

## **ROCK ISLAND NEIGHBORHOOD PARTNERS**

### **APPROVED MINUTES OF SUMMER 2015 QUARTERLY MEETING**

**Summer Quarterly Meeting:** August 31, 2015 at 6:30 PM

**Location:** Rock Island Fitness & Activity Center, Rock Island, Illinois 61201

**Membership Attendance:** (X) Present ( ) Absent

<u>Organizations</u>	<u>Representatives</u>	
Black Hawk Park West Neighborhood	(X) Margo Davis	( ) Judy Hipskind
Broadway Historic District Association	( ) Javier Perez	(X) Anthony Heddlesten
CED/Planning & Redevelopment Division	( ) Ben Griffith	( ) Brandy Howe
Rock Island City Council	( ) Kate Hotle	( ) vacant
City At-Large	( ) Ethel Bassett	(X) Kurt Frank
	( ) Joe Hart	( ) Roxanne Nowinski
	(X) Janet Moline	(X) Drew Nagle
	( ) Rick Nickel	( ) Patrick Doherty
	(X) Steve Trainor	( ) vacant
Friendship Manor	( ) Pat Kukla	( ) Angie Stark
Greenbush Neighbors	( ) Mike Markell	( ) vacant
Highland Park Historic Neighborhood Assoc.	(X) Michael Batz	( ) Jason Tanamor
Keep Rock Island Beautiful	(X) Paul Hansen	(X) Bob Towler
KeyStone Neighborhood	( ) Brianna Huber	( ) George Barajas
Project NOW	( ) Mona Mejia	( ) vacant
Rock Island Economic GROWTH Corp.	( ) vacant	( ) vacant
Rock Island Housing Authority	( ) Terrie Davis	( ) Michelle Cousineau
Rock Island-Milan School District #41	( ) Mike Oberhaus	(X) Dave Rockwell
Rock Island Preservation Society	(X) Linda Anderson	( ) Dylan Parker
New West End Association (Associate)	( ) Donald Johnson	( ) Erik Nettles
YouthBuild Quad Cities	( ) Rufus Greer, Jr.	( ) vacant

**Others Present:** Ben McCready, Assistant to the City Manager; Sheila Solomon/Centennial Park Neighborhood; Libby Hofsas, Friendship Manor; Caryl Altemus, at large

#### **Call to Order / Welcome & Introductions**

Ms. Anderson welcomed everyone and called the meeting to order at 6:30 PM. She asked Mr. McCready to call the roll. A sign-in sheet was also provided. Following roll call, Ms. Anderson asked the group to make short introductions.

#### **Approval of the May 19, 2015 Meeting Minutes**

Ms. Anderson asked for corrections to the May meeting minutes, but indicated that the minutes could not be considered until the next meeting as there was no quorum tonight.

#### **Adopt-A-Highway Program Presentation by Paul Hansen**

Ms. Anderson introduced Mr. Hansen and asked that he provide a short presentation on Keep Rock Island Beautiful as well as the Adopt-A-Highway Program. She indicated that these types of presentations serve as a way to get to know members and learn about new ways to become involved in the community.

Mr. Hansen introduced himself and indicated that the organization has existed in Rock Island for 28 years; it was formerly known as Clean & Beautiful, and has always been an affiliate of Keep America Beautiful. The organization coordinates clean-ups, such as Extreme Clean-up, and helps to find volunteers for groups wishing to conduct their own cleanup. The organization also provides the necessary equipment (bags, gloves, grabbers, etc.) for any group wanting to take on their own clean-up effort. They also conduct a litter scan every year to identify areas in need of assistance. Mr. Hansen indicated that he is the organization's only employee and spends

the majority of his time conducting educational outreach. Mr. Hansen shared a map of the City and reported that 39 routes have been adopted by individuals and organizations through the Adopt-A-Highway Program. The program requires a two year commitment and a minimum of four trash pick-ups per year. Ms. Anderson encouraged the group to consider signing up their neighborhood for the Adopt-A-Highway Program.

### **Report from the Membership Committee Regarding Consideration of Associate Membership for the Centennial Park Neighborhood Association**

Ms. Anderson asked for a report from the planning committee. Ms. Moline reported that Sheila Solomon has been working hard to prepare the required information and that the Membership Committee is ready to recommend membership of the Centennial Park Neighborhood Association. Ms. Anderson indicated that because there is no quorum, the members present will abide by the Anderson/Roberts rules of order and consider the request by acclamation of those present to keep the ball rolling. Ms. Solomon asked if the neighborhood would be granted full membership. Ms. Anderson clarified that they would be able to grant Associate Membership and forward the recommendation to the Mayor for his consideration of full membership. She added that for all intents and purposes they would be considered full members by Neighborhood Partners, which would come with voting privileges. Ms. Anderson asked for a motion. Ms. Moline moved that Centennial Park Neighborhood Association be accepted as one of the participants in Neighborhood Partners. Mr. Heddlesten seconded the motion. Ms. Anderson indicated that the motion passed by acclamation of all present with none opposed.

### **Reports from the Task Forces**

Ms. Anderson indicated that the reports from the various task forces are included in the agenda packet. She asked if anyone would like to add anything not in their report. Rev. Nagle thanked everyone involved with the Back to School Bash. It was also added by a member that the National Football League reenactment at Douglas Park was a great success.

### **Strategic Planning**

Ms. Anderson updated the group that the proposed re-organization of Neighborhood Partners was sent to the City Council. Ms. Anderson indicated that this quarter she would like to evaluate the task forces to ensure that they're structured in such a way so that programs/initiatives can be implemented and additional members might be recruited to the organization. She added that the new by-laws account for an executive committee which met this past quarter. At that meeting the committee identified four policy items related to how task forces are conducted to be brought forward to the board for consideration. These are:

1. Ask that the chair of the task force present the mission statement and ideas for the coming year at the annual membership meeting, recommend any changes at that time, and seek authorization to move forward.
2. Expect each task force to have a chair and a vice chair, which would be elected at the first task force meeting following the annual membership meeting.
3. Ask that each task force set a scheduled meeting date and time, such as the first Thursday of every other month at 5:30.
4. Ask that meeting summaries/minutes for task forces include action items for each agenda item identifying specific individuals charged with that action. These summaries should be sent out as soon after the meeting as possible to allow individuals to complete the activities in advance of the next meeting.

Ms. Anderson asked for any additional comments on how task forces should operate. Mr. Heddlesten suggested that related to item #4, a specific timeframe should be established for which meeting minutes/summaries should be sent out to task force members. Ms. Anderson noted that if City staff is responsible for completing the minutes, their work schedules may not allow them to complete summaries/minutes within a specific timeframe. She was supportive of Mr. Heddlesten's suggestion if the responsibility of minute taking is delegated to a task force member. Mr. Batz agreed with the idea of attaching action items to individuals to make the minutes more action-oriented and added that having them available sooner would make them more useful to guide activities of task forces rather than just serve as a record of the meeting. The option was discussed to separate the action items from the meeting minutes to ensure that they're sent out ASAP in cases where the minutes may be delayed. It was suggested that this task could be delegated to the task force chair. Ms. Anderson asked if there was a general consensus that the four items would be shared with the task forces. All agreed.

Ms. Anderson then reported that the Strategic Plan that had been considered at the last meeting is languishing. The new proposal is to have three levels: the Neighborhood Partners Board, task forces/committees, and work groups. Work groups would be smaller, less structured groups that would not require a city staff liaison. The intention is to have a group that, under the direction of a task force, is more nimble and able to accomplish goals without a rigidly structured format. She noted that there has been discussion about the formation of a new task force to develop communication materials for the Neighborhood Partners organization. She added that after some reflection, it is probably wise to keep the number of task forces to three. At the last Community Solutions Task Force meeting, the possibility of adding a communications work group under this task force was raised. Mr. Batz added that an important component of such a work group would be to create materials to systematize the process for establishing new neighborhood associations (i.e. model by-laws). With respect to communications, Ms. Anderson noted that the group would need to get information from the City on the ability to host information on the City's website. Ms. Anderson asked if there was a general consensus on the proposal for the three levels for Neighborhood Partners and the proposal that a work group be formed under the Community Solutions Task Force to take on communication responsibilities. There was consensus on this discussion. Ms. Anderson requested each task force prepare an end of the year report for the November quarterly meeting that documents activities of each task force.

Ms. Anderson asked for input on how to recruit new members. Mr. Trainor suggested that activists tend to show up to public meetings and that those are the individuals should be targeted for joining the organization. Mr. Batz added that it would also be helpful to recruitment efforts to have more focused initiatives that demonstrate the issues that Neighborhood Partners is working to address. Mr. Heddlesten suggested that it would be helpful to put together a list of needs prior to seeking volunteers. There was discussion on how this might be accomplished. It was also suggested that the group host a spring forum. Ms. Anderson then suggested that the group go back to their respective neighborhoods to have discussions with residents and work on recruitment. Ms. Anderson also volunteered to contact members that do not regularly attend to determine whether or not they'd like to resign or continue to be part of the organization.

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#### **Other Business**

Ms. Anderson asked if there was any other business. Mr. McCready requested that the members complete the Parks & Recreation Department survey and also shared that Alderman Austin would be hosting a ward meeting on October 14<sup>th</sup> at 6:30 p.m.

#### **Adjournment**

There being no further business, Ms. Anderson asked for a motion to adjourn. All agreed to adjourn. The next regularly scheduled quarterly meeting of Neighborhood Partners will be Tuesday, November 17, 2015 at 6:30 PM at the Martin Luther King, Jr. Center.

Respectfully submitted,



Brandy Howe, AICP