
COMMUNITY PARTICIPATION PROGRAM

Submission Due Friday June 15, 2012

Please use this template as a guide to developing your submission for funding from the Community Participation Program. The level of detail should be appropriate to your organization's proposed activities, and to the level of funding allocated for your organization.

You may provide this submission electronically to ncr@minneapolismn.gov. Please include a copy of your bylaws.

CONTACT INFORMATION:

Organization Name:	Shingle Creek Neighborhood Association
Address:	PO Box 15656, Mpls, MN 55415
Website url:	www.scna-mpls.org
Organization email:	mpls.scna@gmail.com
Federal EIN:	41-41-1741562
Board Contact:	Name: Brock Hanson/SCNA Chairperson
Staff Contact:	Name: Amy Luesebrink

Who should be the primary contact for this submission? _____ Mr. Hanson _____

Date of Board review and approval: June 12, 2012

FUNDING ACTIVITIES.

Use the following questions as a guide for your submission. For questions 1-8, please limit each response to no more than 3 paragraphs.

1. **Eligibility.** If your organization has not previously been funded through the Community Participation Program, please provide evidence of the organization's eligibility, as identified in Section II.A of the Guidelines.

SCNA has been previously funded.

2. **Community participation efforts.** Describe proposed outreach activity in the neighborhood, and methods to involve residents and other stakeholders in one or more of the three key program purposes. How will you engage residents and other stakeholders of their neighborhood in developing a Neighborhood Priority Plan?

SCNA's outreach neighborhood activities include monthly neighborhood and Housing, Finance, Community Garden, Event committee meetings. Monthly newsletters to 1150 households, holding community-wide educational and informational on crime and safety, housing, or other topical forums and workshops, utilizing MPRB Park signage and utilizing our social media and events.

SCNA incorporates several methods of involvement in the NCR/CPP priorities of identifying and acting on neighborhood priorities, influencing city decisions/priorities, and increasing involvement. Our methods include: identifying and acting on neighborhood priorities established by our neighborhood action plan, surveying our residents via our email, media outlets, including monthly newsletter, and polling residents. Acting on neighborhood priorities include bringing in city, county, parks, and school resources, bringing in educational and informational resources to address neighborhood issues and holding neighborhood or community-wide meetings. It also includes bringing in outside and impartial facilitators to help extract data and input objectively.

Engaging residents in developing a Neighborhood Priority Plan. The board will continue to annually review its Neighborhood Action plan strategies, evaluate and prioritize them based on several factors including funding, leverage potential, timing, strategic partnerships, and board strengths. Taking those priorities, SCNA will seek further input from residents throughout the year through various input methods at neighborhood events, through surveys and offer the opportunity for further ideas to be captured for evaluation and consideration. Because a CPP: Neighborhood Priority Plan is intended to be accomplished in one year, there needs to be adequate time, planning, funds, and energies to accomplish them. We look forward to successfully accomplishing our CPP: Neighborhood Priority Plan in the next 18 months.

3. **Building organizational capacity.** How will you work to: (1) provide opportunities for the direct involvement of members, (2) build your membership and volunteer base, (3) encourage and develop new leadership, and (4) expand the organization's capacity through self-assessment and other activities.

SCNA works hard at connecting community and building confidence in the value of resident involvement by providing many different opportunities for the direct involvement of members. Shingle Creek residents can participate by volunteering for one of five annual Shingle Creek led events (SC Clean-up, Pre-NNO BBQ, Annual Meeting, Sliding Hill Extravaganza, Tour de Camden) or by volunteering to represent or participate with one of our co-hosted events (Camden Winterfest and Chili Cook-off, Toys for Tots, Creekview Park Ice Cream Social, Haunted House, Holiday on 44th, Riverfest and Heritage Day, Camden Community Garage Sale). SCNA also sponsors a MN Horticultural Society award-winning garden where residents can participate. All of these along with our monthly meetings and media outlets, serve as volunteer warm markets to build our organizational capacity, membership, and volunteer base.

Along with attending our monthly meetings or events, SCNA Board members and volunteers are encouraged to develop their leadership skills by chairing a committee. Developing leadership skills comes from having a supportive and experienced board and takes practice so new committee chairs or co-chairs are sought for new and old neighborhood projects that serve to accomplish SCNA's mission and work. Because new volunteers come from diverse and various backgrounds, each goes through a one on one initial process with staff and or board chair to help assess tools and information needed to bridge the learning curve of learning about SCNA's organizational history, mission, and ongoing projects.

SCNA uses Minnesota Technology of Participation (MTop) to help with training board members, increasing meeting facilitation skills, and planning efforts. We also offer MN Attorney General and University of MN resources, MN Council of Nonprofits, and NRP resource materials and various other training resources for board development. SCNA expands its organizational capacity by participating in the City of Minneapolis CPP program, the Neighborhood Revitalization Program, and by working with our strategic partners to develop its capacity.

Building neighborhood relationships. Describe your outreach, networking, and inclusivity efforts to: (1) build a sense of a whole neighborhood among residents, (2) build bridges among neighbors and diverse communities within the neighborhood, (3) work with other neighborhoods and organizations on issues of common interest, (4) build partnerships with private and public entities, and (5) benefit the neighborhood as a whole.

(1)build sense of whole neighborhood *As a group of volunteer residents, that meet monthly, who have been representing the Shingle Creek neighborhood since 1991, SCNA continues to build a sense of a whole neighborhood and a sense of belonging among residents through its unique branding, street signage, community connecting, and educational efforts through its media outlets and personal connections.*

We have 3,333 residents living in a chiefly residential neighborhood. SCNA has no retail, has a heavy industrial park as a boundary, a junior high school, a shuttered elementary school, two parks, a small two room park center, bike paths, and a filtration pond for amenities. We also are cut off from the city by a major railroad corridor. In many ways it's easier for residents to be drawn to the amenities and leak retail to the Brooklyn Center/former Brookdale Mall area than that of the city. Our multiple media efforts help build a sense of identity, branding, marketing of local business and amenities and overall connection to the larger city made up of

many small and close nit neighborhoods. We do this through promoting the neighborhood, connecting and featuring the community assets, hosting local events and promoting home investments of the neighborhood.

(2) build bridges among neighbors and diverse communities within the neighborhood,

SCNA is targeting disengaged community sectors with niche strategies by hosting a renter's forum to increase our outreach and inclusivity efforts. Although our neighborhood has a relatively small percentage of rental properties, we have seen growth of rental properties since the last census and chose to start focusing on this diverse segment to garner information to shape future planning and visioning efforts. We build bridges by holding educational joint neighborhood meetings on issues affecting our community such as crime, block club leader trainings, or potential community development.

We are building bridges with adults and youth through focused conversations at our community center to learn about their ongoing needs and concerns. In 2009, the Youth Coordinating Board identified Camden as the 2nd ranked ward in the City with the largest number and percentage of children and youth with 10,541 youth under the age of 19, or 35% of the population, second only to Near North with 44% of its population under the age of 19. They also concluded that Camden was again ranked second for the worst ratio of number of opportunities to number of children. We continue to help support our MPRB and other youth programs and assets when possible to help provide more resources to help with involvement and bridge our diverse communities.

We are beginning a dialogue with residents from the Multiple Sclerosis facility, Kingsley Commons, to begin to learn more about the needs of the disabled in our community and are excited to continue to build on this relationship in the near future.

(3) work with other neighborhoods and organizations on issues of common interest,

SCNA works with many other Camden and North Minneapolis neighborhoods and organizations on issues of common interest. Promoting our community as a safe and livable community is a high priority in the wake of last year's tornado, rise in livability crimes, continued foreclosure epidemic, business disinvestment and severe housing depreciation. Keeping residents in our community to help maintain the stability and tax base and housing values of our community and city is of utmost importance.

We work with our partners to promote a positive perception of investment and livability. We are the only neighborhood in Camden that hosts an event that occurs in all seven of the Camden neighborhoods with our Tour de Camden bike tour. The tour with participants from nearly twenty different neighborhoods and cities is a leisurely bike ride that promotes sites and neighborhood assets along the way.

(4) build partnerships with private and public entities, and

We work with several local partners on our local efforts including Owens Corning, General Electric, MRI Trucking, MPRB/Creekview Park, Shingle Creek Watershed Commission, Minneapolis Watershed Commission, Wenk, Inc for our annual Shingle Creek Clean-up event;

City, MPRB, Three Rivers Park, Camden Pet Hospital, Behind Bars on Tour de Camden event; Victory 44, Pohlad Foundation, North West Minneapolis Business Association, Lind Bohanon Neighborhood Association, Victory Neighborhood Association and others promoting our neighborhood while bringing benefits to the neighborhood as a whole.

4. **Involvement of under-engaged stakeholders.** Organizations should discuss which stakeholder groups are typically un-engaged or under-engaged in their work, and how they will work to involve those groups. Organizations should also discuss how the NCR Department can help with this work.

SCNA is very mindful that under the State of Minnesota Neighborhood Revitalization Program Statute 469.1831 NEIGHBORHOOD REVITALIZATION PROGRAM; FIRST CLASS CITY it clearly defines who neighborhoods should be engaging under Subd. 6. Citizen participation required. (b) ... "The neighborhoods must include the participation of, whenever possible, all populations and interests in each neighborhood including renters, homeowners, people of color, business owners, representatives of neighborhood institutions, youth, and the elderly." These are the legally defined and required groups that neighborhoods are legally compelled to "include the participation of".

After contacting some of the other neighborhoods with high renter populations of 80-90% and doing initial research on rental properties across north Minneapolis and the city, we are currently planning a renters forum for our 10% (125 rental properties) to be held in July. We are certain this will add an exciting new voice and dimension to our work. It has already helped to build SCNA's capacity by expanding our committees and brought in MTop training for board members. We look forward to continuing to utilize what we learn from focusing on this unengaged group.

How can NCR help with this work? *NCR can support this work by continuing to support SCNA by processing contracts in a timely manner and continuing the communication with the neighborhoods in a timely manner. Allowing 45-90 days lead time for significant projects with adequate informational meetings for significant project requirements.*

5. **Housing Activities.** Neighborhood organizations should discuss their work on housing and housing related activities. Organizations should estimate the percentage of time to be spent on these issues.

SCNA has a home improvement loan program, a major housing development project in its neighborhood, the Humboldt Greenway project that has nearly 100 vacant contiguous lots for development. Foreclosure prevention, home improvement loans and homeowner incentives and retention remain high priorities for SCNA.

SCNA estimates 30-40% of its time will be spent on housing issues in the next 18 months.

6. **Unused funds.** Organizations should discuss how they plan to use unused funds from the previous cycle for community engagement or implementation of neighborhood priorities.

SCNA is heading into the busiest summer months of July and August. The remaining CPP funds(\$20,535.69)are budgeted to be expended on our Renters Forum(July),Tour de

Camden(July), National Night Out Preregistration BBQ (July), National Night Out (Aug), staff and communications.

7. **Budgets.** Submissions should include a budget showing how Community Participation Program funds will support the organization's community participation work and an amount set-aside for implementation of Neighborhood Priority Plans. An annual budget for the organization should also be provided.

BUDGET: CPP Allocation: \$76,670

Staff Expenses (1200/mth x 18) Acct: (200x 18)	\$21,600 \$ 3,600
Employee Benefits	\$
Professional Services	\$
Occupancy	\$
Communications/Outreach (713.46 x 18, 18x \$100=\$1,800 and 6 qtr adds at \$325 x \$1,950)	\$12,900 \$1,800 \$1,950
Supplies and Materials	\$10,000
Festivals and events	\$12,170
Development	\$5,000
Fundraising	\$2,650
Other Services	\$
Neighborhood Priorities	\$5,000
TOTAL:	76,670

Notes:

- Staff expenses should include payroll, FICA, and withholding, or contract staff.
- Employee benefits should include any health insurance, retirement, or other benefits.
- Professional services should include the cost of temporary contractors, bookkeepers, accountants, etc.
- Occupancy should reflect costs related to rent, utilities, phone, websites and email expenses, and other similar expenses.
- Communications/Outreach should include costs of publications, printing, postage, delivery, flyers, etc.
- Supplies and materials should include office supplies as well as expenses for supplies related to ongoing programs such as block patrols, etc.
- Festivals and events can include any costs related to community events and festivals. Food is not an eligible expense.
- Development expenses could include costs related to training, education, recognition, or orientation for board, staff and volunteers.
- Fundraising could include any costs related to fundraising for your organization (hiring of consultants, costs of materials, postage, events, etc).
- Neighborhood Priorities: at this point you do not need to know what the priorities are. Just indicate what the organization would like to set aside at this time for future priorities.

Appendix A: Bylaws
Shingle Creek Neighborhood Association Bylaws
Bylaws adopted January 10th, 2006

ARTICLE I.

The name of this organization shall be the Shingle Creek Neighborhood Association, herein after referred to as the Association or SCNA.

ARTICLE II.

- A. The area of the Shingle Creek Neighborhood Association, for the purpose of the bylaws, is defined as follows: Bounded by 53rd Avenue North on the north, Humboldt Avenue North on the east, 49th Avenue North on the south and Xerxes Avenue North on the west.
- B. For the purposes of planning, SCNA considers the Humboldt Industrial Area, bounded by 49th Avenue on the North, Humboldt Avenue on the East, Osseo Road on the West and the railroad tracks on the South, to be part of the neighborhood.

Notwithstanding the provisions in Article XI, this article is not subject to change or amendment at any time by the membership or the Board of Directors.

ARTICLE III.

SCNA is organized for the exclusively as a nonprofit group for educational purposes within the meaning of section 501(c) (3), including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

ARTICLE IV.

Any natural person of legal age shall be eligible for membership in this Association who:

- A. Resides in or owns residential property in the area known as Shingle Creek Neighborhood as defined in Article II. of these bylaws; or
- B. Owns, operates or facilitates a business or organization located in said area.

Membership shall be open to all interested persons who meet the eligibility requirements enumerated in this Article. Membership shall be determined by notice to the Membership Secretary of the Association in such a manner and form as may be prescribed by the Board of Directors. No person shall be denied membership in the Association because of consideration of race, religious belief, color, gender, sexual preference, national origin, economic status or disability.

No member shall have any vested right or interest in the term of his or her membership. Membership is not transferable or assignable.

ARTICLE V.

- A. General membership meetings shall be held (add the word: quarterly) on the same day of the week or as determined by the membership at the Annual Meeting each year. Meetings will be held at 7:00 p.m., Creekview Neighborhood Center, 50th and Irving Avenues North.
- B. Board meetings shall be held a minimum of four times per year or as determined by the membership at the Annual Meeting each year, or the board at their monthly meetings.
- C. All meetings shall be conducted according to *Robert's Rules of Order*, latest revision, when not in conflict with these bylaws.
- D. The membership meeting in April shall be designated as the Annual Meeting, at which time election of the Board of Directors shall occur, with the exception of the first annual meeting.
- E. Notice of regular meetings of the Association will be made available to the membership by announcement in a neighborhood newsletter, community newspapers, or any method deemed (appropriate or inclusive) by the Board of Directors.
- F. All meetings of the Board of Directors and any committees of the Board shall be open to the public.
- G. Special meetings of the Board of Directors may be called by the Chair or by a 2/3rds majority of the Board members then in office. Notice of special meetings shall be given at least forty-eight (48) hours in advance of the meeting by mail or personal contact. Special meetings shall be held in the Shingle Creek neighborhood.

ARTICLE VI.

- A. The terms of the Board of Directors shall be two (2) years except for the first election at which three (3) Directors terms will be for one (1) year for purposes of staggering the elections.
- B. The Board of Directors shall consist of at least seven (7) Board members.
- C. The Board of Directors may remove any Board member who fails to attend three (3) consecutive Board meetings, if approved by the majority of the Board members. Vacancies occurring between Annual Meetings shall be filled by either special election or appointment by the Board of Directors.
- D. The number of Board members who work or own property in the Shingle Creek neighborhood, as described in Article II., but do not live in the Shingle Creek neighborhood shall be limited to one (1) member.

ARTICLE VII.

Officers:

- A. The Board of Directors shall within one (1) month after the annual meeting, conduct elections for all officer positions in the Association, with exception of the first elections.
- B. Officers of the Association shall consist of the Chairperson, Vice-Chairperson, Secretary and Treasurer.
- C. Officers of the Association shall be elected for one-year terms by the Board of Directors.

Duties:

Chairperson: The Chairperson shall have the power of general management of the business of the Association. He/She shall preside or delegate such authority at all meetings of the Board of Directors, and the meetings of the general membership. He/She shall be the Chief Executive Officer of the Association and shall see that all orders and resolutions of the Board, and membership are carried into effect. He/She shall be a member ex-officio of all committees. He/She shall be considered "President" of the Association for the sole purpose of carrying out the duties of signatory agent and may execute documents on behalf of the Association under that title. In general, the Chairperson shall perform all duties usually incidental to that office and such other duties as the Board may prescribe.

Vice-Chairperson: The duties of the Vice-chairperson shall be to perform the duties of the Chairperson in the event the Chairperson is not able to do so, and to perform other duties as the Board of Directors may prescribe.

Secretary: The duties of the Secretary shall be to record the minutes of each meeting, to send notices of each meeting, and to assist in the preparation of letters and reports of the Association.

Treasurer: The Treasurer shall cause to be kept accurate accounts of all moneys of the Association received and disbursed and shall render the Board of Directors or the Chairperson, whenever required, and account of the financial condition of the Association and shall perform such other duties as may from time to time be prescribed by the Board of Directors or by the Chairperson. He/She shall be responsible for supervising the receipt, deposit and disbursement of the funds of the Association in accordance with the policies established by the Board of Directors.

ARTICLE VIII.

Committees:

The Board of Directors may appoint such other committees and delegate to such committees such powers and responsibilities as it may from time to time deem appropriate. Any member of the Association is eligible to be appointed to participate in the committees. When a committee is formed, the Board of Directors will;

- A. Identify the committee as either standing or temporary.

- B. Identify the major purpose and tasks of the committee.
- C. Identify the members of the committees from the Board of Directors and the membership, and appoint a committee chair when necessary.

All committees will report monthly to the Board of Directors on their activities. Committees will have such officers, as the committee deems appropriate.

Any action recommended by a committee formed between this Association and other organization(s) is to be forwarded to the Board of Directors for action.

ARTICLE IX.

Fiscal Year:

The fiscal year shall be from July 1 to June 30.

ARTICLE X.

Procedure for Dealing with Complaints:

Any complaint against SCNA shall be made in writing and directed to a meeting of the Officers of the Board of Directors, which shall act upon the merits of the complaint within thirty (30) days. If further action is needed, the ruling of this complaint committee shall be referred to the Board of Directors for its consideration.

ARTICLE XI.

Amendments:

Amendments to these bylaws may be adopted by the general membership at any meeting for which at least seven (7) days prior notice has been given and with a 2/3rds majority of the Board members present at said meeting. The notice shall include the content of the proposed bylaw change. A 2/3rds majority of the members present and voting are needed for it to pass.

ARTICLE XII.

Quorum:

At all meetings of the Board of Directors, a majority of the Directors shall constitute a quorum for the transaction of business, and the acts of the majority of the Directors present at a meeting at which a quorum is present shall be the acts of the Board of Directors.

ARTICLE XIII.

Conflict of Interest:

Board members must abstain from voting on any action or activity to be undertaken by SCNA if such action or activity shall directly or indirectly benefit that Board member or her/his family, without first declaring the possibility of such benefit. SCNA, will utilize the approved NRP Conflict of Interest policy as the full Conflict of Interest Policy. (See three page attachment dated January 10th, 2006. Doc 20061)

SCNA Chair

SCNA Vice Chair

Date

Date