

Approved Minutes  
EXECUTIVE COMMITTEE OF THE WEST BANK COMMUNITY COALITION  
Tuesday, February 12, 2008  
6:00 p.m., Laura Silver's Residence

1. Call to Order 6:32 pm  
Present: Laura Silver, Abdi Abdi, Jennifer Moates, Tim Mungavan.  
Meeting start time held until Jean Lawrence Caron arrived.
2. Approved Agenda w/ edit of Abdirizak's name spelling.
3. Approve Minutes – Executive Committee minutes, 1/13/08 – will remain unapproved as only 2 members are from old board.
4. Treasurer's Items
  - A. Leave time balances through 4Q 2007 / Personnel Policies  
Need to track accrued leave time & balances so there is no dispute when the employee leaves (if we have to pay them for this time). Deven and Andie are taken care of, but may owe Wally some money out of NRP funds.
  - B. Request for time on Feb BOD agenda – Jean Lawrence mentioned NRP SC meeting he attended and ensuing discussion w/ Robert Thompson regarding Coalition membership and democratic representation.
  - C. Check signer card – Exec Committee signed so we can all endorse checks.
  - D. Training: reimbursements – Laura will train Jean about reimbursements
  - E. Financial Statements
  - F. Reconciled January bank statements
  - G. Timesheets: need to know whereabouts, white binder through 9/9/07  
Jean will work with Hani to call in timesheets and find the missing binder.
  - H. Attorney General year-end correction – AG thinks our fiscal year ends in October – WBCC and IRS say December. 990 extension request pending – On Charitable Org annual report, 990 gets attached, and discrepancy in dates alters paperwork. Laura is in process of re-filing 2005 information and will get extension for report.
  - I. CIP contract sent and in process
5. Secretaries Items  
No report.
6. President's Items
  - A. Presentation at CURA grant conference – Jim and Abia made a successful presentation and will make another at a mosque.
  - B. Citizen Engagement Core Principles / Review and comment on CE TF report and NRP WG report – Laura built a web page on it for us to review.
  - C. BOD vacancies: Warsame's resignation, no applications for Abdirizak's 2007 seat (deadline 2/15).  
We will appoint someone to Warsame's position in March.
  - D. CAC representative: Tim Schwarz's (Greystone resident) application, no DCC applications
  - E. Dania Partners representative: Jim Ruiz continuing (FYI)
  - F. Audit response letter sent to auditor, waiting for final document (Jennifer received her copy today and brought it). Response highlights which problems we've resolved.
7. Vice President's Items
  - A. Website  
Abdi will work on formatting for the website and assist Laura in improving it.
8. Items regarding Committees:
  - A. NRP
    - a. Jennifer Blevins supervising Hani

Due to perceived NRP resistance, cannot do things themselves since they're not incorporated. WBCC board has had to track payroll taxes and other tax forms. Be sensitive to not requesting a lot of Hani's time – run any requests by Laura first.

- b. Response to Thompson's critique  
Tim talked about our letter asking for mediated discussion about NRP Steering Committee actions. If Robert Miller supports conversation, what is nature of it? Moderated by Cam Gordon? What shall we talk about? What is WBCC's future role w/ NRP? He mentioned Laura does not want to work on scopes of business. Exec Committee should read new draft of response letter and get feedback to Laura by 2-14. Especially consider what we want done.
- c. NRP office lease  
NRP chair signed contract for lease without authorization. We are not to sign checks for full year lease.

B. LUC

- a. Fairview Good Neighbor Agreement signed (attached)
- b. Creation of Riverside Park Neighborhood Task Force
- c. University Alliance RFI (request for ideas) – Pedestrian Enhancement and Sequential Gateway Project – draft  
Stadium neighborhood impact study – will ask neighborhood groups for project ideas.  
Doris submitting proposal continuing LRT safety committee lighting/public art.

9. New Business

A. Presentation by Tim Mungavan concerning WBCC Capacity Building

- a. Training on how to be an effective citizen participation organization (Options: one 2-hour session or two 1-hour periods within board meetings)
- b. Set up a visioning process with Roger Meyer after the training is done to facilitate.

Tim provided "Effective Neighborhood Organizations" handout by Robert Cooper to be used for background of the training. This will help us figure out how to be a successful organization w/o the NRP. We are to consider if the WBCC should have a greater role in the Dania Partners (originally brought up in 6-20-07 board meeting).

Abdi and Jennifer spoke of moving quickly on the visioning process. Abdi suggested other neighborhood groups speak in addition to WBCDC – a model outside this neighborhood. (i.e. funding source ideas, implementation by staff) so we know how big our vision can be.

10. Old Business

- A. Pending: Committee guidelines, People's Institute training

11. Adjournment 8:40 pm