - Board Characteristics and Qualifications
 - Board Composition
 - Board Responsibilities
 - Board Operations

Key concept: A nonprofit's board of directors is responsible for developing, defining, and reviewing the organization's mission and for providing overall leadership and strategic direction to the organization. Boards are not owners of the organization but are stewards of the organization's mission and resources.

9. Election of Officers (6:15-6:30 p.m.)

Each year, the board elects a chair, vice chair, treasurer, secretary, internal affairs officer and external affairs officer. Some officer positions may be vacant, so if there are no nominations for some officer positions, the board may choose to elect other officers at a future meeting.

10. Code of Conduct and Training Opportunity (6:30-6:40 p.m.)

Please review the [CRC Code of Conduct](#). The CRC Officers recently discussed potential strategies for addressing disrespectful behavior in our meetings. The group agreed that we should not tolerate disrespectful behavior, because we fail to achieve our mission if some people are allowed to make other people feel unwelcome. The following proposal was received for a training activity, which is intended to help all board members and staff improve their skills in facilitating discussions on challenging topics. [Please review the proposal](#). This would require a majority of board members to vote in favor of a motion to accept the proposal.

11. Other Board Member Updates and Future Agenda Items (6:40-6:45 p.m.)

- Next meeting: Draft 2024 Work Plan and Budget

12. 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.