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Page 2: Organization Information

**Q1**

Neighborhood Organization Information

Main Contact Name	<b>Rachel Boeke</b>
Organization Name	<b>Longfellow Community Council</b>
Organization Address:	<b>3101 Minnehaha Ave</b>
Organization Address 2:	<b>Suite 2</b>
City	<b>Minneapolis</b>
State	<b>MN</b>
Organization ZIP:	<b>55406</b>
Organization Email Address:	<b>rachel@longfellow.org</b>
Organization Phone Number:	<b>612 722 4529</b>

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**Q2**

WEBSITE AND SOCIAL MEDIA

Website	<b>www.longfellow.org</b>
Facebook	<b>https://www.facebook.com/LongfellowCommunityCouncil</b>
Twitter	<b>https://twitter.com/LongfellowCC</b>
Other	<b>https://www.instagram.com/longfellowcommunitycouncil</b>

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**Q3**

When and where do you hold your monthly board meetings?

3rd Tuesday of each month from 6-8pm via Zoom

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**Q4**

Date of Board approval

After your board reviews this **02/20/2024** draft annual report, please provide the approval date or the anticipated approval date if not yet approved. Meeting minutes may be requested by NCR.

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Page 3: Updated Documents

**Q5**

Respondent skipped this question

Upload your Certificate of Insurance for liability insurance

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**Q6**

Upload your Certificate of Insurance for Directors and Officers Insurance

**2023-2024%20LCC%20D%26O%20Insurance.pdf (34.4KB)**

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**Q7**

Upload an update board list

**2023-2024%20LCC%20Board%20Roster.pdf (65.2KB)**

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**Q8**

Upload your overall organizational budget

**LCC%202024%20Budget.pdf (32.7KB)**

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Page 4: Staffing

**Q9**

Indicate the POSITION TITLE of each PAID EMPLOYEE OR CONTRACT STAFF (excluding professional services such as accounting, legal, etc.)

Position Title #1	<b>Executive Director</b>
Position Title #2	<b>Community Organizer</b>
Position Title #3	<b>Communications Manager</b>

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**Q10**

Please indicate below the AVERAGE HOURS PER WEEK of each paid staff (excluding separate professional services such as accounting, legal, etc.)

#1 Hours/Week	<b>40.0</b>
#2 Hours/Week	<b>40.0</b>
#3 Hours/Week	<b>40.0</b>

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**Q11**

Please share the name of your accountant or bookkeeping service provider.

Christie Rock Hantge

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**Q12**

Respondent skipped this question

IF NEEDED, PROVIDE ADDITIONAL INFO BELOW: Note if any positions are seasonal, temporary, etc.

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Page 5: Stakeholder Engagement - Outreach & Engagement

**Q13**

MEETINGS (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 projects**
  - ,
  - Conducted one or more focus groups**
-

**Q14**  
 DOOR-TO-DOOR - with goal of face-to-face engagement  
 (Check all that apply)

At least once reaching a portion of neighborhood,  
 Conducted primarily by staff members,  
 Carried out primarily to gather input or inform on a  
 specific city or neighborhood issue

**Q15**  
 Approximately HOW MANY HOUSEHOLDS DID YOU  
 REACH through door-knocking last year?

Respondent skipped this question

**Q16**  
 FLYERING - Dropping literature at doors (Check all that  
 apply)

Respondent skipped this question

**Q17**  
 Approximately HOW MANY HOUSEHOLDS DID YOU REACH through flyering last year?

900

**Q18**  
 EVENTS (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.)

**Q19**  
 COMMUNICATION (Fill in all that apply)

Print newsletter (share frequency and distribution size)      **n/a**

Email newsletter (share frequency and subscriber total)      **Bi-weekly, 1,797 subscribers**

Primary social media [facebook, twitter, or other] (share posting  
 frequency and subscriber count)      **Regular postings to all – FB with 4,400 followers; IG  
 with 835 followers; X/Twitter with 959 followers**

**Q20**

OTHER (Check all that apply)

**Developed partnerships with cultural, religious, professional or business associations to expand outreach into under-represented populations**

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**Q21**

Please provide an ESTIMATE OF VOLUNTEER HOURS PROVIDED to your organization last year. (see Volunteer Hour Tracking Guide for suggested ways to calculate this.)

611

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**Q22**

HOW DID YOUR ORGANIZATION REACH OUT TO UNDERREPRESENTED GROUPS IN YOUR NEIGHBORHOOD? (Check all that apply)

**Worked on an issue of particular interest to an underrepresented group within the neighborhood**

,

**Provided notices of annual and special meetings 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 underrepresented communities**

,

**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**

,

**Met with other agencies in the community that work closely with underrepresented constituencies in the neighborhood**

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**Q23**

WHAT CITY SERVICES AND SUPPORTS DID YOUR ORGANIZATION USE? (Check all that apply)

Did your staff or board members attend any monthly Citywide Neighborhood Meeting?

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Did your staff or board participate in any trainings with the City of Minneapolis (board trainings, learning labs, workshops, conference)

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Did your organization utilize the provided legal services from MissionGuardian.com?

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Page 6: Equitable Engagement and 2024 Timeline & Goals

**Q24**

Referencing the QUANTITATIVE GOALS section of your EQUITABLE ENGAGEMENT PLAN, share your progress on the goals, sharing both success and lessons learned.

Renters: door hanger distribution met current goals, still working towards several of the other goals due to staff changes but efforts have begun and will continue throughout this year. Getting access to buildings remains a challenge as property managers are extremely hesitant to allow anyone access to the buildings. We started the Building Ambassadors program with 5 individuals – it shows great promise so we will continue growing it.

Low income: we have made sure all events are family friendly, free and include food or snacks. We included food drives at some events, which went well so we will continue.

Communities of color: we have achieved the event featuring local restaurants and are currently working on a community zine for distribution.

Across the board, we exceeded the increases to IG and Facebook. We should reach the newsletter increase by the end of this year.

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**Q25**

What more would you like to tell NCR or the community ABOUT YOUR STAKEHOLDER INVOLVEMENT? What are you doing that is NEW OR PARTICULARLY SUCCESSFUL TO REACH RESIDENTS and others?

Not new information, but one of the biggest draws to events is free food which we don't use City funds for. I know you can go through an extra layer of reporting to access food funds now but LCC uses general funds to keep it simple. The attendance at our fall pizza party general membership meeting was drastically different to our spring elections general membership meeting.

2023 was a successful year for engaging new members of the community through a variety of new events and programming - art focused events like Solace at the Palace, hands on learning events like Mittenfest, activation of outdoor space like Reclaiming the Outdoors, and supportive events like BIPOC Shared Space and Rising In Solidarity 4 Equity.

**Q26**

Share a timeline of proposed events and activities for 2024(Format by quarter or month as you prefer. Example: “Jan-March: -Plan spring outreach event)

Jan: Cooper playground meeting

Feb: Mittenfest, Block Club Leader meeting and office Open House

March: Free the Deeds training sessions, East Lake community clean-up

April: Elections general membership meeting, Earth Day clean up, Free the Deeds door knocking

May: Trivia Night

June: Community wide Garage Sales, East Lake community clean up, Riverview event

July: Mississippi River Gorge clean up, office Open House

August: Trivia Night, Art pop-up event

September: River Gorge Festival, East Lake community clean up, Renter Resource event

October: Mississippi River Gorge clean up, Pizza Party general membership meeting

November: Trivia Night

December: East Lake community clean up

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**Q27**

Share your 2024 Equitable Engagement Qualitative goals(Make your goals SMART: Specific, Measurable, Achievable, Relevant, and Time-Bound)

**Renters**

Place a door hanger on 75% of all rental properties (100% of doors within 6+ unit buildings)

Door knock every rental unit door

Provide LCC materials at every door - either in-hand or leave-behind

Have conversations at 25% of all doors

Add contact information from 40% of those conversations to our distribution list

Distribute 1,000 renter-focused Welcome Packets

Locate 25 building ambassadors

Conduct 1 additional community survey

Get responses to the survey from a sufficient number of renters in order to be consistent with the demographics of the Greater Longfellow community

Add 500 names to our e-newsletter

Increase Instagram followers by 15%

Increase Facebook followers by 15%

Distribute one community-wide mailer to every household

**Low-income individuals and families**

Host mutual aid event

25% of events have child care or are located at kid-friendly locations

50% of events/meetings have free food

100% of General Membership meetings have child care and food

Conduct 1 additional community survey

Get responses to the survey from a sufficient number of low income residents in order to be consistent with the demographics of the Greater Longfellow community

Add 500 names to our e-newsletter

Increase Instagram followers by 15%

Increase Facebook followers by 15%

**Communities of Color**

Creation of a neighborhood collective booklet featuring recipes, stories, and/or art, etc from members of the community

Host one or two food events with local restaurants

Conduct 1 additional community survey

Get responses to the surveys from a sufficient number of people of color in order to be consistent with the demographics of the Greater Longfellow community

Add 500 names to our e-newsletter

Increase Instagram followers by 15%

Increase Facebook followers by 15%

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Page 7: Neighborhood Day 2024

**Q28**

**Nothing**

On May 11, 2024, we are hosting...

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**Q29**

Date, time, and location of your Event(Ex. May 11 from 9am to 7pm at Community Rec Center, 1234 Broadway Ave, continuing through May 21)

n/a

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**Q30**

Webpage for your event (Board elections, annual meeting, or other event)

<https://longfellow.org/event/spring-gathering-board-elections/>

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**Q31**

Date / Time

**04/11/2024**

Date of your Annual MeetingIf you aren't hosting your board elections on Neighborhood Election Day, please share the exact or approximate date of your upcoming annual meeting.

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**Q32**

Upload an Event imageWe will use this on the citywide map of Neighborhood Day to promote your event information. (See the 2023 map example)

**2024%20Spring%20GMM%20flyer%20(LCC).pdf (1MB)**

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Page 8: Program Highlights

**Q33**

**Equitable Engagement**

What category best describes the highlight you'd like to share?

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**Q34**

Write 2-3 paragraphs describing a highlight from 2023 related to the topic above.

Rallying In Solidarity 4 Equity: R.I.S.E was a one day health equity event with the goal to support our unhoused community members and provide health, healing and resources to underserved community members without access to healthcare. We distributed 150 supply kit bags with promotional materials to unhoused individuals in the community. We stapled flyers, bus passes and maps to the supply kits and handed them about at nearby encampments to spread the word about the event.

Outcomes: 20 people got dental screenings, 15 haircuts were provided, 15 people were tested for HIV, 14 people received foot care, 100 supply kits and food bags were given out during the event, and 10 tents and 8 sleeping bags were distributed.

Turnout: 28 people volunteers, 11 organizations tabled at the resource fair, 8 organizations participated in the health fair, over 100 people were in attendance, and over 50 people received a hot meal.

Successes: Positive event that people enjoyed and appreciated, people were able to receive needed services, lots of supplies distributed, and great volunteer turn out.

Challenges: Losing our outreach partners the week before the big push really decreased attendance, set up took much longer than anticipated, location might not have been best for the intended audience, and police patrolling the event had negative interactions with several attendees.

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**Q35**

Attach a photo related to the highlight you shared in the story above.

**RISE.png (1.4MB)**

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**Q36**

**Respondent skipped this question**

What category best describes the second highlight you'd like to share? (Optional)

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**Q37**

**Respondent skipped this question**

Write 2-3 paragraphs describing a second highlight from 2023 related to the topic above. (Optional)

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**Q38**

**Respondent skipped this question**

Attach a photo related to the highlight you shared in the story above.

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