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Page 2: Organization Information

**Q1**

Neighborhood Organization Information

Main Contact Name	<b>Christie Rock Hantge</b>
Organization Name	<b>NE Park Neighborhood Association</b>
Organization Address:	<b>P. O. Box 18297</b>
City	<b>Minneapolis</b>
State	<b>MN</b>
Organization ZIP:	<b>55418</b>
Organization Email Address:	<b>info@northeastpark.org</b>

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**Q2**

WEBSITE AND SOCIAL MEDIA

Website	<b><a href="https://www.lnena.org/contact/">https://www.lnena.org/contact/</a></b>
Facebook	<b><a href="https://www.facebook.com/LowerNortheastNeighborhoodsAssociation">https://www.facebook.com/LowerNortheastNeighborhoodsAssociation</a></b>

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**Q3**

**Respondent skipped this question**

When and where do you hold your monthly board meetings?

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**Q4**

Date of Board approval

After your board reviews this **02/08/2024** 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**

Upload your Certificate of Insurance for liability insurance

**NEPNA%20Liability%20Insurance.PDF (1MB)**

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**Q6**

Upload your Certificate of Insurance for Directors and Officers Insurance

**NDO1569223B\_Original(2)%20(2).pdf (1MB)**

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**Q7**

Upload an update board list

**2023%20NEPNA%20Board%20Contact%20List%20-%20Sheet1.pdf (52.4KB)**

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**Q8**

Upload your overall organizational budget

**NEPNA%202023%20Budget.pdf (549.2KB)**

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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

**Neighborhood Coordinator**

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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

5.0

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**Q11**

Respondent skipped this question

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

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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**
- 

**Q14**

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

- At least once reaching most or all of neighborhood,**
  - For more than one issue/outreach effort,**
  - Carried out primarily to increase membership and participation**
  - ,
  - Carried out primarily to gather input or inform on a specific city or neighborhood issue**
  - ,
  - Other (please specify):
  - Conducted by contractors
-

**Q15**

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

375

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**Q16**

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

**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**

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**Q17**

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

375

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**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).**

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**Organized smaller events for specific outreach to target audiences (e.g., sidewalk tabling to reach renters, lemonade stands, tabling at Farmer's Market, etc.)**

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**Q19**

COMMUNICATION (Fill in all that apply)

Print newsletter (share frequency and distribution size)

**Monthly to entire neighborhood**

Email newsletter (share frequency and subscriber total)

**at least weekly to 190 subscribers**

Primary social media [facebook, twitter, or other] (share posting frequency and subscriber count)

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**at least weekly posts**

**Q20**

OTHER (Check all that apply)

**Conducted at least one community-wide survey (such as a random sample or all-household survey)**

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**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.)

500

**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.)**

,

**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**

,

**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 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)

,

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

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Did your organization have any specialized trainings or workshops conducted by City Staff?

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Did your organization have City staff attend any of your board or community meetings to present and engage residents?

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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.

We met our goal of establishing contact with 10% of both our target groups and saw increased participation with three new board members.

**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?

This last year, we completed three door-knocking rounds with the People's Canvas. We now have a more robust contact list for neighbors and saw increased attendance at our events directly attributed to their work.

**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)

From January to May, we will work with the interim board to establish the new organization and plans. We will have a cribbage tournament in Feb. and are working to set up the community garden and the renter engagement programs. We have the home security grant program running now. We will host larger events such as NE Park Fest this summer then Beltrami Scare this fall.

**Q27**

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

With in the next year, we plan to continue to increase engagement within our target groups by 10% at events and at meetings.

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Page 7: Neighborhood Day 2024

**Q28**

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

**Board Elections,  
Annual Meeting,  
Other Event**

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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)

May 13th TBD

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**Q30**

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

TBD

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**Q31**

**Respondent skipped this question**

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**

**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)

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Page 8: Program Highlights

**Q33**

**Housing**

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.

Last fall, we held a Renter Rights event with nine neighborhood associations to discuss the changes in MN law for renters. We had a robust panel, a full taproom of resources, and pizza donated from Earl Giles. This event helped us reach over 100 people and build a stronger relationship with a local business as well. We received glowing feedback and hope to find more opportunities to collaborate with other organizations.

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**Q35**

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

**IMG\_0063.jpeg (5.6MB)**

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**Q36**

**Equitable Engagement**

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

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**Q37**

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

We hired a local artist and worked to create a curriculum to provide skills for cost-burdened households and renters to update their space. In partnership with the NE Tool Library, we held free classes to residents so they can learn how to make plant boxes and how to find low costing materials and plants. We had full attendance and positive reviews.

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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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