

2015 Annual Report

This year's CPP Annual Report template and form are designed to streamline the reporting required of neighborhood organizations, cover several NCR reporting needs in one report, and allow us to quickly assemble neighborhood organization feedback, highlights, updates and priorities.

Our goal is to provide neighborhood organizations, local public officials and others with timely reports about work being carried out by organizations, feedback on the services and communications provided by City departments, and a comprehensive look at the priorities neighborhoods share throughout the city.

Although we prefer that you use the survey form we sent out to complete your report, the MS Word template that follows is also an acceptable format.

Report Basics:

- Please report on activities during the 2015 calendar year.
- Please keep your answers brief. For example, a paragraph or two should suffice for questions requiring a narrative response.
- For your **2015 HIGHLIGHTS**, please think about examples of work that you want to share with other neighborhood organizations.
- **Questions?** Please contact your Neighborhood Support Specialist at NCR if you have any questions.

**PLEASE COMPLETE AND SUBMIT YOUR 2015 CPP ANNUAL REPORT
BY FRIDAY, APRIL 29, 2016.**

Neighborhood Organization Name:

Nokomis East Neighborhood Association (NENA)

Organization Contact:

Becky Timm, Executive Director

Address

3000 E. 50th Street, Minneapolis, MN 55407

Organization email address:

nen@nokomiseast.org

Organization ZIP:

55417

Organization Phone Number:

612-724-5652

Date of Board Approval:

Please provide the date of the meeting the Board reviewed and approved submission of this report to NCR. **Note:** Meeting minutes may be requested by NCR.

2/25/2016

1. Stakeholder Involvement

A. Which of the following outreach activities did your organization use in 2015?

MEETINGS (please check all that apply)

- Held regular committee meetings or discussion groups that are open to all stakeholders.
- Held at least one general membership or community meeting (in addition to the annual meeting) to gather input from residents and other stakeholders for neighborhood specific initiative.
- Hosted at least one general membership or committee meeting in response to a City request for input (such as a development proposal, transit planning or public works project).
- Conducted one or more focus groups.

What more would you like to tell NCR or the community about your meetings? What are you doing that is new or particularly successful to involve residents and others?

NENA held its annual meeting in April, along with additional general membership meetings to appoint Board members and discuss neighborhood issues. NENA's Executive Committee and Housing, Commercial and Streetscape Committee met monthly. Additional committees and task forces including Finance, Technology, Minneapolis Monarch Festival, Executive Director Hiring and Strategic Planning, met as needed and completed time-specific projects. NENA held joint community input sessions with City Council Member Andrew Johnson and the Minneapolis Police Department. NENA posts notification of all meetings and gatherings are open to all stakeholders.

DOOR-TO-DOOR (please check all that apply)

Door-knocked or dropped flyers door-to-door:

- At least once with goal of reaching a portion of neighborhood.
- At least once with goal of reaching most or all of neighborhood.
- For more than one issue/outreach effort.
- On a routine basis.

Door-knocking/flyering

- Was carried out primarily by paid staff.
- Was carried out primarily by volunteers.

Door-knocking/flyering

- Was carried out primarily to increase participation and membership.
- Was carried out primarily to gather input on specific city or neighborhood issue.
- Was carried out primarily to inform stakeholders of city or neighborhood issue.

Approximately how many households did your organization reach through door-knocking in 2015?

March 2015 – Bossen Resident Surveys with Community Organizer – 8 English, 7 East African and 25 Latino
August/September – Board member door-knocking – 200 households contacted

What more would you like to tell NCR or the community about your door-to-door outreach? What are you doing that is new or particularly successful to involve residents and others?

NENA Board members were assigned targeted areas in the four neighborhoods to door-knock and complete the NENA Strategic Planning Survey. Board members reported that this was a mostly positive experience, increased Board buy-in for the Strategic Planning process and created a stronger attachment to place.

EVENTS (please check all that apply)

- Staffed a booth or table at neighborhood event or other community event that included sign-up sheets, surveys or information about your organization.
- Organized one or more issue specific event (such as a safety forum, housing fair, Open Streets, Creative Citymaking, etc).
- Organized smaller events for specific outreach to target audiences (e.g., sidewalk tabling to reach renters, lemonade stands, tabling at Farmer’s Market, etc.)

What more would you like to tell NCR or the community about your events? What are you doing that is new or particularly successful to involve residents and others?

NENA participated in the South Minneapolis Housing Fair, four Nokomis East Business Association (NEBA) events, cultural events with Bossen Terrace residents, neighborhood festival with two recreation centers and a pancake breakfast at a local school. NENA hosted four Pop Kiosk events in August – October. NENA and the Minneapolis Police Department hosted a community information session and self-defense training in November.

OTHER (please check all that apply)

- Conducted at least one community-wide survey (such as a random sample or all-household survey).
- Conducted another form of survey (e.g., in-person and online survey).
- Developed partnerships with cultural, religious, professional or business associations to expand outreach into under-represented populations.
- Distributed a quarterly or semi-annual newsletter to all households.
- Other activities (please describe):

For Strategic Planning, NENA conducted a face-to-face and online survey. We received 335 surveys and conducted eight key informant interviews. NENA focused on repairing

damaged relationships with neighborhood partner organizations. NENA mailed a postcard to each household to promote the annual meeting.

B. How did your organization reach out to under-represented groups in your neighborhood?

(please check all that apply)

- Worked on an issue of particular interest to an under-represented group within the neighborhood.
- Provided notices of annual and special meetings in multiple languages.
- Provided newsletter articles or web pages in multiple languages.
- Targeted outreach in apartment buildings or blocks to reach renters.
- Targeted tabling at other events or locations (such as farmers markets, cultural events, etc.).
- Held focus groups or open meeting formats for under-represented communities.
- Met with other agencies in the community that work closely with under-represented constituencies in the neighborhood.
- Included an Americans with Disabilities Act statement on meeting and event notices.
- Reviewed participation activities, and identified new leaders and volunteers for volunteer, committee and board participation.
- Held one-time/pop up events in areas of the neighborhood that don't often have neighborhood meetings
- Other activities (please describe)

[Click here to enter text.](#)

What more would you like to tell NCR or the community about your outreach to under-represented groups? What are you doing that is new or particularly successful to involve residents and others?

NENA's community organizer did extensive work with Bossen Terrace residents from January - July. Some materials were translated into Spanish. NENA was supported by NCR's Mariano Espinoza.

C. How did you inform the community of discussions, decisions and the status of the organization?

BOARD MEETINGS (please check all that apply)

- Board meeting minutes and financial reports and summaries are provided on the organization's website and kept current.
- Meeting agendas and minutes are easily available and posted on the organization's website before and after each meeting.
- Meeting notices and agendas distributed to members prior to each meeting with ample notice.

- Time is allowed at board meetings for stakeholders to ask questions or raise issues.

How many new board members were elected/appointed to your board this year?

11 of the 15 Board Members were newly elected/appointed

What more would you like to tell NCR or the community about your board meetings? What are you doing that is new or particularly successful to involve residents and others?

Click here to enter text.

COMMITTEE MEETINGS AND GENERAL MEMBERSHIP MEETINGS (please check all that apply)

- Meeting agendas and minutes are easily available and posted on the organization’s website before and after each meeting.
- Affected residents and other stakeholders are contacted prior to an issue being discussed at a committee meeting.
- Meeting notices and agendas are distributed to members prior to each meeting with ample notice.
- Other (please specify):

Click here to enter text.

What more would you like to tell NCR or the community about your regular meetings? What are you doing that is new or particularly successful to involve residents and others?

NENA’s 990’s, GuideStar Report, CPP Annual Reports, Bylaws, Board Agenda and Minutes, and committee minutes are posted on our website in a timely manner.

SPECIFIC ISSUES

- Affected and interested stakeholders are notified and involved in our organization’s decision-making process.

What more would you like to tell NCR or the community about your outreach to under-represented groups? What are you doing that is new or particularly successful to involve residents and others?

NENA is working closely with Council Member Andrew Johnson and the surrounding homeowners and renters on the City’s affordable housing project at 54th Street and Riverview Road.

ORGANIZATIONAL INFORMATION (please check all that apply)

- An annual report is available to all residents on the organization’s website.

- The organization's bylaws, grievance procedures, meeting schedules and contact information are easily available on the organization's website and through other means.

OTHER

- Our community events and meetings regularly advertised in community newspapers.
- We use social media (such as e-democracy or Facebook) to share information.
- We share city news and information on our organization's website or through email, social media or other means.

What more would you like to tell NCR or the community about participation in your organization? What are you doing that is new or particularly successful to involve residents and others?

NENA launched a brand new website in June. Started NENA News in October – an online bi-weekly newsletter. NENA's Facebook page has new content daily. In 2016, NENA will start a quarterly printed newsletter and a NENA/NEBA Welcome Packet mailed to each household.

2. 2015 Highlights

Please describe one or two major highlights:

- What was the issue or opportunity the neighborhood was facing?
- Who was impacted?
- What steps did you take to address the issue or opportunity?
- What was the outcome?

Highlight 1:

Strategic Planning

2014-2015 were transitional years for NENA and strategic planning was needed to give the organization direction, a renewed sense of purpose, and an understanding of what the community expects of its neighborhood association. NENA Board and committee members, and more than 500 community members were involved in sharing ideas and feedback. We worked with a talented consultant to lead the eight month long process. Outcomes include: the 2016-2018 Strategic Plan; a 2016 budget built upon the Strategic Plan; a spend down plan for 2016-2020; clear work plans for the NENA Board, committees and staff; and a renewed excitement and buy-in from community members and partners.

Highlight 2:

Housing, Commercial and Streetscape (HCS) Committee Formation

In early 2015, a group of invested community members formed the HCS Committee. This was the first external/community-based committee for NENA in a long time. Committee outcomes include: Committee charter and work plan; transfer of the NENA housing loans to GMHC; five Emergency Repair Loans (\$29k) (and the need to replenish fund in late 2015); five Revolving Home Loans (\$59k); Planning for five joint projects in 2016 with the Nokomis East Business Association (NEBA) (e.g. – Nokomis East bike racks, new resident welcome packet, shared printed communications, community-based research project intern); HCS Committee/NENA participation in NEBA events; and three community information and input sessions on HCS-related issues.

We'd love to share your highlights with others.

If possible, send digital photos, videos, illustrations or a link to any of these to ncr@minneapolismn.gov with the subject line "**2015 Annual Report Images.**" If you have a large digital file, please make arrangements to mail or deliver a copy directly to your NCR Neighborhood Specialist.



3. Financial Reports

Send this via email to: ncr@minneapolismn.gov.

with a copy to your NCR Neighborhood Specialist.

4. City Services and Interactions



In addition to your annual report, please take time to describe your interactions with City departments and other jurisdictions. Please be frank with your opinion- this section will be separated from your neighborhood annual report, and will not be put online.

1. IMPACT

What interactions with City departments occupied a major part of your time? What worked well? What could be improved?

NENA interacts primarily with our two City Council Members, the NCR Department and the MPD. Our council members and staff are very accessible, attend NENA events regularly and we have collaborated on several projects. Stacy Sorenson and other NCR staff were very helpful during NENA's transition period and remain accessible and helpful. Bob Cooper and Judy Duffey are accessible and helpful. CPED staff have been accessible and helpful as we look into business support programs. The MPD hosted a joint information session with NENA. The CPS officer is adequate. MPD crime update emails are useful. The Snow Emergency announcements (multiple formats) are useful. Our executive director had coffee with our new NCEC Commissioner.

On a scale of 1 to 5, with 1 being poor and 5 being excellent, how would you rate your overall experience with your interactions with the City? 4

2. CITY COMMUNICATIONS - EFFECTIVENESS

Is the information that you receive from the City understandable and useful?

Yes. Seems like registrations through gov delivers changes. We use newsletters from city council members, departments and NCR for updates and content.

On a scale of 1 to 5, with 1 being poor and 5 being excellent, how would you rate overall communications from the City? 4

3. CITY COMMUNICATIONS - TIMELINESS

Do you receive adequate notice of City activities in your neighborhood? If not, did your organization inform somebody at the City of this? Did the City respond in a positive manner? Please explain.

We receive periodic notices of land use applications from the City. Most information is gleaned from newsletters, regular contact with City officials and accessing the City's website.

On a scale of 1 to 5, with 1 being poor and 5 being excellent, how would you rate the timeliness of communications from the City? 3

4. CITY DEPARTMENTS

How can City departments improve the way in which they function in your neighborhood?

NENA has worked through our council members to for City-related issues. In 2016, NENA will now be working more closely with NCR’s cultural outreach staff, John Reed MPD CPS and housing inspectors. NENA will work through the Southside United Neighborhoods (SUN) Project and the Minneapolis Renters Coalition on larger issues.

5. NCR ASSISTANCE

How can the Neighborhood and Community Relations Department improve the assistance it provides to your organization as a community participation group?

NCR and Finance Department staff have provided excellent service and support to NENA during the transition. We will work with Stacy Sorenson on our upcoming plan modification/amendment. The revised Blueprint for Equity is a good document. This new CPP reporting format is much better as well and hopefully be more useful to the City. Mariano Espinoza was helpful to our efforts to engage with residents of Bossen Terrace in the spring/summer of 2015.

On a scale of 1 to 5, with 1 being poor and 5 being excellent, how would you rate the assistance provided to your neighborhood by NCR? 5

6. OTHER COMMENTS?

Click here to enter text.

5. Engagement Activities and Neighborhood Priorities

NEW ENGAGEMENT ACTIVITIES

What are the major new engagement activities, if any, that you have planned for 2016?

- *NENA Communications and Resource Hub*
- *Expanded Volunteer Base*
- *Housing, Commercial & Streetscape Committee & Projects*
- *Green Initiatives Committee & Projects*
- *Livability & Community Engagement Projects & Benefiting Bossen Work Group*
- *NENA Town Hall / Night Out with NENA Events*
- *Community engagement events (e.g. – Annual Meeting, Dia de la Madre, Neighborhood Garage Sale and Minneapolis Monarch Festival*

NEIGHBORHOOD PRIORITIES

ATTENTION!

If your neighborhood has current or ongoing Neighborhood Priorities approved by NCR, please contact your NCR Neighborhood Specialist to provide a brief update on the status of each. [The Neighborhood Specialist will send you a link to an online report that lists your Priorities and allows you to enter updated information.](#)

Priorities for 2016

Please identify up to five Neighborhood Priorities your organization (staff, board, committees and volunteers) will be working on in 2016 that you would like to communicate to the City and other jurisdictional partners. These can be current or ongoing Neighborhood Priorities already submitted to NCR or new priorities for 2016.

A Neighborhood Priority may:

- be a project, program, service or activity that has broad neighborhood support;
- involve significant time and effort by neighborhood staff and volunteers; or
- require funding from various public, private or non-profit sources, or from the neighborhood organization, itself.

A Neighborhood Priority can focus on a variety of things, including, but not limited to:

- bricks and mortar projects such as housing or commercial development;
- improvements to public facilities or programs;

- a service delivered by a public, private or non-profit entity;
- a public policy, practice, law or ordinance that impacts the neighborhood;
- an issue involving public safety, the environment, land use, etc.; or
- an opportunity or challenge that arises needing timely and coordinated effort.

Neighborhood Priorities must be developed and adopted through a thorough neighborhood participation process. Priorities can identify, preserve and build on the existing assets and positive qualities of a neighborhood, or identify opportunities or problems to be addressed. Priorities may identify possible actions and should identify any potential partners. They can be as simple or as comprehensive as the neighborhood organization desires, covering a single issue, or several.

Formal acceptance of Neighborhood Priorities submitted as part of this annual report will be made through the formal acceptance of the Annual Report by NCR. Neighborhood organizations also may submit new Neighborhood Priorities at other times throughout the year as opportunities or challenges arise.

2016-2018 NENA Strategic Planning Vision

The Nokomis East Neighborhood Association will be this area's first-stop resource hub that helps create an energetic and engaged neighborhood. We will be recognized by our welcoming physical space, our professional staff, diversified funding and our willingness to lead courageous conversations. NENA will be an avenue for addressing important neighborhood issues, a catalyst for building strong neighborhood partnerships, and a channel for wise business growth.

NENA Strategic Plan - Major 2016 Priority 1:

Priority Name:

Build Capacity for Community Engagement

Short Description of Priority:

- Create an engaging physical space
- Increase organizational visibility
- Reformulate communication content and methods

Additional Information for Priority #3

Public or Private Partners Needed to Address the Priority

- University of Minnesota, College of Design – New NENA logo

Amount of Neighborhood Priority Reserve Funds Need

\$0 allocated in CPP 'Neighborhood Priorities' budget line; Expenses allocated to other CPP and NRP budget lines

NENA Strategic Plan - Major 2016 Priority 2:

Priority Name:

Engage the Community

Short Description of Priority:

- Build a reliable volunteer base
- Revitalize community relationships
- Enhance committees and projects

Additional Information for Priority #2

Public or Private Partners Needed to Address the Priority

- NENA Housing, Commercial and Streetscape Committee
- NENA Green Initiatives Committee
- NENA Strategic Planning Task Force
- Benefitting Bossen Work Group
- Nokomis East organizations such as the Nokomis East Business Association, schools, library, communities of faith and nonprofits
- Additional - Nonprofit partner organizations such as Metro Blooms, SUN Project, Minneapolis Renters Coalition
- Center for Regional Affairs and other departments at the University of Minnesota
- City Council Members and staff
- NCR's Cultural Relations Staff, CPED Staff, Inspections Staff
- Minneapolis Park and Recreation Board

Amount of Neighborhood Priority Reserve Funds Need

\$0 allocated in CPP 'Neighborhood Priorities' budget line; Expenses allocated to other CPP and NRP budget lines

NENA Strategic Plan - Major 2016 Priority 3:

Priority Name:

Build Operational Excellence

Short Description of Priority:

- Improve governance and function
- Build Board cohesion

Additional Information for Priority #4

Public or Private Partners Needed to Address the Priority

- NENA Executive Committee
- NENA Governance Committee

- Charities Review Council
- NCR Staff and legal counsel to review updated governance documents

Amount of Neighborhood Priority Reserve Funds Need

\$0 allocated in CPP 'Neighborhood Priorities' budget line; Expenses allocated to other CPP and NRP budget lines

NENA Strategic Plan - Major 2016 Priority 4:

Priority Name:

Demonstrate Organizational Responsibility

Short Description of Priority:

- Diversify revenue streams
- Demonstrate accountability to stakeholders

Additional Information for Priority #1

Public or Private Partners Needed to Address the Priority

- NENA Finance Committee
- Foundations and other funders
- Mike Wilson, CPA - 2015 Financial Review and IRS Form 990
- Tim Dornfeld, contracted bookkeeper
- NCR staff to support amendments to NRP Plan

Amount of Neighborhood Priority Reserve Funds Need

\$0 allocated in CPP 'Neighborhood Priorities' budget line; Expenses allocated to other CPP and NRP budget lines