

CapitolRiver Council Board Meeting Minutes

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

Call to Order, Introductions, and Meeting Minutes: CRC Board Chair Jess Grams (5:15-5:30 p.m.)

1. The meeting was called to order by Chair Jess Grams. She welcomed attendees and read aloud the Land Acknowledgement.
2. Introductions and ice-breaker: Attendees introduced themselves, and answered the question, describe a place or situation where you feel safe.
3. Previous meeting minutes: The May 16 board meeting and June 27 Annual Meeting minutes were approved.

Action Item: New Board Members

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. Motion passed.
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

Motion passed.

Annual Meeting Recap

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

7. CRC Executive Director Jon Fure provided an overview of the contract with the City of Saint Paul and other aspects of our work. The process is similar to a grant application, where the City Council has already approved the funding. Each year, a work plan, budget and other documents are sent to City staff, who review it, and when it is approved and a contract is signed, CRC can then request reimbursement for eligible expenses. The board has discussed preparing that work plan in the fall, so that board members are more involved in creating the work plan before it needs to be submitted to the City, so the goal is to have those conversations in September or October. Board members were also asked to [review the CRC Inclusion Plan](#). Another way that CRC board members can serve as leaders in the community is to serve on other local government advisory groups. The [City of Saint Paul](#), [Ramsey County](#), and the [Met Council](#) all seek community members to serve on various groups. CRC board members are encouraged to explore ways to serve, and to be a conduit of information that is related to their service in the community. CRC also works collaboratively with other organizations, such as the [Capitol Area Architectural Planning Board](#) and other district councils. Board members were asked to consider attending the Colibrí Arts & Culture Market at Saint Paul's Union Depot (<https://www.wsco.org/colibri>)

on September 24, from 1:00 - 5:00 p.m. (an event that we are coordinating with the West Side Community Organization).

8. Nonprofit Basics / Guidance for Nonprofit Leaders: Board members were asked to review the following resources after the meeting, and CRC Development Director Amy Lee asked board members to prepare a personal goal for their service as a CRC board member.

- 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

9. Election of Officers:

- Jess Grams was elected as Chair.
- Josh Vang was elected Vice Chair.
- Will Travis was elected Treasurer.
- Julie Printz was elected Secretary.
- Rich Johnson was elected External Affairs Officer.
- Election of Internal Affairs Officer was tabled.

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

Board members were asked to 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. A 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. The board agreed to table consideration of the proposal.

11. The meeting was adjourned at 6:45 p.m.