



**Shingle Creek Neighborhood Association  
Creekview Park  
May 11th, 2010 6:30pm-8:00pm  
Officer Elections and monthly meeting**

- 6:30** 1. Welcome and Introductions
- 6:30-6:35pm** 2. Agenda
- 6:35-6:40pm** 3. Officers Reports:
  - A. Secretary's Report: Mr. Strand**
  - B. Treasurer's Report: Ms. Hanson**
    - i. 990**
    - ii. Annual State Filing**
- 6:40-6:55pm** 4. Officer Elections
- 6:55-7:55** 5. Tour de Camden planning & Tshirt design
- 7:55-8:00** 6. Old/New Business
  - A. Shingle Creek Clean-up**
  - B. Bylaws, Financial Policies, Conflict of Interest Policies, revisions and proposed updates**
  - C. Volunteer recognition**
- 8:00pm** 7. Adjourn



SCNA

Annual Meeting and Elections

Creekview Park

April 13, 2010

Attendees: Brock Hanson (C), Jeff Johnson (VC), Lori Hanson (T), Jeffrey Strand (S), Lori Thayer, Virginia Bratton, Carol McCrillis, Pam Owens, Brian Hitchcock,

Guests: Linda Eriksson, Christian Fuchs, Jean Sanoski, Mary Etzioni, staff

1. **Welcome and call to order by Chair Hanson at 6:37 pm**
2. **Agenda:** Motion to approve the agenda Ms. Hanson, Ms. Owens, m-c
3. **Mary Etzioni: CCP/Safe**
  - a. Been doing this for fifteen years and on north for 7years
  - b. She states working with her is a no brainer. "Call me" 612-673-3364
  - c. Have been sending out elist with Crime maps and alerts. Sign up on yellow sheets if you'd like to be included.
  - d. Ms. Etzioni is available to go out door knocking.
  - e. Residents comment they love the upbeat positive attitude!
  - f. Have to work closely with new home owners, and landlords
  - g. Residents question if there is a saturation amount for rental that the city can absorb? The city is currently discussing limiting poor landlords from owning multiple properties.
  - h. Ms. Etzioni stresses the importance to continue to Call 911 for loud music, parties, immediate attention for breaking laws
  - i. Special task force being set up to address the uptick in burglaries in this area. Burglaries primarily with homeowners
  - j. Other areas residents raises as concerns: 52xx Morgan still an issue. 50xx Oliver has noise issue.
  - k. Things residents can do: Leave lights on at night, attend Block Club Leader Training. It can be available at the neighborhood if needed
  - l. CPS will be doing NNO this year.
  - m. Chair Hanson asks if SCNA can work with Ms. Etzioni on goals for NNO let us know.
4. **Linda Eriksson: Common Ground Community Garden**
  - a. 52xx Newton, two empty lots, tax forfeited land, high water table and unbuildable. Ended up being a dumping ground
  - b. Pike developed a plan for a community garden area with native plants and part with raised beds. The current need is to redo the raised beds.
  - c. Some trouble getting gardeners to help with small garden beds
  - d. Total renovation of the beds \$1575 out of 5 contractors
  - e. Some board members ask how selection was reached. Several bids were sought. Criteria: Price, timeline, quality of work.
  - f. What do people plant? Vegetables and gardeners help maintain the site.
  - g. Consider having a system in place for when having multiple gardeners wanting to garden.
  - h. Mr. Hanson states that the number 1 referring site to the SCNA website is Northern Gardener pointing to the SC Common Ground Community Garden.
  - i. Gardeners meet Wednesday evenings.
  - j. Motion to use Taylor's Blooming Landscape to contract for building 12 community garden beds and look to complete by the first week in May, contact partners regarding the improvement, ensure SCNA is indemnified by Ms. Owens, Mr. Strand, m-c
5. **Annual Elections**
  - a. Virginia Bratton announces after nearly twenty years she will be stepping down. She has loved it for all these years but due to health and family concerns taking more time, she needs to step down from the board.

- b. Jeff Strand nominates those in attendance Second by Mr. Hitchcock:
  - i. Nominated incumbents who are in attendance Brock Hanson, Jeff Strand, Lori Hanson, and Pam Owens. Those board member/s who indicated interest in becoming board member, Marie Castle. Troy Parker has not contacted SCNA regarding his intentions. (According to bylaws only those present may be nominated.)
  - ii. Ms. Bratton was encouraged to attend next month's meeting.
  - iii. Motion carried
- 6. Corrections to the time that Board members first started**
  - a. Jeff Johnson: 1994
  - b. Lori Thayer: 2006
- 7. Secretary:** Motion to approve SCNA March Board meeting minutes, Mr. Strand, Mr. Hitchcock, m-c
- 8. Treasurer's Report: Ms. Hanson**
  - a. Motion to accept the April treasurer's report and pay the monthly ongoing bills Mr. Hitchcock, Ms. Owens, m-c
- 9. SC Clean-up**
  - a. Steamworks new sponsor for SC Clean-up donating 50 cups of coffee
  - b. Need volunteers to work behind the table. Need to arrive before 8:30am
  - c. Need someone to pick up the coffee on Saturday
  - d. Need ice, pop, Brian 1.5 coke, Jason may have ice. Pam will bring beverages and cookies. Jeff Strand will help with photography.
- 10. Old/New Business**
  - a. Sign committee: Brian got quote, will report at next meeting.
- 11. Motion to adjourn Ms. Bratton, Ms. Owens, m-c at 7:58pm**



# Shingle Creek Neighborhood Association Bylaws

Bylaws ~~adopted January 10, 2006~~ ~~revised May 13, 2010~~

## ARTICLE I.

The name of this organization shall be the Shingle Creek Neighborhood Association, herein after referred to as the Association or SCNA.

## ARTICLE II.

A. The area of the Shingle Creek Neighborhood Association, for the purpose of the bylaws, is defined as follows: Bounded by 53rd Avenue North on the north, Humboldt Avenue North on the east, 49th Avenue North on the south and Xerxes Avenue North on the west.

B. For the purposes of planning, SCNA considers the Humboldt Industrial Area, bounded by 49th Avenue on the North, Humboldt Avenue on the East, Osseo Road on the West and the railroad tracks on the South, to be part of the neighborhood.

Notwithstanding the provisions in Article XI, this article is not subject to change or amendment at any time by the membership or the Board of Directors.

## ARTICLE III.

SCNA is organized for the exclusively as a nonprofit group for educational purposes within the meaning of section 501(c)(3), including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

## ARTICLE IV.

Any natural person of legal age shall be eligible for membership in this Association who:

- A. Resides in or owns residential property in the area known as Shingle Creek Neighborhood as defined in Article II. of these bylaws; or
- B. Owns, operates or facilitates a business or organization located in said area.

Membership shall be open to all interested persons who meet the eligibility requirements enumerated in this Article. Membership shall be determined by notice to the Membership Secretary of the Association in such a manner and form as may be prescribed by the Board of Directors. No person shall be denied membership in the Association because of consideration of race, religious belief, color, gender, sexual preference, national origin, economic status or disability.

No member shall have any vested right or interest in the term of his or her membership. Membership is not transferable or assignable.

## ARTICLE V.

- A. General membership meetings shall be held ~~quarterly~~ ~~on the same day of the week or as determined by the membership at the Annual Meeting each year. Meetings will be held at 7:00 p.m., Creekview Neighborhood Center, 40th and Irving~~ ~~Humboldt~~ ~~Avenues North.~~ ~~add the word quarterly~~ on the same day of the week or as determined by the membership at the Annual Meeting each year. Meetings will be held at 7:00 p.m., Creekview Neighborhood Center, 40th and Irving ~~5001~~ Humboldt Avenues North.
- B. Board meetings shall be held a minimum of four times per year or as determined by the membership at the Annual Meeting each year, or the board at their monthly meetings.
- C. All meetings shall be conducted according to Robert's Rules of Order, latest revision, when not in conflict with these bylaws.
- D. The membership meeting in April shall be designated as the Annual Meeting, at which time election of the Board of Directors shall occur, with the exception of the first annual meeting.
- E. Notice of regular meetings of the Association will be made available to the membership by announcement in a neighborhood newsletter, community newspapers, or any method deemed ~~appropriate~~ ~~appropriate~~ by the Board of Directors.
- F. All meetings of the Board of Directors and any committees of the Board shall be open to the public.
- G. Special meetings of the Board of Directors may be called by the Chair or by a 2/3rds majority of the Board members then in office. Notice of special meetings shall be given at least forty-eight (48) hours in advance of the meeting by mail or personal contact. Special meetings shall be held in the Shingle Creek neighborhood.

## ARTICLE VI.

- A. The terms of the Board of Directors shall be two (2) years except for the first election at which three (3) Directors terms will be for one (1) year for purposes of staggering the elections.
- B. The Board of Directors shall consist of at least seven (7) Board members.
- C. The Board of Directors may remove any Board member who fails to attend three (3) consecutive Board meetings, if approved by the majority of the Board members. Vacancies occurring between Annual Meetings shall be filled by either special election or appointment by the Board of Directors.
- D. The number of Board members who work or own property in the Shingle Creek neighborhood, as

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described in Article II., but do not live in the Shingle Creek neighborhood shall be limited to one (1) member.

**ARTICLE VII.**

**Officers:**

- A. The Board of Directors shall within one (1) month after the annual meeting, conduct elections for all officer positions in the Association, with exception of the first elections.
- B. Officers of the Association shall consist of the Chairperson, Vice-Chairperson, Secretary and Treasurer.
- C. Officers of the Association shall be elected for one-year terms by the Board of Directors.

**Duties:**

**Chairperson:** The Chairperson shall have the power of general management of the business of the Association. He/She shall preside or delegate such authority at all meetings of the Board of Directors, and the meetings of the general membership. He/She shall be the Chief Executive Officer of the Association and shall see that all orders and resolutions of the Board, and membership are carried into effect. He/She shall be a member ex-officio of all committees. He/She shall be considered "President" of the Association for the sole purpose of carrying out the duties of signatory agent and may execute documents on behalf of the Association under that title. In general, the Chairperson shall perform all duties usually incidental to that office and such other duties as the Board may prescribe.

**Vice-Chairperson:** The duties of the Vice-chairperson shall be to perform the duties of the Chairperson in the event the Chairperson is not able to do so, and to perform other duties as the Board of Directors may prescribe.

**Secretary:** The duties of the Secretary shall be to record the minutes of each meeting, to send notices of each meeting, and to assist in the preparation of letters and reports of the Association.

**Treasurer:** The Treasurer shall cause to be kept accurate accounts of all moneys of the Association received and disbursed and shall render the Board of Directors or the Chairperson, whenever required, and account of the financial condition of the Association and shall perform such other duties as may from time to time be prescribed by the Board of Directors or by the Chairperson. He/She shall be responsible for supervising the receipt, deposit and disbursement of the funds of the Association in accordance with the policies established by the Board of Directors.

**ARTICLE VIII.**

**Committees:**

The Board of Directors may appoint such other committees and delegate to such committees such powers and responsibilities as it may from time to time deem appropriate. Any member of the Association is eligible to be appointed to participate in the committees. When a committee is formed, the Board of Directors will;

- A. Identify the committee as either standing or temporary.

- B. Identify the major purpose and tasks of the committee.
- C. Identify the members of the committees from the Board of Directors and the membership, and appoint a committee chair when necessary.

All committees will report monthly to the Board of Directors on their activities. Committees will have such officers, as the committee deems appropriate.

Any action recommended by a committee formed between this Association and other organization(s) is to be forwarded to the Board of Directors for action.

**ARTICLE IX.**

**Fiscal Year:**

The fiscal year shall be January 1 through December 31.

**ARTICLE X.**

**Procedure for Dealing with Complaints:**

Any complaint against SCNA shall be made in writing and directed to a meeting of the Officers of the Board of Directors, which shall act upon the merits of the complaint within thirty (30) days. If further action is needed, the ruling of this complaint committee shall be referred to the Board of Directors for its consideration.

**ARTICLE XI.**

**Amendments:**

Amendments to these bylaws may be adopted by the general membership at any meeting for which at least seven (7) days prior notice has been given and with a 2/3rds majority of the Board members present at said meeting. The notice shall include the content of the proposed bylaw change. A 2/3rds majority of the members present and voting are needed for it to pass.

**ARTICLE XII.**

**Quorum:**

At all meetings of the Board of Directors, a majority of the Directors shall constitute a quorum for the transaction of business, and the acts of the majority of the Directors present at a meeting at which a quorum is present shall be the acts of the Board of Directors

Sample #1 A quorum must be attended by at one third of board members for business transactions to take place and motions to pass.

**ARTICLE XIII.**

**Conflict of Interest:**

Board members must abstain from voting on any action or activity to be undertaken by SCNA if such action or activity shall directly or indirectly benefit that Board member or her/his family, without first declaring the possibility of such benefit.

See adopted SCNA Conflict of interest policy for further information.

These bylaws were approved at a meeting of the board of directors by a two thirds majority vote on June xx, 2016.

SCNA Chair	_____	Date	_____
SCNA ViceChair	_____	Date	_____

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Welcomes You

**DRAFT REVISED FINANCIAL SCNA POLICIES 6-40**

Revised 5-12-2010

1. SCNA Board reviews the Treasurer's report and approves payment of the bills at each regular meeting.
2. A designated SCNA Board member or staff pick up open the mail and deliver to Treasurer.
3. Any checks received in mail are immediately stamped or written "For Deposit Only" by Treasurer, a copy of the check is made and the treasurer will recorded in the check registrar with the check number and amount and date of the check. Staff or SCNA board member responsible for the mail will notify the chair upon receipt of the checks in the mail. The checks will be deposited within five business days.
4. A thank you letter will be prepared for signature for the Chair for donations, cash or inkind by the Treasurer using the approved SCNA form letter within 30 days of receiving such donation.
5. The Chair shall notate any news articles for board packets, action items or items for SCNA records to staff.
6. The SCNA Treasurer will identify on each invoice the check#, chart of account information (Category and line item each invoice is to be paid from), amount paid, date, and sign the invoice.
7. The SCNA Treasurer will have SCNA Chairperson review, sign and date board approved invoices for payment after being coded. Two signatures are required on all checks.
8. Unless there is a conflict of interest, the SCNA Chair and Treasurer are the main signatories. Additional signatories are Vice Chair and Secretary and are only authorized to sign checks when authorized by the Chair ~~to do so in his or her absence~~. Signatories will be updated after each Annual election of officers in May and no later than June 15th.
9. The SCNA Treasurer will stamp or write: PAID on each invoice. Copies of invoices will be kept in a Treasurer's filing system. On a monthly basis copies of the bank statements, check registrar, draw requests, and treasurer's reports will be given to staff to enter into SCNA QuickBooks to generate necessary reports for SCNA 990, granting, and monthly reports.
10. The SCNA Treasurer will mail payments
11. The approved bills that are paid on an ongoing basis either online or by mail are: Camden News ad, Insurance, staff, printing & postage for newsletter (The bank no longer returns cancelled checks but they are available through online banking.) And SCNA also authorized a paypal account for the SCNA website.
12. Treasurer will prepare monthly expense report for neighborhood meeting and SCNA Chair will sign and date all approved monthly Treasurers report at monthly meetings for SCNA files. After reviewing the report the board will move to approve the monthly report and pay the monthly bills.
13. Treasure and or staff will prepare draw requests for timely disbursements from NRP to ensure adequate funding is in SCNA Accounts. A semi-annual review of SCNA account will help prepare for the 990 and granting information.
14. All invoices must be presented with documentation as to hours of work times rate, services performed or goods received prior to payment authorization.
15. SCNA Board may consider establishing an invoice payment policy to take advantage of trade credits, where applicable (e.g. 2/10 net 30 meaning 2% discount if paid in 10 days, net due in 30 days) and also a procedure to pay invoices immediately upon receipt or only within a given time frame prior to due dates.
16. All SCNA records are available for public inspection upon reasonable-written notice to the board. Copies of reports will be made available at cost upon request. ~~Cost will be at~~ the current rate of retail copying plus any incurred staff time.
17. SCNA Board financial reports will be made available at [www.guldestar.gov](http://www.guldestar.gov) on an annual basis. In the SCNA Annual report, at the annual meeting or upon request at cost.
18. SCNA supports any ongoing training and education (NRP and other) for the Treasurer and directors.

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SCNA \_\_\_\_\_ Date \_\_\_\_\_