

CNA Board Meeting
September 4, 2024 - 7PM
36th Street Plaza Community Garden

Attendees:

Greg Williams, President
Jessica Aston, Secretary
Claire Fenton, Garden Tour Committee Chair
Nate Black, Member at Large

1. Neighborhood Picnic Recap
 - a. ACT Grant Request Submitted by Jessica
 - b. Should hear if we will receive funding by October 1

2. September Member Meeting - Thursday, September 12, 6-7pm at the James Castle House
 - a. Agenda
 - Neighborhood business
 1. Scarecrow Contest
 2. Pre-election candidate info session - November 13 at 6:15pm at the Library! at Collister
 3. CNA Annual Meeting and Elections - December 3, at 7pm at Collister United Methodist Church
 4. Garden Tour Update
 - Tours of the James Castle House

 - b. We'll send out the meeting info via an email newsletter, Facebook, Next Door, and put out the sandwich board signs

3. Scarecrow Contest
 - a. Jessica will work with Nate to update info on the website
 - b. Greg or Nate will create a Facebook event for the contest
 - c. We'll include it in the newsletter
 - d. Claire will talk to Edwards about prize donations (gift cards)
 - e. Jessica will try to connect with someone from Collister Elementary PTA

4. Communications
 - a. September Newsletter
 - September Member Meeting
 - Scarecrow Contest
 - 2025 Garden Tour update
 - Call for accounting assistance
 - Greg will send late this week or early next week (everyone should send info to Jessica for formatting)

- b. Greg will add Nate as an administrator on the CNA's Facebook page
 - c. To add additional admins to the CNA MailChimp account we need to upgrade to an Essentials (\$13/month) or Standard (\$20/month) Plan
 - d. Claire suggested working with neighborhood businesses
 - Featured Business section in future newsletters
 - Presenting sponsorships - for example, Edwards and the Scarecrow Contest and having the member meetings sponsored (provide food, etc.)
 - We'll investigate how to get a list of businesses located in the Collister Neighborhood from the City for Secretary of State's Office
5. Election for 2025 CNA Board Members
- a. Pre-election info meeting will be held in November to let prospective candidates know about all the positions and the election process. November 13 at 6:15pm at the Library. Action Item: Jessica will invite Nicole to come talk about Energize and Neighborhood Associations.
 - b. We'll ask candidates to write a short bio/profile we can share with the neighborhood prior to the election.
 - c. At the meeting we can also highlight the fun things that the neighborhood does and options for next year
 - d. The election will be held at the annual CNA meeting on December 3, at 7pm at the Methodist Church. Action Item: Jessica to reach out to confirm the church is available and reserve it if possible.
6. Other
- a. 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).
 - b. Greg will get a check to mail to cover the balance for the D&O Insurance. Action Item: Look into umbrella policy options for next year.
 - c. Action Item: Look into getting a PO Box for the CNA at the Collister Post Office.
 - d. Action Item: Estimate administrative expenses for the coming year and prepare to submit an ACT Grant request to cover these costs.
 - e. Jessica Aston made a motion to appoint Nate Black as the CNA Vice President for the remainder of the 2024 term. Claire Fenton seconded the motion. There was no debate. Nate said he would be happy to accept the position.
Vote: In Favor - 4, Opposed - 0, Abstain - 0. Motion passed.
 - f. Garden Tour - Claire is meeting with the owners of Edwards Greenhouse on September 16 and will make some final decisions about the 2025 tour after that meeting.