

Green Bay Neighborhood Leadership Council

MINUTES

Thursday, February 4, 2016 5:30 p.m.

Riverside Ballroom

1560 Main Street, Green Bay, WI 54302

NEIGHBORHOOD ASSOCIATION MEMBERS:

<u>abs</u> Molly Martzke (Astor)	<u>X</u> Angie Cook (John Muir Park)	<u>X</u> Josh Malcore (Olde Norwood)
<u>X</u> Bobbie Lison (Astor East River)	<u>X</u> Jim Jacque (King of Arms)	<u>X</u> Kevin Kakuk (Preble Area)
<u>X</u> Skip Wilson (Baird Creek)	<u>X</u> David Hintz (MacArthur Heights)	<u>X</u> Jane Hansen (Red Smith)
<u>X</u> Dan Piton (Bay Highlands)	<u>abs</u> Beth Nadolski-Spears (Maple Arches)	<u>X</u> Patrick Kloster (Schmitt Park)
<u>X</u> Dale Tease (Colburn)	<u>X</u> Jim Ridderbush (Marquette Park)	<u>X</u> Miriah Kelley (Seymour Park)
<u>X</u> Doug Brylski (Downtown)	<u>X</u> Deb Hamilton (Mather Heights)	<u>X</u> Debbie Tilot (Starlite)
<u>exc</u> Trudy Jacobson (East Shore Drive)	<u>X</u> Dave Catalano (McAuliffe Park)	<u>X</u> JoAnn Piepenburg (Three Corners)
<u>X</u> Ronsman (Fireman's Park)	<u>X</u> Nancy Boeddicker (Navarino)	<u>X</u> Cindy Guevara (Western Corridor)
<u>X</u> Vicki Petersen (Fisk Addition)	<u>X</u> Joe Morgan (Nicolet Drive)	<u>X</u> Garritt Bader (Whitney)
<u>X</u> William Peters (Fort Howard)	<u>X</u> Dan Theno (Oak Grove)	<u>X</u> Scott Vanidestine (Wilder Park)
<u>abs</u> Stephanie Geurts (Fritsch Park)	<u>abs</u> Rosa Herrera (Olde North)	<u>abs</u> Mike Engelke (Woodside Hts)
<u>X</u> Shawn Kassien (Joannes Park)		

APPOINTED MEMBERS:

X Mayor Jim Schmitt
exc Noel Halvorsen, Executive Director of NeighborWorks Green Bay, Chair
X Cheryl Renier-Wigg, Neighborhood Development Supervisor, Vice-Chair
X Billie Jo Horsens, Neighborhood Development Specialist, Treasurer
X Caitlin Green, Neighborhood Support Specialist, Secretary
X Melanie Skalmoski, Neighborhood Watch

Roll Call: Angela Allard, CSI's, Alderman Scannell, Alderman Wiezbiskie, Senator Hansen

1. Consent Agenda

- a. Chairperson Noel Halvorsen was excused, so the meeting of February 4, 2016 was called to order at 5:30pm by Vice-Chair, Cheryl Renier-Wigg.
- b. Minutes of January 7, 2016 were approved with a revision made by Skip Wilson of Baird Creek Neighborhood Association. The revision is the following addition to the minutes: Baird Creek Neighborhood Association hosted their Annual Meeting on December 12, 2015 which included pizza and drinks by Mangiamo Pizza and the approval of the board for the 2016 calendar year, with all board members remaining the same. All in favor, motion carried.
- c. A current financial report was approved. All in favor, motion carried.

2. Revision of Bylaws

- a. A motion to approve the proposed revisions to the bylaws was made by Dan Theno of Oak Grove Neighborhood Association and seconded by Dan Piton of Bay Highlands Neighborhood Association.
- b. See attached for the approved revisions.

3. CLI Report

- a. Will Peters presented on behalf of the 2015 group that attended the Community Leadership Institute, a national conference of community leaders.
- b. After attending this conference, the goal is to develop a project. The 2015 group is in the process of developing a smaller-scale Community Leadership Institute in Green Bay. The institute will be Saturday, April 16, 2016 and there will be a \$10 charge for attendance.
- c. The conference is open to all residents of Green Bay age 18 and older. The conference will include a keynote speaker and eight breakout session options, including fundraising/grant

writing, leading through strength, young people as a source of community change, art as a community building tool (visual & performance), personal & community asset mapping, communication, and a session about local governmental resources.

- d. Stayed tuned for registration! Feel free to advertise through your Neighborhood Associations. Contact Will Peters with questions or concerns at williamjosephjr@icloud.com.
4. Garden Blitz
 - a. Angela Allard presented about the Garden Blitz. The goal of the Garden Blitz is to grow food and be a part of a sustainable urban agricultural system.
 - b. The Blitz weekend is April 29-May 1, 2016, and is accomplished all through volunteers and sponsors.
 - c. This is the 3rd annual Garden Blitz. The first year 111 garden boxes were sold, the second year 130 boxes were sold, and this year they have a goal of 100 boxes! The cost of each box is \$150. Please share information about the Garden Blitz to assist them in their initiative for healthy and local foods!
 - d. For more information or to order a garden bed, go to http://www.newleaffoods.org/Garden_Blitz.html.
 5. City Staff Update
 - a. Mini Grants applications are now available! Applications can be found online at <http://www.gbnlc.org/mini-grant/> and are due to Billie Jo Horsens by 4:30pm on Monday, March 21st, 2016.
 - b. The March GBNLC meeting will be a non-profit expo, with 10-15 non-profits present to discuss their missions and goals with you, as well as for you to share your Neighborhood Association missions with them. This is a great time to build partnerships that build a stronger community!
 - c. This is Caitlin Green's last meeting. Please contact Billie Jo Horsens with all Neighborhood Association related items.
 6. Mayor's Report
 - a. The Mayor will give his State of the City presentation on March 29th at the Meyer Theater. The presentation will be at 5pm, and will consist of a recap of the past year and outlook for the next.
 - b. Importance of upcoming elections
 - c. 2 year anniversary of kidney transplant
 - d. Things are moving forward with the development of a Festival Foods on University
 7. Open Forum
 - a. Wilder Park: Festival Food brat barn Sign Up at Marq- Monday at 5:30pm
 - b. Astor East River: Saturday, February 13, 2016 is Family Roller Skating at St. Mary's Roller Rink 11am-1pm.
 - c. Fireman's Park: SW High School, Candidate Forum 5pm-7pm, Thursday, February 11, 2016
 - d. Navarino: Habitat For Humanity dedication of houses, Thursday, February 18th
 - e. Nicolet: had candidate forum- League of Women Voters
 - f. McAuliffe: 3rd annual Easter Egg Hunt coming up
 - g. Western Corridor: put out 1st newsletter, determined there are 1250 parcels. Doing a "DRIVE 25" initiative: stickers on garbage cans to get traffic to slow down. Project: Trash can and lighting on trail. Project: do not stand signs in dangerous intersections. Going to be advertising City Home Loan Program. Annual meeting September 17, 2016.
 - h. Fisk Addition: new board member
 - i. Oak Grove: Tuesday, February 16: Home Life Workshop-Cleaning. Free. Coming in March: How to start getting ready for garden season.
 - j. Bay Highlands: had reformation meeting. Created a neighborhood directory
 - k. John Muir: SW High School, Candidate Forum 5pm-7pm, Thursday, February 11, 2016
 - l. Melanie Skalmoski: neighborhood watch contact person. New Police Chief: Andrew Smith, now

- only 2 District Captains: Keith Knoeble on the West side and John Laux on the East side
- m. Red Smith: new board member
- n. Marquette Park: Candidate Meet and Greet, Wednesday, February 10th at 6:45pm at HoChunk.
- o. Joannes: had candidate forum, added Saftey Committee, going to be Music in Park 2016
- p. 3 Corners: possibly partnering with Olde North to do summer festival
- q. Colburn: Candidate Meet and Greet at their February meeting
- r. Downtown: Candidate Meet and Greet on March 2, Black and Tan
- s. Mather Heights: switching to monthly meetings, 3rd Monday at 6:30pm at Church
- t. Schmitt Park: Had candidate forum. Have large budget for activities next year.
- u. Whitney Park: Kuehn Printing is printing their flyers free of charge.

8. Adjournment

- a. Meeting adjourned at 6:53pm.

BYLAWS of the GREEN BAY NEIGHBORHOOD LEADERSHIP COUNCIL

Article I - Introduction

Section 1 – Name

The name of the Council shall be the “Green Bay Neighborhood Leadership Council” and shall be referenced herein as the “GBNLC.”

Section 2 – Purpose

The GBNLC is organized exclusively for charitable purposes under IRC § 501(c)(3) and seeks to lessen the burden of local government and lessen neighborhood tensions. The GBNLC shall seek to accomplish these goals by empowering official neighborhood associations with focused leadership training, opportunities to exchange educational and general information, financial support, and opportunities to enhance the city through special projects.

Section 3 – Office Location

The offices of the GBNLC shall be located at 100 North Jefferson Street, Room 608, Green Bay, Wisconsin.

Article II - Membership

Section 1 – Members

The following is a list of individuals who shall be members of the GBNLC:

- a. Association Members – Presidents or designee of active, officially-recognized Green Bay Neighborhood Associations
- b. Appointed Members – Individuals duly ~~appointed~~ **nominated** by the GBNLC Steering Committee and ratified by the Council.

Section 1.1 – Membership Status

Presidents or designees who are currently serving on officially recognized Green Bay Neighborhood Associations shall be Association Members only for the time in which they serve as Presidents or designees of their respective Neighborhood Associations. Individuals ~~appointed~~ **nominated** by the GBNLC Steering Committee **as Appointed Members** shall serve on the GBNLC for a ~~three~~ **two**-year term or until such position is deemed vacant as prescribed in § 2.1. **Appointed members nominated by the Steering Committee, shall be confirmed by a majority vote of the membership at the Annual Meeting held in an even numbered year.** The maximum number of appointed members on the GBNLC is limited to ten (10).

Section 1.2 – Compensation

No officer or member shall receive any compensation for serving on the GBNLC.

Section 1.3 – Earnings not to Benefit Members, Officers, or Other Persons

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private person, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

Section 1.4 – Dual Capacity

If at any time a member simultaneously serves as an officer, that individual shall count as one individual for the purposes of determining quorum, members present, voting rights, or any other procedural determination.

Section 2 – Absence

A member who is not present at a properly scheduled meeting shall be deemed absent unless said member position is deemed vacant as defined in § 2.1. If a member is absent from a properly scheduled meeting, that individual absence shall be counted for the purposes of determining quorum.

Section 2.1 – Vacancy

Any position shall be deemed vacant upon any of the following events:

- a. Death of the officer or member
- b. Written resignation by the officer or member
- c. Removal of the officer by the GBNLC
- d. Removal of the Appointed Member by the GBNLC Steering Committee
- e. Removal of the Association Member due to inactivity of a Neighborhood Association*

* An Association Member position shall be deemed vacant upon his or her represented Neighborhood Association no longer being active. A Neighborhood Association shall be considered not active if said Neighborhood Association has had its recognition revoked or suspended by the City of Green Bay.

If any member position is deemed vacant, the position shall not be counted for the purposes of quorum until filled in accordance with § 1.

If an officer position is deemed vacant, the position shall be immediately and permanently filled in accordance with § 3.

Article III – Officers

Section 1 – Officers

The GBNLC shall have four officers: a Chair, Vice-Chair, Secretary, and Treasurer.

Section 1.1 – Chair

The Chair shall perform the following duties:

- a. Preside at all meetings of the GBNLC
- b. Sign all contracts and other instruments made by the GBNLC
- c. Sign and forward recommendations of the GBNLC to the appropriate recipients
- d. Other duties as stated in these Articles.

Section 1.2 – Vice-Chair

The Vice-Chair shall perform the following duties:

- a. Preside at all meetings of the GBNLC in the absence of the Chair.
- b. Other duties as stated in these Articles.

Section 1.3 – Secretary

The Secretary shall perform the following duties:

- a. Record all motions made and votes taken by the GBNLC and include such recordings in the minutes.
- b. Promote and develop web pages and social media on behalf of the GBNLC.

c. Other duties as stated in these Articles.

Section 1.4 – Treasurer

The Treasurer shall perform the following duties:

- a. Review and report on the financial records of the GBNLC.
- b. Other duties as stated in these Articles.

Section 2 – Officer Status

The members of the GBNLC shall appoint or remove officers. An officer shall be appointed to his or her position by majority vote of the GBNLC and may be removed from such position by majority vote at the GBNLC's pleasure. Officers shall be elected annually **at the Annual Meeting and may be a neighborhood association President or designee or an appointed member of the GBNLC.**

Section 3 – Order of Succession and Officer Vacancy

In the absence of the Chair, the Vice-Chair shall serve as Chair *pro tempore*. Upon vacancy of the Chair position, the Vice-Chair shall become the Chair.

~~In the absence of the Vice Chair, the GBNLC shall select a Vice Chair pro tempore from its members by majority vote. Upon vacancy of the Vice Chair position, the GBNLC Steering Committee shall appoint a new Vice Chair. If the GBNLC Steering Committee does not appoint a new Vice Chair within 28 days of the vacancy of the Vice Chair, the GBNLC shall select a permanent Vice Chair by a majority vote.~~

A vacancy in the offices of Vice-Chair, Treasurer or Secretary shall be filled by majority vote of the Steering Committee for the unexpired term.

Article IV – Meetings

Section 1 – Annual Meeting

A properly scheduled meeting shall be held annually ~~on the First Thursday of~~ in December at a time and place determined by the Chair. The annual meeting must be properly scheduled.

Section 2 – General Meeting

By resolution, the GBNLC shall determine the place, time, date and frequency of general meetings. All general meetings must be properly scheduled.

Section 3 – Special Meeting

The Chair or a majority of members may call a special meeting if such a meeting is necessary to discuss business which must be discussed before the next regular meeting. A special meeting must be properly scheduled.

Section 4 – Proper Scheduling

By the Chair: Any meeting is properly scheduled if all members and officers are duly notified by the Chair of the date, time and place of said meeting at least 48 hours before the start of said meeting. The Chair shall commence each meeting on the date and at the place and approximate time in which it is scheduled.

By the members: If a majority of the members have agreed to hold a special meeting under § 3, one member of that majority shall be selected to duly notify all members and officers of the date, time and place of said meeting at least 48 hours before the start of said meeting.

Section 5 – Quorum

The powers of the GBNLC shall be vested in its members. ~~and officers~~. The presence of a simple majority of the members shall constitute quorum for the purposes of conducting business and exercising powers. Any action taken by the GBNLC without the presence of quorum shall be null and void.

Section 6 – Voting

Each member ~~and officer~~ shall have exactly one vote on all motions and resolutions before the GBNLC. Any action taken by the GBNLC shall be approved by a majority of the members and officers present.

Section 6.1 – Conflict of Interest Policy

To ensure that the GBNLC does not convey an excess benefit upon any officer or member, this conflict of interest policy shall govern all meetings of the GBNLC. Any member ~~or officer~~ who has a direct or indirect financial interest in any potential action of the GBNLC shall disclose such interest to the GBNLC and shall abstain from any vote involving the subject of the conflict.

“Direct financial interest” shall be defined as any actual or potential compensation to said member or officer as a result of any action taken by the GBNLC.

“Indirect financial interest” shall be defined as any actual or potential personal ownership in any property or entity in which the GBNLC has a transaction or arrangement.

Article V – Steering Committee

Section 1 - Composition

The Steering Committee is a subgroup of the GBNLC comprised of the Officers and four (4) other members. The Chair shall preside over any meeting of the GBNLC Steering Committee. ~~and be a non-voting member.~~ The GBNLC officers shall **annually** appoint up to four (4) other members to serve as voting members of the Steering Committee **at the first meeting of the Steering Committee following the GBNLC Annual Meeting. A vacancy in an appointed member position on the Steering Committee shall be filled by majority vote of the Steering Committee for the unexpired term.**

Section 2 – Manner of Acting

The Steering committee shall meet regularly (at a schedule acceptable to its members) to address all administrative issues affecting the GBNLC, propose agendas for the membership, prepare annual budgets, authorize expenditures consistent with adopted budgets, and appoint up to ten (10) persons to serve as Appointed Members of the GBNLC. A simple quorum shall be sufficient to conduct business and a simple majority vote sufficient to take action.

Article VI – Procedure

Section 1 – Amendments to Articles of Association

The GBNLC may amend these Articles of Association on the approval of a 2/3 majority of all members present at any meeting.

Section 2 – Order

The GBNLC shall conduct meetings in accordance with the Newly Revised edition of Robert’s Rules of Order.

Section 3 – Dissolution

The GBNLC may be dissolved upon a ¾ majority vote of the GBNLC. Upon dissolution of this organization, assets of the GBNLC shall be distributed to the City of Green Bay, a local government entity, via the City Clerk/Treasurer for a public purpose or to another not-for-profit 501(c)(3) corporation for a community development purpose.