

CNA Board Meeting
August 6, 2024 - 7PM
Sockeye

Attendees:

Jessica Aston, Secretary

Claire Fenton, Garden Tour Committee Chair

Nate Black, Member at Large

1. Neighborhood Picnic - Saturday, August 10, 5-8 p.m. in Catalpa Park
 - a. Booths: Leap Housing, District 16 GOP Candidates, Open Primaries, District 16 Dems (maybe); setup at 4:30 p.m.
 - b. We will have email sign-up, election interest, comment cards, Scarecrow contest, and Garden Tour info at the CNA table, along with logo stickers.
 - c. Sandwich board signs will be out on Hill Road Thursday through Saturday.
 - d. Jessica will work with Greg (CNA President) to send another newsletter this week.
 - e. Event Rents and city staff will be at the park to drop off tables, chairs, etc. on Saturday between 7 a.m. - 2 p.m.
 - f. make sure they know they need a generator

2. September Member Meeting - Thursday, September 12, 6-7 p.m. at the James Castle House
 - a. We'll start the meeting with brief neighborhood business, then city staff will lead tours of the Castle House and discuss neighborhood history.

3. Communications
 - a. Newsletters should be consistent and vetted by the board. Nate will look into automating the process for posting newsletters to the website.
 - b. Facebook: we need to review who has administrative rights to the official CNA Facebook page and make some necessary updates to the page, like updating the profile and banner photos.
 - c. Nate would like us to send web requests via email with the subject line, "WEBSITE, DATE CHANGE NEEDED," so he can keep track and respond to requests promptly.
 - Changes to request: navigation updates, add meeting info (upcoming meeting info and past minutes), picnic info, Garden Tour donation info
 - d. Add users to the CNA MailChimp account - add this into the budget.

4. Election for 2025 CNA Board Members
 - a. A pre-election info meeting will be held in November to let people know about all the positions and the election process.
 - b. We'll ask candidates to write a short bio/profile we can share with the neighborhood prior to the election.

- c. Election will be at the December meeting.
5. Other
- a. Inventory everything CNA owns and figure out where items are stored. We may need to send emails to former board members to track things down. Ex: scarecrow yard signs, sandwich boards
 - b. Seek advice from or hire an accountant for CNA end of year tax filing and how to account for the garden tour revenue and donation to Vertical Farm (if required). We also need to ensure the Treasurer position is filled.
 - c. D&O Insurance needs to be renewed - follow up with the CNA President to determine next steps.
 - d. Write a year end report to share CNA accomplishments with the neighborhood. Encourage the next board to implement an annual planning and reporting process.
 - e. Continue to promote “third space” community building opportunities.