
Page 2: Organization Information

Q1

Neighborhood Organization Information

Organization Name	Waite Park Community Council
Organization Address:	P.O. Box 18476
City	Minneapolis
State	MN
Organization ZIP:	55418
Organization Email Address:	info@waiteparkcc.org
Organization Phone Number:	(612) 470-0861

Q2

WEBSITE AND SOCIAL MEDIA

Website	https://waiteparkneighborhood.org/
Facebook	https://www.facebook.com/waitepark
Other	https://www.instagram.com/waiteparkcc/

Q3

When and where do you hold your monthly board meetings?

7pm, last Thursday of the month, at the Waite Park Recreation Center

Q4

Date of Board approval

After your board reviews this **02/29/2024** 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

2023-09-25-usli-insurance-renewal.PDF (1MB)

Q6

Upload your Certificate of Insurance for Directors and Officers Insurance

2022-11-30-WPCC-insurance.pdf (3.2MB)

Q7

Upload an update board list

WPCC%20Board%20Roster%20(Updated%202024-02-23)%20-%20Current%20Roster.pdf (59.1KB)

Q8

Upload your overall organizational budget

WPCC%20Budget%20B-2%20(Adopted%202024-01-26).xlsx%20-%20Sheet1.pdf (57.3KB)

Page 4: Staffing

Q9

Respondent skipped this question

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

Q10

Respondent skipped this question

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

Q11

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

Robert Thompson

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

Q14

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

None of the above

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)

At least once reaching a portion of the neighborhood,

Carried out primarily to inform and increase
membership and participation

Q17

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

100

Q18

EVENTS (Check all that apply)

None of the above

Q19

COMMUNICATION (Fill in all that apply)

Print newsletter (share frequency and distribution size)	Yes (twice, mailed to every household)
Email newsletter (share frequency and subscriber total)	Not regularly used
Primary social media [facebook, twitter, or other] (share posting frequency and subscriber count)	Facebook (1-2x per month, ~1200 followers)

Q20

Respondent skipped this question

OTHER (Check all that apply)

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.)

1000

Q22

Respondent skipped this question

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

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)

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

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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.

We initiated a contract with research company Lumaris to conduct a survey and focus group of rental households in our neighborhood. Survey design took place in late 2023, with distribution beginning in February 2024.

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?

One of our most successful and inclusive events is the annual fall festival, which has drawn around 1,500 people each of the last three years, with a diverse mix of food, art and craft vendors and free food to make the even inclusive for as many as possible.

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-March: As a board we have decided to elevate our annual meeting to be one of two anchor community events each year, along with the fall festival. We are trying a larger, more formal venue (Columbia Manor), with free food and beverages and a community resource fair. That will take place March 14. We are also coordinating with Lumaris on the rollout and progress of its renter survey and focus group.

April-June: On-boarding new board members and evaluating results from the renter survey and focus groups. We expect the results of our renter household survey and focus group by April or May, and plan to spend the summer using that information to develop potential programs for 2025.

July-Sept: Preparing for the annual fall festival, which will take place on Saturday, Sept. 14. It's an all-hands-on-deck effort to line up sponsors and vendors, as well as communications and other planning.

Oct-Dec: We are hoping to plan one or two small community events that we can promote at the fall festival. We will likely take December off again to give volunteers a break around the holidays.

We are aiming to publish two print newsletters -- one in advance of the annual meeting and the other just before the fall festival.

Q27

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

Our 2024 Equitable Engagement focus will be on identifying next steps based on what we learn from our renter household survey and focus group. We want plan a program for 2025 based on knowledge we gain from the survey and focus groups.

Page 7: Neighborhood Day 2024

Q28

Nothing

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

Q29

Respondent skipped this question

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)

Q30

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

<https://waiteparkneighborhood.org/>

Q31

Date / Time

03/14/2024

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

Other (please specify):

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

Community building

Q34

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

We had an extremely successful annual neighborhood meeting. We changed the format, shortening the formal program and emphasizing unstructured time to meet and mingle with neighbors and community members. The event featured opening remarks by Mayor Frey, who encouraged people to get involved in their community. We successfully filled our board.

Q35

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

2023-02-01-wpcc-annual-meeting.jpeg (774.8KB)

Q36

Equitable Engagement,

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

Other (please specify):

Community building

Q37

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

Our fall festival continues to be a highlight of each year. This year's event featured live music from neighborhood-based musicians. We had free food paid for by community sponsors. We had dozens of vendors and civic groups. Despite some rain, the event once again drew an estimated 1,500 people.

Q38

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

wpcc-fall-festival.jpeg (1.2MB)
