
Page 2: Organization Information

Q1

Neighborhood Organization Information

Main Contact Name	Ryan Whitaker (chair) Cindee Geach (community coordinator)
Organization Name	Marshall Terrace Neighborhood Organization - MTNO
Organization Address:	PO Box 18180
City	Minneapolis
State	MN
Organization ZIP:	55418
Organization Email Address:	info@marshallterrace.org

Q2

WEBSITE AND SOCIAL MEDIA

Website	https://marshallterrace.org/
Facebook	facebook.com/marshallterraceminneapolis
Other	https://www.instagram.com/mtno_mpls/

Q3

When and where do you hold your monthly board meetings?

Currently we hold meetings via Zoom on the first Tuesday of the month.

Q4

Date of Board approval

After your board reviews this **03/05/2024** draft annual report, please provide the approval date or the anticipated approval date if not yet approved. Meeting minutes may be requested by NCR.

Page 3: Updated Documents

Q5

Upload your Certificate of Insurance for liability insurance

Marshall%20Terrace%20MPLS%20Liability%20Cert%202024.pdf (15.4KB)

Q6

Upload your Certificate of Insurance for Directors and Officers Insurance

MTNO%20Directors-Officers%20Insurance%202024-2025.pdf (9.8KB)

Q7

Upload an update board list

MTNO%20Board%20List%202023-2024.docx (14.4KB)

Q8

Upload your overall organizational budget

MTNO%20Budget%202024-2025.pdf (91.5KB)

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

Community Coordination Team -Admin

Position Title #2

Community Coordination Team - Media

Position Title #3

Flyer Delivery - Quarterly

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	8.0
#2 Hours/Week	2.0
#3 Hours/Week	1.0

Q11

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

Cindee Geach - Bookkeeper::Tax Services - Seymour Accounting

Q12

Respondent skipped this question

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

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

Q14

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

At least once reaching a portion of neighborhood,

At least once reaching most or all of neighborhood,

Conducted primarily by staff members,

Conducted primarily by volunteers,

Carried out primarily to increase membership and participation

Q15

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

217

Q16

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

At least once reaching a portion of the neighborhood,
At least once reaching most or all of the neighborhood,
Carried out primarily to inform and increase membership and participation
,
Carried out primarily to gather input or inform on a specific city or neighborhood issue

Q17

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

1140

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)

Respondent skipped this question

Q20

OTHER (Check all that apply)

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

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.)

1153

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**
 - ,
 - Targeted tabling at other events or locations (such as farmers markets, cultural events, etc.)**
 - ,
 - 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**
-

Q23

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

- Did your staff or board participate in any trainings with the City of Minneapolis (board trainings, learning labs, workshops, conference)**
 - ,
 - Did your organization have City staff attend any of your board or community meetings to present and engage residents?**
-

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.

Hosting smaller events more frequently. Farmer's Markets, Plant swaps, more neighborhood clean ups. Earth Day was great addition to MTNO in 2023. Able to do more door-knocking and engaging residents on what they would like from MTNO. Continue surveys at events to engage the neighborhood needs have been positive. Capturing more emails in hopes of gaining more contact with the community and volunteers.

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?

Continuing to find new ways to engage residents including creating more of a social media presence, and going to a non-profit mailing platform vs delivered newsletters. Working on a plan translating materials for residents.

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-Feb - Planning Heritage Potluck (3/14), Planning our part of Earth Day w/Park Board (4/23)

Mar-Apr - Earth Day (4/20), Planning Annual Meeting (TBA) Ongoing initiative for voter turnout. Signs, door knocking, helping coordinate transportation.

May- Jul - Annual Meeting (TBA), Planning NNO Ongoing initiative for voter turnout.

Aug - Dec - NNO, Planning and facilitating Harvest Fest (TBA), Planning winter activates for the neighborhood, Ongoing initiative for voter turnout. and looking to 2025 and events.

Q27

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

When holding our events and quarterly events we have guests fill out a survey to better help MTNO get an idea of the neighborhood needs. This is done about every three months and the Board reviews the suggestions and discuss what to focus on.

Page 7: Neighborhood Day 2024

Q28

Nothing

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

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)

MTNO will be discussing this at the March 5th meeting.

Q30

Respondent skipped this question

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

Q31

Date / Time

05/16/2024

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.

Q32

Respondent skipped this question

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

Page 8: Program Highlights

Q33

Environmental

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

Q34

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

In 2023 MTNO hosted their first Earth Day clean up! This event had a check in location at Marshall Terrace Park where volunteers were offered coffee, donated from Buttered Tin and Doughnuts courtesy of Sara Jane's Bakery. Despite it being cold and windy - with a fresh snowfall overnight, we still had 21 volunteers along with MTNO Board members and staff. 23 bags of garbage were removed from Marshall Terrace.

We divided Marshall Terrace into different zones and when groups and individuals would check in, they were given a map and an assigned zone to help with trash pick up. MTNO is excited to be hosting again in 2024. This year we were able to contact the Park Board early enough for consideration for promotion.

Having this event helped shine a spotlight that more trash bins are needed around the neighborhood. This is an effort MTNO is researching cost and looking for local business to sponsor.

Q35

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

Earth-Day.jpeg (99.8KB)

Q36

Respondent skipped this question

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

Q37

Respondent skipped this question

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

Q38

Respondent skipped this question

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