



Community Participation Program
Neighborhood Organization
2015 Annual Report

Neighborhood Organization Information - *please confirm*

NEIGHBORHOOD ORGANIZATION

Columbia Park Neighborhood Association

ORGANIZATIONAL INFORMATION

Neighborhood Organization

Contact:

Liz Wielinski, contract staff

Organization Address:

PO Box 21593, Minneapolis, MN 55421

Organization Address 2:

Organization ZIP:

55421 (most of neight)

Organization Email Address:

contact@columbiapark.org

Organization Phone Number:

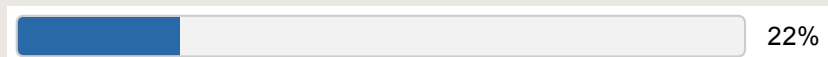
612-390-3735

DATE OF BOARD APPROVAL

Once your board has reviewed this draft annual report, please provide the date of the meeting at which the board approved submission of this report to NCR. **Note:** Meeting minutes may be requested by NCR.

Date / Time

MM	DD	YYYY
02	22	2016





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Stakeholder Involvement - basic outreach & engagement

WHICH OF THE FOLLOWING OUTREACH ACTIVITIES DID YOUR ORGANIZATION USE IN 2015?

MEETINGS (please check all that apply)

- Held regular committee meetings or discussion groups that are open to all stakeholders.
- Held at least one general membership or community meeting (in addition to the annual meeting) to gather input from residents and other stakeholders for a neighborhood specific initiative.
- Hosted at least one general membership or committee meeting in response to a City request for input - such as a development proposal, transit planning or public works project.
- Conducted one or more focus groups.

What more would you like to tell NCR or the community about your meetings?

What are you doing that is new or particularly successful to involve residents and others?

Our neighborhood is small , and there are not that many issues before us. We hold our board meetings prior to our general meetings and attendance varies based on the subject we are discussing. Our agendas are posted online the Friday before the Monday board/general meetings. We hold a large annual meeting and this year piloted a holiday event where we used dot-mocracy tools to judge neighborhood priorities for the upcoming years' work. The event featured a potluck and a neighbor's musical group as well as a BMX demo to help attract new neighbors to the process. Anywhere we had food or fun (not paid for with NRP or CPP/NPP money) is where we attracted more community members to provide a chance to learn about and choose items for the neighborhood association to prioritize.

DOOR-TO-DOOR (please check all that apply)

Door-Knocking or Dropping Flyers Door-to-Door

Door-Knocking or Dropping Flyers Door-to-Door

- At least once with goal of reaching a portion of neighborhood.
- At least once with goal of reaching most or all of neighborhood.
- For more than one issue/outreach effort.
- On a routine basis.

Door-Knocking/Flyering

- Was carried out primarily by staff
- Was carried out primarily by volunteers

Door-Knocking/Flyering

- Was carried out primarily to increase membership and participation
- Was carried out primarily to gather input on a specific city or neighborhood issue
- Was carried out primarily to inform stakeholders of a city or neighborhood issue

Approximately how many households did your organization reach through door-knocking in 2015?

230

*What more would you like to tell NCR or the community about your door-to-door outreach?
What are you doing that is new or particularly successful to involve residents and others?*

Our door-knocking/flyering was around NNO events, our annual meeting and our holiday event. At least 230 households were approached.

Going door to door is time consuming for a small neighborhood association like ours. We tried something new and purchased lawn signs that can be used year to year to remind people of the date and place of our annual meeting. People did see them because they asked us to use a darker marker color and bigger print for next year.

EVENTS (please check all that apply)

- Staffed a booth or table at neighborhood event or other community event that included sign-up sheets, surveys or information about your organization.
- Organized one or more issue specific event (such as a safety forum, housing fair, Open Streets, Creative Citymaking, etc).
- Organized smaller events for specific outreach to target audiences (e.g., sidewalk tabling to reach renters,

lemonade stands, tabling at Farmer's Market, etc.)

What more would you like to tell NCR or the community about your events?

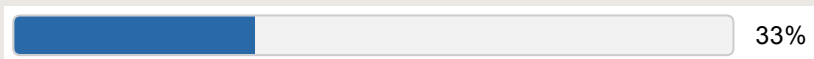
What are you doing that is new or particularly successful to involve residents and others?

We had a table at the NE Bike Ride sponsored by the NE CDC and we also tabled at an event where renters were offered free legal advice that was a part of a greater NE effort to outreach to our neighbors in rental properties.

OTHER (please check all that apply)

- Conducted at least one community-wide survey (such as a random sample or all-household survey).
- Conducted another form of survey (e.g., intercept survey).
- Developed partnerships with cultural, religious, professional or business associations to expand outreach into under-represented populations.
- Distributed a quarterly or semi-annual newsletter to all households.
- Other activities (please describe here):

We have during the past year produced a regular quarterly newsletter that is mailed to each household and business in the Columbia Park neighborhood as well as our council member and other neighborhoods in Northeast. They are also posted on our website with our board meeting minutes and other official information. We piloted our dot-mocracy survey/participation at our December holiday event



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Stakeholder Involvement - *under-represented groups*

HOW DID YOUR ORGANIZATION REACH OUT TO UNDER-REPRESENTED GROUPS IN YOUR NEIGHBORHOOD? (please check all that apply)

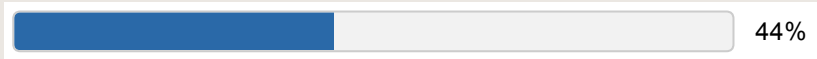
- Worked on an issue of particular interest to an under-represented group within the neighborhood.
- Provided notices of annual and special meetings in multiple languages.
- Provided newsletter articles or web pages in multiple languages.
- Targeted outreach in apartment buildings or blocks to reach renters.
- Targeted tabling at other events or locations (such as farmers markets, cultural events, etc.).
- Held focus groups or open meeting formats for under-represented communities.
- Met with other agencies in the community that work closely with under-represented constituencies in the neighborhood.
- Included an Americans with Disabilities Act statement on meeting and event notices.
- Reviewed participation activities, and identified new leaders and volunteers for volunteer, committee and board participation.
- Held one-time/pop up events in areas of the neighborhood that don't often have neighborhood meetings
- Other activities (please describe here):

We did participate and advertise the Renter's free legal aid event at which we tabled. We include a notification for our meeting attendees on what to do regarding the accessibility of our meeting site (the main door is not accessible so we provide a number to call for the accessible entrance.)

What more would you like to tell NOR of the community about your outreach to under-represented groups?

What are you doing that is new or particularly successful to involve residents and others?

The largest under represented group in our neighborhood is renters. We do have quite a few East Africans that get plots in our community gardens who come across the border from the City of Columbia Heights. We are happy to be able to provide growing space for our neighbors from the town homes there. We plan to try a welcome packet in 2016 for new residents.



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Stakeholder Involvement - *information & communication*

HOW DID YOU INFORM THE COMMUNITY OF DISCUSSIONS, DECISIONS AND THE STATUS OF THE ORGANIZATION?

BOARD MEETINGS (please check all that apply)

- Board meeting minutes and financial reports and summaries are provided on the organization's website and kept current.
- Meeting agendas and minutes are easily available and posted on the organization's website before and after each meeting.
- Meeting notices and agendas are distributed to members prior to each meeting with ample notice.
- Time is allowed at board meetings for stakeholders to ask questions or raise issues.

How many new board members were elected/appointed to your board this year?

What more would you like to tell NCR or the community about your board meetings?

What are you doing that is new or particularly successful to involve residents and others?

We do not provide financial data on our website, but a treasure's report with the most recent expenses and revenues and bank balances is provided at each meeting. Our agendas and meeting minutes (in draft form on agenda and then as approved posted separately) are available and the materials for the board meetings are sent to members in advance. We would welcome the NCR department's advice on what would be considered timely notice. We do not have a specific OPEN TIME as part of our agenda, but because our meetings are a combination of board actions and a general meeting everyone is allowed to participate. Because our annual meeting is in June our election year is from June to June and for the first time in over 15 years we have filled out all 10 member board positions.

Because of the success of our revolving home loan program and our conservative spending our CPP dollars we have money to put toward projects, which is more appealing than just attending meetings. We have also tried to bring more outside information to our meetings by inviting elected officials and city department staff. Getting our newsletter back on track has helped drive attendance as well.

COMMITTEE MEETINGS AND GENERAL MEMBERSHIP MEETINGS (please check all that apply)

- Meeting agendas and minutes are easily available and posted on the organization's website before and after each meeting.
- Affected residents and other stakeholders are contacted prior to an issue being discussed at a committee meeting.
- Meeting notices and agendas are distributed to members prior to each meeting with ample notice.

Other (please specify)

What more would you like to tell NCR or the community about your regular meetings?

What are you doing that is new or particularly successful to involve residents and others?

This is an area where we would appreciate some assistance from the NCR department. Currently we do not put up board meeting minutes until they are approved at the next meeting. Are DRAFT minutes something that should be posted soon? How soon? Again, what is considered timely? How much time before a meeting should board information be distributed? What financial information should be available on the website and when?

Again, due to our lack of committees and size of the neighborhood we hold Board/General meetings combined monthly (except July and December).

SPECIFIC ISSUES

Affected and interested stakeholders are notified and involved in your organization's decision-making process.

ORGANIZATIONAL INFORMATION (please check all that apply)

An annual report is available to all residents on the organization's website.

The organization's bylaws, grievance procedures, meeting schedules and contact information are easily available on the organization's website and through other means.

OTHER (please check all that apply)

Our community events and meetings are regularly advertised in community newspapers.

We use social media (such as e-democracy or Facebook) to share information.

We share city news and information on our organization's website or through email, social media or other means.

What more would you like to tell NCR or the community about participation in your organization?

What are you doing that is new or particularly successful to involve residents and others?

Our biggest under represented community is renters. We have been working with a group of other Northeast neighborhoods and Homeline to offer services and information that might bring renters to informational efforts directed toward renters specifically.

We do use the Northeaster occasionally to advertise events in the neighborhood, but feel that we get a better return on investment by sending out postcards via USPS to advertise our events. We are contemplating an e-newsletter to augment our FB page and have had some success using Nextdoor. Again our Annual Meeting lawn signs were new this year and did attract attention.

During 2015 we logged a total of 381.5 volunteer hours.



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2015 Highlights

PLEASE DESCRIBE ONE OR TWO MAJOR HIGHLIGHTS

- What was the issue or opportunity the neighborhood was facing?
- Who was impacted?
- What steps did you take to address the issue or opportunity?
- What was the outcome?

MAJOR HIGHLIGHT #1

Annual Meeting for 2015. We have held an annual meeting with sparse attendance and weather dependence either in May or June (raindated to August in 2014) which has not been successful in gaining attendance or bringing in new board members. This year we decided to change how we did things, mostly due to the fact that our usual venue, the Columbia Park Picnic Pavilion, was under construction and not available. The venue was moved to Hi –View Park, we contacted Castle Remodeling early in the year and were able to get their Castle Bouncy House donated, rented a tent with sides to accommodate inclement weather and made a major effort to bring people to the meeting. We needed to bring in some new voices to the board and bring back some activity to the neighborhood. We advertised in our newsletter, did some doorknocking but mainly put up lawn signs with bright colored date and location reminders on our busiest roads and corners. The agenda included our newly minted NPP and we also brought in regulatory services to speak as well as our elected officials for a potluck dinner. It was a hit. We not only had great attendance, the weather was lovely (and shady in the tent), the kids were too busy at the playground and bounce house and with one of our neighbors a balloon animal expert, to mind their parents being in a meeting and for the first time in ages we filled our board.

MAJOR HIGHLIGHT #2

Holiday Party with Dot-mocracy. We knew we would need to start gathering information about neighborhood priorities for the 2017-20 budget process as well as to spend down our NRP Phase II program income and priority funds. Having just passed an NPP thru our Annual Meeting, we thought a holiday party might attract more attendees. It did and many were new faces. One of our board members, Vickie Jensen volunteered to lead the effort. She contacted the local charter school who volunteered their site. Learning for Leadership Charter School then introduced us to Ride the Factory, a BMX group they partner with in their building, and another neighbor asked her brother's trio to provide free entertainment. Combining this with a POTLUCK dinner gave us the opportunity to gather our first set of neighborhood comments via design boards and dot toward setting our priorities. We will be augmenting these to gather more information in 2016.

We'd love to share your highlights with others.

If possible, send digital photos, videos, illustrations or a link to any of these to ncr@minneapolismn.gov with the Subject Line: ***2015 CPP Annual Report Images***. If you have a large digital file, please make arrangements to mail or deliver a copy directly to your NCR Neighborhood Specialist.



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