**Neighbors of Belknap Lookout Board Meeting**

**Monday February 28, 2022 6:30 pm on Zoom:**

[https://us02web.zoom.us/j/89312716003?pwd=R0RRWURwTkFuUDRESU11VFRVczhldz09](https://www.google.com/url?q=https://us02web.zoom.us/j/89312716003?pwd%3DR0RRWURwTkFuUDRESU11VFRVczhldz09&sa=D&source=calendar&usd=2&usg=AOvVaw292bRMsg_fU8NRB0aVU3mM)

or dial +1 646 558 8656 Meeting ID: 893 1271 6003 Passcode: 477427

**2021-2024 Statements**

**Mission**: To empower residents of the Belknap neighborhood to identify their interests, support their own well-being, and to facilitate community health and prosperity.

**Vision:** A neighbor driven organization, committed to making a deep impact on the major institutions around us and collectively improving our built environment and our neighbors’ quality of life.

**Values: Justice Community Quality of Life Accountable**

**COMMUNITY STANDARDS:**

• When there is a disagreement acknowledge the other’s viewpoint by restating what you believe they are saying.

• Be considerate.

• No attacks.

• Be constructive.

• Assume good intent.

• Check your privilege.

• Step away if you need to

• Bring to the table the point of view of those who are not represented.

• Allow for leaning/be aware of your own triggers.

• Lean in if you tend to speak less, lean back if you tend to speak more.

**Agenda**

* Roll Call
* Last Month’s Minutes
* Talk about each area of the Strategic Plan
* Committees
* Guests
* Miscellaneous

We acknowledge that we live on the ancestral lands of the Anishnaabe   
people, the People of the Three Fires: the Ojibwe, Odawa, and Potawatomi.

**Meeting Details**

* Roll Call   
    
  Cassidy Cvanciger  
  Kara Harrison Gates  
  Marshall Grate  
  Scott Huebl  
  Dan Miller  
  Sheri Munsell  
  Adam Rogalski  
  Ellie Walborn-Henry  
  Will Witt  
    
  Review 5 Finger Polling Method

- Last Month’s Minutes  
  
**Neighbors of Belknap Lookout Meeting Minutes**

**Monday, January 17, 2021, Zoom Meeting**

**Members Present:** Kara Harrison Gates Scott Huebl Dan Miller Sheri Munsell Adam Rogalski Will Witt

**Staff Present:** Elianna Bootzin (Executive Director)

**Guests Present:** Chris Swank (GVSU Representative)

1. The meeting was called to order.
2. The minutes were approved.
3. Officers were chosen: Kara as chair, Dan as vice chair, Scott as treasurer and Adam as secretary. With Kara out of town, it was agreed that the Vice Chair would take financial duties this year.
4. The scorecard was approved. For September: did it help developers understand our objectives? Did it help the Planning Commission view us more seriously?
5. The representation goal was approved. Ensure this item is tracked in this and future strategic plan tracking sheets. Low income was not included straight out, while “renter” may serve as a proxy. Disability might warrant additional thought as well.
6. Key takeaways on the Justice plan: Set aside CBA for next year.
7. Board members did not elect to review Administration, Community, Quality of Life and Racial Equity Action Plans. Scott will review Internal Controls.
8. The Conflict of Interest Policy was updated.
9. The Year End Financials were reviewed. General financial overview (understanding balance sheet and income statement) scheduled for February 7 at 6:30 pm.
10. The Board approved the PILOT request and tabled the 2022 budget. Please send Dan your votes on Budget A vs Budget B (raise for Executive Director) and increased vacation/sick time February 7-14.
11. Key takeaways on the Accountable plan: Exec will reach out to other members to choose check in buddies.
12. Committee progress was reviewed.
13. Guests: none.
14. Miscellaneous; The Board tabled the Climate Resolution Coalition.

- Talk about each area of the Strategic Plan

Focus on Justice – progress as reported at <https://docs.google.com/spreadsheets/d/1SjWtx6JTNPHe_AASqHIjXHkCA4GS5FWObhawbTDNrI8/edit?usp=sharing>

Action Items:

Justice

Adopt Internal Control Policy

This will be the first entry in a new “Supplemental Financial

Policy” document. Our contract administrators at the City have requested this update as our internal controls – assignment of financial tasks for sufficient oversight – are lacking. By making these changes, we will have more eyes on what is happening to notice any potential wrongdoing. We may trust each other, but we need policies and practices that assume we don’t.

**Internal Control Policy**: Separate duties for recording transactions, signing checks and making deposits, and reconciling bank statements.

**Internal Control Procedures:**

Board Chair OR Vice Chair, to be assigned annually (Vice Chair for 2022): Signs checks, makes deposits, approves purchase over threshold TBD in revised procurement policy, direct access to bank statements; review reimbursement request prior to submission; hours approved before check gets cut   
  
Board Treasurer: Backup for check signing and approving purchases, prepares reconciliation, direct access to bank statements;

Executive Director: Prepares checks and deposits, makes credit card purchases (separate institution), retains records

Further improvements: Separate deposit and check signing as well: secure bookkeeper for transaction entry and return deposit function to Executive Director.

|  |  |  |
| --- | --- | --- |
| 2021 | 2022 | 2023 |
| Executive Director reconciles bank statements (cc Chair and Treasurer), submits reimbursement request, writes checks (including paycheck)  Treasurer signs checks and time sheet  Executive Director makes deposits | Treasurer reconciles bank statements  Executive Director prepares reimbursement and time card; Vice Chair approves  Executive Director prepares checks and deposits; Vice Chair signs | Treasurer reconciles bank statements  Executive Director prepares reimbursement and time card; Chair approves  Bookkeeper prepares checks; Chair signs  Executive Director makes deposits |

Follow up actions:

Seek new payroll provider (March, start April)

Seek bookkeeper (September, start January)

Adopt Updated Procurement Policy

This will replace our existing policy (see Policy Packet 2022). Our contract administrators at the City have informed us that the threshold for requiring quotes for CDBG is now $10,000. We are updating our policy to 1) take advantage of that increase; 2) provide more guidelines on where we prefer to spend our money; and 3) provide stronger oversight of large purchases.

 Neighbors of Belknap Lookout will follow the following procurement procedures when using both federal and other funds.

 Procurement Standards:

The following minimum procurement standards must be used in the procurement of all services, supplies, and property when using any fund, and especially federal funds in whole or in part. These would include, but not be limited to, independent audits, bookkeeping, accounting services, printing services, and office supplies. If federal funds are used in part to procure goods or services, the total amount of the good or service (for example a multi-year contract) will be used to determine applicable procedures.

Method of Procurement:

a.      Below $500 – To the extent practicable, the entity must distribute the purchase equitably among qualified suppliers. The purchase may be awarded without soliciting competitive quotations if the entity considers the price to be reasonable. The Executive Director is authorized to make these purchases within budget without authorization. Use of local businesses is preferred; if unavailable seeking a minority owned business is recommended.

b. Between $500 and $3000 – As above, but the Executive Director shall seek concurrence from the Chair (or if needed the Treasurer) for any single item at this level.

b. Between $3000 and $10,000 – NOBL prefers to obtain 3 quotes for all items at this level. The Executive Director shall report the results of the bid process at a meeting of the Executive Committee or full Board before proceeding with the purchase. Either body may approve a direct selection (without other quotes) for a budgeted project if the price is felt to be reasonable.

b.     Over $10,000 – For non-Federal funds, quotes are sufficient, with the decision on the vendor to be made by three disinterested members of the Executive Committee or a quorum of the full Board as convenient.

For Federal funds: A written solicitation for bids shall be sent to a minimum of three potential vendors. This solicitation shall:

·       Clearly set forth all requirements the bidder must fulfill, including the last date on which bids will be accepted. All other factors used to evaluate bids must be clearly stated.

·       Be based on a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such a description shall not contain features which unduly restrict competition.

·       At least three written bids must be obtained.

The above process should be used when hiring staff (using an open platform like Indeed to reach the general public).

This policy was approved at our board of directors’ meeting on \_\_\_\_\_\_\_\_\_.

Discuss Sociocracy for One (article by Sharen Villines under Creative Commons license in the book *We the People*)

Each person is capable of creating harmony, resilience, and responsiveness in themselves and their environment. You yourself can implement the principles and practices of sociocracy, whether you are participating in a sociocratic organization or not. These small changes in your behavior and expectations can make a big difference in the decision making in any group of people.

1. EXPECT CONSENT

Function as if consent is the standard in decision-making.

When a decision is about to be made, ask if there are any remaining concerns or objections before anyone can call for a vote or declare agreement autocratically. If possible, glance at each person as an invitation to speak. If someone tries to dismiss a concern, say “Let’s look at this for a moment.” Help clarify and resolve any concerns or objections. Ask if anyone else can do the same.

When unresolved objections remain, emphasize that a decision has not been made. Most small groups function by consent most of the time. With only one objection, however, they may avoid announcing a formal decision and then proceed as if one had been made. The objector will be silent to avoid conflict. Break this cycle and state clearly, “Let’s decide not to implement this until we have enough information to resolve this objection.”

1. INITIATE ROUNDS

Instead of waiting for open discussion, begin rounds by asking, “What does everyone think?” Mary?” Then move around the room to each person.

Doing rounds can completely change the dynamic of a group because rounds:

* Establish equality in the room as each person is given time to speak.
* Draw out comments from those who dislike competing for attention or believe their ideas are not important enough to express.
* Prevent people from using silence to avoid responsibility.
* Enable everyone to avoid dominating the discussion.

1. DOUBLE LINK

Suggest that two people with differing styles or opinions represent your group when approaching an authority or attending a meeting.

When two people represent a group as equals the process of representation is more likely to result in:

* A shift from an individual viewpoint or benefit to collaboration on behalf of the group;
* Consultation in a search for solutions, rather than presenting an autocratic decision;
* Less likelihood of being co-opted with two listening; and
* More communication and understanding with the experience and knowledge of two people present.

1. ASSIGN TASK USING DISCUSSION AND CONSENT

Before anyone can volunteer, ask what the role or responsibility requires and then begin directly by asking one person who thinks they could fulfill those requirements. Convey the expectation that there will be more than one qualified person.

* A volunteer may not be the best person for the job, and the person who is may not volunteer.
* People often recognize abilities in others that others don’t see in themselves.
* Self-nominations are acceptable as long as they don’t preclude discussion of other possible candidates or a consideration of the volunteer’s ability to fulfill the task requirements. One ability demonstrated by volunteering, however, is the desire to fulfill the task.

1. ACTIVELY SOLICIT OBJECTIONS

After presenting an idea, welcome objections by asking, “Now how is this going to work? What’s wrong with it? Let’s make it better and get all the chinks out now.”

Resolving objections builds a stronger proposal. Don’t allow concerns and objections to slide away. Taking them seriously builds the commitment and focus necessary for collaborative decision-making and effective action. Even when an objection cannot be resolved, everyone may be more willing to move forward and test the decision if it is thoroughly understood.

1. RESOLVE OBJECTIONS IN THE GROUP

Treat the objection as an issue the group needs to resolve, not as an attempt to convince the objector privately. Objections should be content-focuses and consent is not a bargaining chip as votes are often used in majority vote decisions.

1. MEASURE & REPORT

Build measurements into plans and proposals so you will know if they have accomplished their purpose. If the group doesn’t want to include these in the proposal, keep a list of purposes and measurements yourself, letting everyone know you are doing it and that you would like to bring it back for discussion in a certain number of months. If the group doesn’t consent to a group review, refer to what you have learned when discussing related topics. Share openly. Transparency builds trust and invited more information.

Measurements don’t have to be complicated. Match the amount of data needed to the complexity of the decision. Burdensome measurements may not be kept accurately.

1. PRACTICE & ENCOURAGE SELF-ORGANIZATION

Self-organize by taking control of your assigned or assumed responsibilities. Be self-generating by producing new ideas and solutions. Create a plan for growing personally and professionally. Include learning more about your organization and your industry or profession. Expect the same of others by asking questions that expect a positive answer.

Self-organization is often discouraged, but even in the most-controlled, autocratic workplaces and organizations, there may be small opportunities to take more responsibility and initiative.

Take responsibility for your own development, continuing to learn about your work and your organization.

Sociocracy is based on values and practices that encourage inclusiveness, self-organization, development, productivity, and effectiveness. By applying those values and practices in your daily life, you will create a sociocracy.

Community

Discuss how to engage our neighbors

Quality of Life (no action items)

Accountable

Approve 2022 Budget

Authorize Submission of Notice of Intent for continued

Community Development Block Grant support from the

City of Grand Rapids.

Select Roof Contractor:

Five Star Commercial Roofing - $10,655

Conrad Consulting and Remodeling - $9,600

Executive Committee preferred Conrad but also offered two more companies to try to get a third quote

Select Restorative Practices Training Vendor:

Dispute Resolution Center of West Michigan, $6,000

- Committees

Community Development – The Committee had a good first meeting with The Right Place and Rich App from the GR Chamber, learning some basics of business recruitment. I followed up by providing information on our Area Specific Plan to Rich, and Jaden collected and sent information on available commercial spaces. We’ll meet with the City’s Economic Development and Planning Department 3/14.

Events – The events poll has been released for neighbor input. I have not been able to connect with Patrick again. If he does not participate in reviewing the poll results I will consider him to have resigned.

Public Safety – The Neighborhood Match Fund grant for Restorative Practices training was granted for $3,000 (we applied for 5). We have scheduled the training for Thursday evenings (6-8pm) from April 28 to June 2.

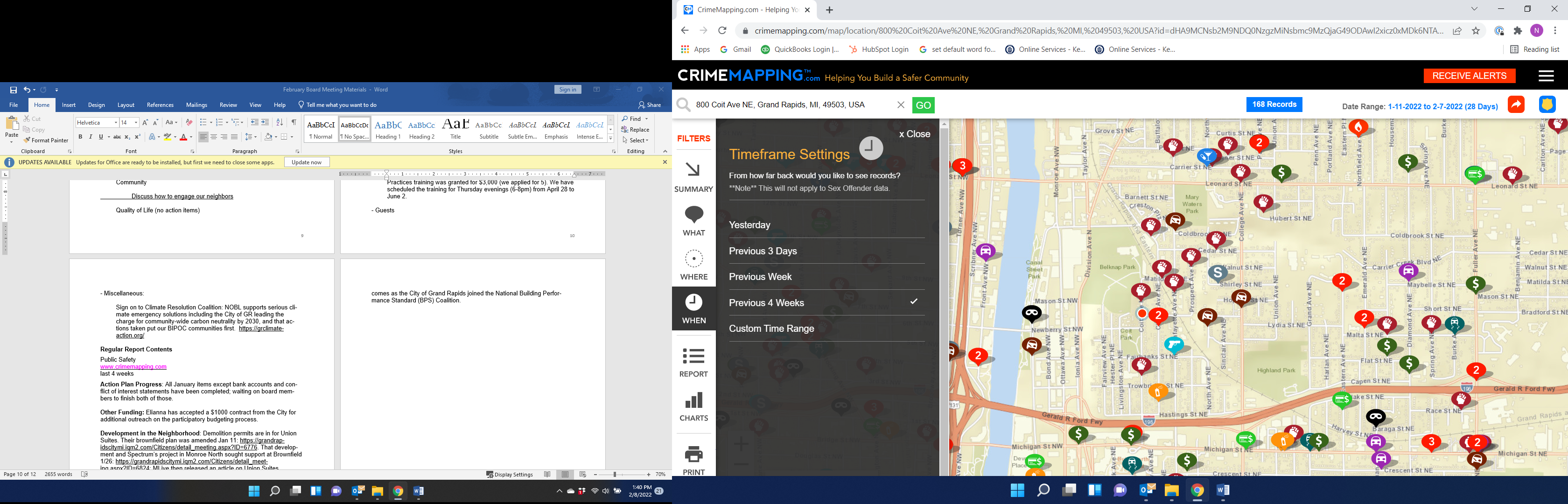
- Guests

- Miscellaneous:

Sign on to Climate Resolution Coalition: NOBL supports serious climate emergency solutions including the City of GR leading the charge for community-wide carbon neutrality by 2030, and that actions taken put our BIPOC communities first.  <https://grclimateaction.org/>

**Regular Report Contents**

Public Safety  
[www.crimemapping.com](http://www.crimemapping.com)   
last 4 weeks



**Action Plan Progress**: All January items except bank accounts and conflict of interest statements have been completed; waiting on board members to finish both of those.

**Other Funding:** Elianna has accepted a $1000 contract from the City for additional outreach on the participatory budgeting process. Our NMF contract for $3,000 should be coming shortly as well. We also received another roof donation.

**Development in the Neighborhood**: Demolition permits are in for Union Suites. Their brownfield plan was amended Jan 11: <https://grandrapidscitymi.iqm2.com/Citizens/detail_meeting.aspx?ID=6776>. That development and Spectrum’s project in Monroe North sought support at Brownfield 1/26: <https://grandrapidscitymi.iqm2.com/Citizens/detail_meeting.aspx?ID=6824>; MLive then released an article on Union Suites.

**The City Commission is setting a hearing for February 22 for an amendment on the Union Suites Brownfield Plan**: <https://grandrapidscitymi.iqm2.com/Citizens/Detail_LegiFile.aspx?Frame=&MeetingID=6676&MediaPosition=&ID=17732&CssClass>=

There is also a hearing on Feb 22 for grant funds for Belknap Park: <https://grandrapidscitymi.iqm2.com/Citizens/Detail_LegiFile.aspx?Frame=&MeetingID=6676&MediaPosition=&ID=17762&CssClass>=

**City of GR News 1/27**: Mayor Rosalynn Bliss announced the City of Grand Rapids has committed to inclusively explore implementing building performance standards and complementary policies and programs across Grand Rapids, driving investment into building retrofits and good-paying jobs that create healthier buildings and lower housing and energy costs. The news comes as the City of Grand Rapids joined the National Building Performance Standard (BPS) Coalition.