The Neighborhood Organizing Booklet:

A Guide to Establishing a Successful Neighborhood Association

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INTRODUCTION

Urbanized areas of the United States represent home for most of the citizens in this country. The common denominator for a satisfactory quality of life in these areas are *safe, clean, and attractive neighborhoods*. As state and local resources become scarcer, neighborhoods and the people who reside in them will need to be much more *proactive* in maintaining the standard of living they have been accustomed to in the past.

Organizing and maintaining a successful neighborhood association, block club, or homes association is the first step in taking control of a bad situation or developing and refining a good situation. The reasons for organizing a neighborhood can range from getting drug houses shut down, mobilizing for new construction of public facilities, using groups to voice concerns regarding traffic problems, closing unwanted liquor stores, or obtaining special neighborhood designations such as a historical district.

The information provided in this booklet will explain the benefits of neighborhood organization and give you the tools necessary to accomplish that goal. It will also provide information regarding funding sources and assistance options for qualified groups.

What is a Neighborhood Association

A neighborhood association is a group of homeowners, renters, apartment dwellers, and representatives from neighborhood businesses, churches, and schools who organize to improve conditions in the neighborhood.

Why Form a Neighborhood Association

Neighborhood associations are usually organized to:

- ❖ Empower residents to work together in improving their neighborhoods. It brings people together to form a collective united voice and hence influence change in their neighborhood
- ❖ Address a particular issue of the neighborhood e.g. crime, littering, abandoned buildings e.t.c
- ❖ Provide the neighborhood with an effective communication link to government officials, developers, nonprofit organizations and other influential groups
- ❖ Build a sense of community among the neighbors
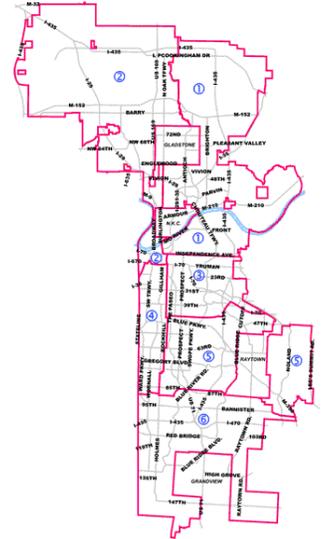
Benefits of Forming a Neighborhood Association

Neighborhood associations benefit the neighborhood in various ways. These benefits include:

❖ Facilitating neighborhoods to achieve their common goals
❖ Empowering neighborhoods so that they can collectively voice concerns and participate in decision making on issues that affect their neighborhoods
❖ Enabling neighborhoods to work towards preserving their neighborhoods
❖ Organizing neighborhood improvement projects
❖ Organizing and holding social events that help build a sense of community

Role of the Local Government

The Local Government is charged with the responsibility of ensuring that the common good is protected and that public services are effectively and efficiently delivered. In promoting problem solving with people, the local government agency needs to contribute resources. These contributions might include expertise, skills, facilities, training programs, seed grants, and coordination.

Role of the Citizens

Citizens play a key role in the well-being of their communities. For them to ensure that the desired quality of life is achieved, they have to actively participate in their communities. They can participate through voting for leaders in the neighborhood, serving as leaders in the neighborhood association as well as participating in the neighborhood improvement projects and social events. Other opportunities for citizens to be involved include:

❖ Becoming a registered member of the association
❖ Attending association events and programs regularly
❖ Becoming a block captain or leader in the various committees
❖ Attending meetings regularly
❖ Volunteering for activities

STARTING A NEIGHBORHOOD ASSOCIATION

The following are suggested steps to follow when starting a neighborhood association:

Step 1: Form a Core group

Once an issue that people can rally around is identified, it is time to get people to discuss the issue. To get started, it is important to find a small group of committed neighbors to help in launching the association. The number of people needed will depend on the size of the area you want to organize. When the group has been formed, schedule a meeting at a central location like someone's house, a school or church. Ensure that the meeting is set up as quickly as possible so that people do not lose interest. Each member of the core group should:

- ❖ Try to attend all the meetings
- ❖ Act for the benefit of the group
- ❖ Use an agreed upon process at meeting
- ❖ Be polite
- ❖ Make constructive comments
- ❖ Treat each other with respect
- ❖ Discuss issues and concerns that led to the forming the association and not personalities
- ❖ Accept group decision once a consensus has been reached

Step 2: Establish Boundaries

Boundaries are usually determined by streets, city limits, roads or other natural features within the neighborhoods. Looking at city maps and taking a tour of the neighborhood may help in setting the boundaries. After the boundaries have been determined, a list of the residents, property owners and businesses in the area should be established. In addition to going door to door, contact the City Planning office for available information.

Step 3: Identify problems and develop a neighborhood plan

A neighborhood plan helps the association make decisions and take action, collect facts about the neighborhood and use them to identify pressing neighborhood problems, concerns and desires. Based on this information, develop a plan. The plan should contain the goals and principles of the association as well as the strategies for reaching the goals.

See Appendix 1: Sample Neighborhood Survey

Step 4: Establish Committees

In order to effectively address issues, it is advisable to divide members into committees based on their interests. The core group should define the goals and objectives of each committee and set the rules and regulations to be followed by the members. Some of the committees will include:

Examples of Committees	Duties
Bylaws Committee	- Developing the Association's bylaws - Ensure that the bylaws are distributed to the members - Ensure that the bylaws are followed - Handle disagreements among members about procedures
Finance Committee	- Fundraising - Management of the association's funds
Publicity Committee	- Sharing information with the community - Informing the community of upcoming events and meetings
Neighborhood Improvement Committee	- Organize clean ups - Organize neighborhood beautification activities like tree planting, landscaping, grass cutting etc - Liaise with the city on ordinance enforcement
Neighborhood Development Committee	Liaise with the city and nonprofit organizations working in the area to attract business development
Crime Prevention	- Organize block watch programs - Organize crime prevention campaigns - Liaise with the Police Department to educate residents about crime prevention

Step 5: Organize and Hold the 1st Neighborhood Meeting

Once the core group has decided on the structure and boundaries of the association and created sample bylaws, it is time to hold the first neighborhood meeting. The aim of this meeting is to introduce the neighborhood association to the residents and get them involved in the process. The meeting is also aimed at getting feedback from the residents on the proposed boundaries, bylaws and goals of the neighborhood.

For the neighborhood to be successful, the involvement of the residents is important. The core group should ensure that the residents understand their ideas. They should also be open to modification of some of the goals, bylaws and proposed boundaries. In case a consensus is not built at this meeting, a second meeting may be organized. Once the bylaws, boundaries and goals of the neighborhoods are agreed upon, the neighborhood association begins to actually exist.

See Appendix 2: Tips on Holding the 1st Meeting

Step 6: Register the Neighborhood Association

Once consensus has been built in the neighborhood, the Neighborhood Association is encouraged to register with the Neighborhood Services Division of the Neighborhood and Community Services Department. Registering your group with the City provides several benefits. Not only will your group be included on mailings (both postal and electronic) of information from the City, but also there are several City programs that use our list to determine eligibility. In addition, eligibility to vote in Kansas City Neighborhood Advisory Council elections in dependent on being an active, registered neighborhood or homeowner's association group. Please visit our website at http://kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/NeighborhoodServices/ or contact our office at 513-3200 to fill out a registration form.

CREATING THE ORGANIZATIONAL STRUCTURE

For the newly formed Neighborhood Association its goals effectively, an organizational structure needs to be created. The organizational structure will include adopting an organizational model for your neighborhood association, creating bylaws and electing leaders.

Organizational Models

1. **Charitable organization:** It is the simplest and least structured model with a range of possibilities within it. A charitable organization can choose to have bylaws to help with continuity and process despite the fact that bylaws are not required.

2. **Non-profit Incorporation Organization:** This model requires more structure and paperwork. It helps define a group and contributes to its credibility as a viable, working body of interested people. For Incorporation papers, contact the Missouri Secretary of State Office in Kansas city:
   > 615 E.13th St. 5th Floor
   > Kansas City, Mo 64106
   > (816) 889-2925

3. *Tax-Exempt Organization:* Of the models, this is the most structured organizational model. This status enables the association to accept donations while allowing contributors to deduct their contribution from their income tax. A group usually must be incorporated at the state level before it can apply for a 501 (c) (3) tax exempt status from the Internal Revenue Services (IRS). For application details, call 1-800-829-1040.

Legal Assistance

The ideal way to obtain legal assistance is to locate a lawyer who lives within your area and hopefully is a part of the neighborhood group. They may be more likely to donate some time to assist your organization than someone outside the group. If this is not an option, contact local law groups about providing some assistance free (*pro bono*) or at a discount.

Bylaws

Bylaws are rules that govern a group. They govern the way the association functions as well as define the role and responsibilities of its officers. They also serve as a constitution that establishes the legal requirements for the association. Articles of the bylaws include:

1. Name of the Organization
2. Purpose
3. Boundaries (try to name specific streets or natural boundaries)
4. Membership
   - Who is a member
   - Will each person have a vote or each household
   - Privileges and responsibilities of membership if any?
5. Funding
   - Dues,
   - When payable (annually, bi-annually etc)
   - Per household
   - Fundraising
6. Meetings
   - Annual meeting dates
   - Dates or frequency of general meetings
   - Notice of meetings
7. Board of Directors
   - Number
   - Date and manner of election
   - Terms of office
   - Filling Vacancies
   - Removal of directors
   - Meetings and quorum
8. Officers
   - Number of positions
   - Duties
   - Term of office
   - Manner of election
9. Standing Committees
   - Manner of creation
   - Duties
   - Composition
10. Adoption and Amendment of Bylaws
    - how the bylaws will be adopted e.g. by a 2/3rd vote
    - how to amend the bylaws e.g. at a regular, annual or board meeting, size of majority needed to amend, notice of bylaw changes needed etc

See Appendix 3: Sample Bylaws

Electing Leaders

At the Association's initiation, the core group will select an interim chairperson, vice chairperson, treasurer and secretary. Once the group holds the first public meeting and agree on the way forward, then an election can be held. The elections should be held in accordance to the bylaws.

Leadership

Strong leadership gives an organization stability, guidance, motivation to take action, unity in purpose ad continuity. Leaders are responsible for coordinating the activities of the group and ensuring the success of the group.

Recruiting and developing leaders should be an ongoing process for all members of the neighborhood association. To develop leaders, the association should:

❖ Identify many potential leaders and not just one leader
❖ Encourage people to take on different tasks and discover their strengths
❖ Encourage members to be open to change
❖ Encourage members to communicate positively and in a productive manner.

To prevent leaders from getting a burnt out, it is important that:

❖ Responsibilities are delegated
❖ Split big jobs into smaller parts and assign the jobs to different people
❖ Encourage the young to get involved in the associations and groom them for leadership
❖ Focus on the goals and achievements not on specific personalities.

When identifying potential leaders, look for people who:

❖ Are passionate about the neighborhood and the association
❖ Are good communicators
❖ Can motivate people to take collective action
❖ Are knowledgeable of the neighborhood, its people and their interests
❖ Want to succeed
❖ Are willing to share power

RUNNING A SUCCESSFUL NEIGHBORHOOD ASSOCIATION

This section discusses how to successfully run a neighborhood association.

Recruiting and Maintaining Membership

One of the neighborhood Association's most valuable resources is its membership. Recruiting and maintaining members is an ongoing activity. The following are some of recruitment ideas:

- ❖ Develop a recruitment brochure and flyer
- ❖ Organize door to door distribution of fliers and other recruitment material while making contact with the residents
- ❖ Send personal letters of invitation to a meeting or event.
- ❖ Send written notices to newspapers.
- ❖ Post fliers and brochures at local markets, schools, businesses, libraries, bus stops etc.
- ❖ Have board members bring a neighbor to a meeting.
- ❖ Use the newsletter to promote and recruit.
- ❖ Organize community events that can also attract community members and have a recruitment booth at these events.

Recruiting a New Potential Member

The first contact with a potential member will encourage or discourage the person from becoming a member. One need's to be adequately prepared before approaching a potential new member. Here are some pointers on how to do it:

- ❖ Make the person feel important.

    I came to see you today because we want you to be a member of _____ Neighborhood Association, We believe that you would be a very valuable member and would enjoy being part of the organization

- ❖ Scope of program: State the purpose of the organization.

    The purpose of this Association is to _____.

- ❖ Mention one experience you have had with the organization.

    The organization has been able to organize community events that _____

- ❖ Talk about a worthwhile cause of the organization's existence.

    We feel that our organization is successful because we have accomplished _____.
    We enjoy working with each other and making each other's lives betters. We accomplish a lot as a group

❖ Give them materials to read

This brochure tells you more about the aims and goals of our association, what we have accomplished in the past and how to become a member. I believe you will be interested in reading it and I hope you will make a decision to become a member

❖ Invitation to a meeting:

I would like you to accompany me to the next meeting. You will have a chance to see what we do and talk to other members.

❖ Follow Up

I will call you on _____ to remind you of the meeting.

Volunteers

The most successful groups are thoughtful of their volunteers, with recognition, social gatherings, and many verbal thanks to let everyone know that they *are needed and appreciated*. Failing to let people know you appreciate their help is a sure way to lose their interest. When assigning responsibility to individual volunteers, be sure to distribute the responsibility evenly or rotate it periodically to insure nobody feels left out or overworked. All group members should provide or be asked to provide input on the use of volunteer activity.
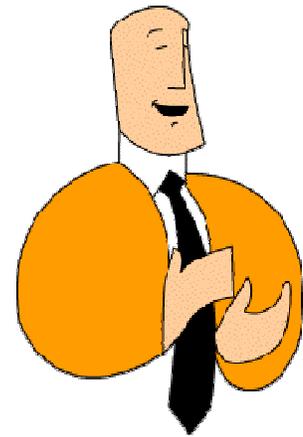
Effective Meetings

While a successful meeting can build an organization, a poor meeting can potentially destroy an organization. As a neighborhood organizer, one has the responsibility to make the meeting productive and pleasant. To have a successful meeting, always ensure that:

❖ There is a leader/moderator/facilitator of the meeting
❖ Meetings start on time
❖ There is an agenda to keep the meeting flowing and in order. Be sure to keep the agenda simple
❖ The purpose of meeting is clearly stated on is clearly stated on the agenda.
❖ The agenda is followed but always provide an opportunity for individuals to speak on any new issue at the end of the meeting
❖ Introduce any new comers and public officials at the beginning of the meeting
❖ The meeting is brief and the comments made are relevant to each concern that is discussed.

- ❖ Use visual aids as much as possible
- ❖ Allow everyone to contribute but make sure that a time limit is set for discussion
- ❖ Make frequent summaries during discussions so that everyone understands what is going on
- ❖ If conflict occurs, appoint a committee to research the concern and report on it in the next meeting. Encourage the individuals voicing their concerns to be part of that committee
- ❖ Assign tasks and delegate responsibilities as the meeting proceeds. This ensures that the members have a sense of belonging
- ❖ Guide meetings from concerns to solutions
- ❖ At the end of the meeting, go over the agenda and give an overview of each discussed issue
- ❖ Before adjourning, state the next meeting date, time and place.

Types of Minutes

Annual Meetings: This is a meeting held in the same month every year. At this meeting the members elect the officers for the next year and also review the annual budget. The members also discuss projects, concerns and other issues that they would like to address in the next year.

Board Meetings: These types of meetings are held monthly or as often as needed to oversee the concerns and projects that residents have agreed upon in annual or special meetings.

Committee Meetings: Each committee meets separately to discuss and take action on their specific responsibilities.

Special Meetings: These are meeting that are called to discuss and make decisions on specific issues. They can be called by the general members, board or officers. Members should be given at least 10 days notice.

Regular Monthly Meetings: Associations normally choose to have monthly or quarterly meetings to discuss their progress. They can also be organized as social gatherings to bring the residents together.

Meeting Essentials

Meeting place: Select a place that is centrally located and one that adequately accommodates the neighborhood meeting. It is advisable to select a place that will always be available for consistent meetings.

Meeting tools: Ensure that there are:

- ❖ Sign in sheets for all residents and guests
- ❖ Flip charts, dry mark boards, chalk boards etc
- ❖ Printed copies of the agenda and minutes from a previous meeting to be handed out to the residents

How to run meetings

Many groups have lost valuable momentum due to a poorly run meeting. Continuously disorganized meetings can lead to the **dissolution** of a once effective neighborhood group. With a little thought and attention to detail, your meetings can be effective.

First, ask yourself "why are we meeting?" Having a full group meeting for no reason or a small reason is **worse** than not having one at all. Committees can be established to handle minor decisions or render judgment on issues not affecting the whole group. Most groups meet once a month unless circumstances warrant more frequent meetings. Always plan an agenda before the meeting and post it in the meeting room or hand out copies to participants

If a regular meeting is scheduled but you don't really have anything to discuss, **find something**! Invite guest speakers, take a neighborhood tour, or have a potluck. It is good for groups to make contact on a regular basis and reaffirm your mission or original purpose for organizing.

Arrangement of a meeting room should be such that it will encourage people to talk. If possible, place chairs in a semicircle or full circle to encourage this, and so that everyone can see everyone. **Avoid** the "classroom" arrangement where everyone is sitting in perfect rows facing the teacher. Use tables only to display drawings or literature; they tend to form barriers to communication. An exception to this would be sitting everyone at one large table or a "square" of tables to facilitate recording information. Be sure to hold the meeting in a room appropriately sized for your group. Much energy can be lost by placing 30 people in a room built for 200. If fewer people show up to a meeting than originally planned, use only a corner of the room. Arrangement of a room and its size has a definite effect on meeting performance.

Meeting protocol should include some methods to **ensure democracy** in settling issues. You may wish to use "Robert's Rules of Order." Condensed versions of this are available at most libraries. If the group is uncomfortable using this, special effort should be made to insure any decision made is a true reflection of the will of the group. Allow plenty of debate on important issues, but do set time limits. Important or controversial issues may need to be researched by committees prior to any open debate due to time constraints. This also assures that any decision made will be a better, more informed solution to an issue.

Finally, try to end each meeting with some concrete **action**. Have a list of things to be accomplished, set deadlines for specific phases of the projects, and try to involve as many members as possible to do them.

Note: Remember to decide on the date, time, and place of the next meeting before any members leave.

The Agenda

Each meeting should start with a set agenda. An agenda is a written plan of what will be covered during the meetings. It is usually set by the chair. Each person should have a copy of the agenda

so that they can know in advance what and when issues are to be discussed. Below is a sample of the agenda proceedings:

- ❖ Opening the meeting: The Chair should check with the Secretary to ensure that there is a quorum to hold a meeting. A quorum can be defined as the number of members of a group or organization required to be present to transact business legally, usually a majority. The Chair then calls the meeting to order.
- ❖ Report of minutes from the last meeting: Minutes are notes taken from the last meeting. After the minutes are read, the Chair should ask if the minutes need to be corrected. If they do not, then it is announced that the minutes have been approved. If there are any changes or corrections to the minutes as-read, the changes must be approved by the members. If corrections are approved, then the minutes will stand corrected and should be recorded as such. If the corrections are not approved, the minutes will stand unapproved and must be recorded as such
- ❖ Standing Committee and Officers: Standing Committees are appointed to address lingering concerns of the group. Officers of the group will remain until an election is held or they are removed according to the bylaws. Reports of the Committees do not require a vote unless the committee makes recommendations to the group.
- ❖ Reports from Special Committees: These Committees are appointed to achieve a specific task. When the Committee has achieved its task, then it is disbanded. The Special Committee can make recommendations that must be voted on for approval
- ❖ Old Business: Any issue that is left unresolved from the past meeting is old business and should be addressed if possible before the start of new business
- ❖ New Business: This is an issue or issues that have not yet been discussed at the group meetings. It is not necessary to come to agreement or vote on issues in one meeting: they can be "tabled", or continued on for the next meeting if necessary
- ❖ Announcements: It is always a good policy to let the group make announcements relevant to the group. You may wish to put announcements at a later point in your meeting, however, to keep people focused.
- ❖ Adjournment: After all business has been addressed and conducted, the Chari may declare the meeting is adjourned. Some bylaws will require an agreement from the group to adjourn the meeting

(See Appendix 4: Sample Agenda)

Good Minutes

Minutes document decisions made during a meeting. They provide a permanent record of the neighborhood's business for all present and future residents. Minutes are essential in providing continuity and information for succeeding committee chairs of the association. The following is a guide to having good minutes:

- ❖ On the first page, write the name of the organization
- ❖ In the first paragraph include

    - o Type of meeting (annual, committee, regular or special)

- o Name of Committee or Board
- o Date - including year, time & place of meeting
- o Name of presiding officer e.g. Mr. Peter Smith, Chairman, Presiding)
- o Names of present and absent members
- o Whether minutes of the previous meeting were approved as read or if they were corrected

❖ Record ideas: listen to comments, put down main points and summarize them. Ensure that the minutes are brief but as complete as possible.
❖ Minutes should clearly indicate

a. Major problems stated
b. Suggestions proposed
c. Conflicting points of view for clarification of action

❖ Record all main motions and include:

a) Name of member who made the motion and underline the action (Florence Keith <u>moved</u> that ...)
b) Do not include that the motion was seconded
c) State and underline whether the motion carried or failed (<u>Motion carried</u>)

❖ Record the time the meeting adjourned and who adjourned the meeting
❖ At the end minutes write the name of the recorder e.g. Submitted by Jessica Burns, Secretary
❖ After minutes have been approved, the Secretary should write in "Approved" or "corrected" with the date on the minutes

(See Appendix 4: Sample Minutes)

Steps to making a Motion

A motion is a way for a group member to ask the group to take an action. Listed below are the steps involved in making a motion:

❖ Member gains recognition to speak from the Chair
❖ Another member must "second" the motion or agree to it. If not the seconded, the motion dies.
❖ The Chair restates the motion for the group
❖ The Chair conducts the discussion
❖ The Chair closes the discussion after everyone has had a chance to speak by asking if anyone has further discussion.
❖ The Chair puts the question to a vote
❖ The Chair or appointed representative announces the results.

Voting

Voting procedures should be outlined or suggested in the bylaws to prevent confusion on the part of members. The following is a list of the types of votes and how they should be conducted:

❖ General Consensus: This type of voting can streamline general business, such as approval of minutes that no addition. This can be conducted by asking if there are any objections; if none are raised, the measure passes.
❖ Voice Vote: This is the easiest way to conduct a vote. The Chair will ask for all people in favor of the motion to say "Yes" or "Aye". The Chair will then ask for those opposed to say "No". Based on the responses, the Chair will make a decision based on the volume of the vote. Any group member who questions the decision of the vote may ask for a show of hands.
❖ Show of Hands: This is done when a member questions a voice vote. The Secretary will count hands shown and the Chair will announce the result.
❖ Standing Vote: If the results of any of the above voting systems are questioned, a standing vote may be held if someone motions it. No second is needed. The Secretary and Chair will perform the count and the Chair will announce the results.
❖ Roll Call: A roll call is a permanent record of how each person voted. The Secretary will call the name of each member, the member answers "For", "Against", or "Present". Members may answer "Present" if they do not wish to vote on the issue. The Secretary will read the answer of each member and the Chair will announce the result of the vote.
❖ Ballot: The ballot approach is used when secrecy is wanted. Balloting is time consuming and should be avoided if possible. Ballot votes are generally for elections and a ballot vote must be called for from the floor. This voting method must be seconded. The motion is not open to discussion and the Chair appoints the people to count the votes. The Secretary will then report the number of votes cast, the number of votes for or against, the number of illegal votes and the reason for such, and the number of blank ballots.

Building Consensus

In a group, people do not always agree on issues and therefore consensus building is required. It is a process where groups of people who do not agree are encouraged to share information and negotiate to reach a consensus for the good of the association. Each member should give their opinion and should be willing to accept a compromise in order to help the group move towards its goal.

Managing conflict

It is always advisable to address conflict immediately instead of ignoring it. Ignoring conflict will lead to damaged relationships and may end up in distracting a neighborhood association from achieving its goals.

Some tips of handling conflict include:

- ❖ Talking directly to one another and have a direct conversation other than sending a letter or complaining to someone else
- ❖ Choosing the right time to talk in a neutral place where you can talk without disturbances
- ❖ Stating the problem, how it makes you feel and the possible solutions
- ❖ Avoid blaming or calling names
- ❖ Listening to other people and appreciating their point of view
- ❖ Negotiating a solution
- ❖ Checking back with each other to ensure that you are making progress in resolving the conflict.

Finances

 With time, a neighborhood association will accumulate money for one reason or another. The association needs a management system in place for dealing with these funds. Every association that collects or distributes money should have a treasurer's report and therefore it is important to have a treasurer.

Bank Account

It is advisable for an association to open a bank account depending on the amount of money being handled. All bank accounts open to individuals are also open to neighborhood associations. The main types of bank accounts are *Checking account* and *Savings account*.

Banks charge lower fees on checking accounts that maintain a minimum balance making checking accounts better for associations that make frequent but not large withdrawals to pay expenses. Saving accounts are better for associations that do not make withdrawals very often.

Opening an Account

In order to open an account the association requires:

- ❖ Tax Identification Number: This is a federal number that is filled with the Internal Revenue Services (IRS). It enables the bank to report the earnings of the association's account to the IRS doe tax filling purposes.
- ❖ Information on fees and charges: It is important to research on the fees and charges assessed at different banks and credit unions. Some banks have better programs than others and this information should help the association decide the type of bank account they will open.
- ❖ Important documentation: If the association is registered as a nonprofit corporation, a copy of the Articles of Incorporation stamped "Filed" to the bank. If the association is not a corporation, a copy of the bylaws or the minutes of the first meeting will be required. The bank will also require the names and titles of the people who are authorized to

operate the accounts on behalf of the association and personal identification such as driver's license, credit cards or passport.

❖ Signature Cards: All the signatories of the account must provide their signature to the bank. If a file of the association's bylaws is with the bank, it allows greater ease in obtaining new signature cards.

❖ To obtain and adopt a resolution: A card with the wording for a resolution authorizing the bank account will be given to the association by the bank. The resolution must be adopted by the board of the association.

Fund Raising

At some point, a Neighborhood association will need to raise money for regular operations, special events and projects. The ways available to raise money are directly proportionate to the collective imagination of the association's members. Funds can be raised from the group itself, private foundations and local and federal government grants. A fundraising committee should be created to prepare, budget and manage the funds.

Fund Raising Activities

❖ Rummage or Garage Sale: This is a simple event to organize. Each member can donate items to sell. To make the garage sale successful, select a day when most people are available to attend. Have the sale at a busy corner or a busy street to maximize exposure. Also make sure that the event is well advertised.

❖ Raffles: The success of a raffle depends on high ticket sale and plenty of prizes to win. Ask merchants and members of the group to donate prizes. This will reduce the cost of organizing a raffle.

❖ Approaching Local Merchants: They can either make a cash or in-kind contribution. A merchant's contribution is proportionate to the size of merchant. Ensure that the person approaching the merchant is an established customer of the merchant. To maximize on the support of local merchants, encourage residents to patronize local businesses.

❖ Approaching Private Foundations: Establish foundations that support you purpose and then submit a proposal to those foundations. Ensure that the proposal is well written and filled with facts but not exaggerated.

❖ Collecting Dues: Many organizations may have membership fees to help pay for various activities and running costs for the organization. Despite this being a good method of raising funds, ensure that mandatory fees is not a condition for membership because this could lead the organization to lose some dedicated members who are not able to come up with the fee.

Book Keeping

One key requirement for a successful organization is a book keeping system. All important documents of an organization should be well filed and stored. This will ensure transparency as well as continuity year after year. Well kept documents can be used as proof of the group's existence and operations. They assist in the organization's audits.

All the meeting minutes, committee reports and financial reports should be filed and easy to retrieve. Cash receipt journal should be used to record the total amount of money received in a particular day and the source of the money. A cash disbursement journal should be used to record each disbursement from the bank.

See Appendix 6: Treasure's Report

Publicity
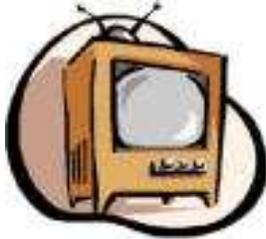
The establishment of a good public network is essential to any group. Whether it is a simple flyer advertising a meeting or a 30 second television announcement, groups must take advantage of all media including word of mouth to make people aware of their activities and keep members informed.

Some effective ways to publicize your neighborhood association include:

*News Releases/Public Service Announcements*

News releases give information about newsworthy events in a timely manner. A news release can be useful when you want to inform the public about some upcoming action such as a cleanup effort or an election of officers in your neighborhood association.

Public Service Announcements (PSA) simply announce an event. A good rule of thumb is to use a PSA when you want people to respond e.g. buy tickets or attend a meeting. Call the Neighborhood Assistance Division at (816) 513-3200 to see if you qualify for printing assistance.

Posters

Posters must be large enough to read easily. The message should be brief and the artwork should be kept at a minimum. The poster should be positioned at a location where it is likely to draw attention. Large effective posters can be made using pieces of cardboard boxes written with black enamel paint.

Note: *Place posters only on private property; there is a City Ordinance that prohibits placing advertisements on public poles.*
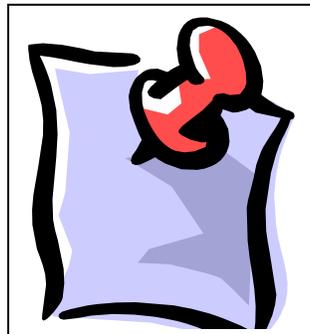
Flyers

Flyers can be used to inform people of the organization, an event or the organization's projects. It should be attractive and easy to read. Fliers can be posted in markets, Laundromats, schools, stores or any other place frequently visited by the people you are trying to reach.

Brochures

Brochures are important ways of getting information to potential members and the community as a whole. They should give brief but adequate information to anyone reading through it. A brochure should contain:

- ❖ What the organization does
- ❖ Who it serves
- ❖ What area it serves
- ❖ Eligible members
- ❖ When and where meetings are held
- ❖ Importance of the group's activities
- ❖ How it is funded
- ❖ How one can get involved (list the different committees)
- ❖ Contact information (Include name, address, phone number and email address of the person responsible for membership)

Newsletters

Newsletters can increase a group's visibility and credibility far beyond its boundaries. Advertisements placed by neighborhood merchants and residents can help pay for production costs. The basic steps for the production of a newsletter are:

- ❖ Form a committee and designate an editor. The editor writes articles, corrects articles submitted by others and set deadlines. The rest of the committee should assist with typing, soliciting, advertising and coordination printing
- ❖ A newsletter should contain notice of meetings, important events, progress on group activity, articles of community interest, recognition of volunteer efforts and advertising.
- ❖ The format of the newsletter includes the title and its location, number of pages, the arrangement of text, paper texture and color and reproduction services. Costs can be reduced if you print on a single 11 x 7 front and back. This yields a four page newsletter for much less cost than other alternatives.
- ❖ Determine how many copies you will need for members, civic and political leaders and advertisers. Printing cost per unit is much lower as the number of copies you request increases.
- ❖ The logistics of distributing a newsletter will need to be arranged to ensure that all households within the association boundaries are reached. The children in the

neighborhood are often helpful here. If you decide to mail the newsletter, ask the U.S. Postal Services about a bulk mail permit.

For possible assistance in printing a newsletter to qualified groups, call the Neighborhood Services Division at (816) 513-3200.

Logos, Buttons, T-shirts and Decals

A logo is a symbol or image design that represents and quickly identifies a specific group. It can be as simple as an artful display of the group's name or other objects that are relevant to the identity of the group. The logo must be unique to your group only.

If your group decided to adopt a logo, consider having the design transferred to buttons, T-shirts or decals that can be sold for fundraising or distributed to volunteers.

Collaborative Partnership

It is one thing to tackle a local problem in your neighborhood or your block and it is another to take on systematic problems such as joblessness, racism or gang violence.

For these tasks, it may be helpful for your group to partner with other nearby associations, not-for-profit agencies, or seek a way of becoming involved in a coalition group such as Northland Neighborhoods, Kansas City Neighborhood Alliance, Southern Communities Coalition or others. The coalition groups leverage the abilities and membership of groups they work with to create a larger net effect than any one group working alone.

The Kansas City Neighborhood Advisory Council is another coalition group working on behalf of the neighborhoods. An outgrowth of the Property Maintenance Advisory Committee, this 15 member group offers a formal method of input and guidance coming from the neighborhood level to affect City policy. Board members are elected in November of odd years by *active, registered* neighborhood and homeowner associations in Kansas City, Missouri. More information on the Advisory Council can be found on our website at http://kcmo.org/CKCMO/Depts/NeighborhoodAndCommunityServices/KCNAC/

CONCLUSION

Not everything suggested in this booklet will be a success in your neighborhood. Neighborhoods often have similar strengths and weaknesses, but each neighborhood is as distinctive and unique as its residents. What works well in one neighborhood might not work at all in another. If your neighborhood tries something different and successful, please contact us so that we can share your success with other neighborhoods.

This booklet is largely self-explanatory, however if you do have questions, need assistance, or want to utilize our resources, you may contact our office at 513-3200. The Neighborhood Services Division wishes you the best in your community and neighborhood endeavors.

Staff

Please feel free to contact any of our staff with your neighborhood concerns as you start, restart, or revitalize your neighborhood program.

Deletta Dean, Division Manager   513-3220

Venessa Huskey-Wates, Neighborhood Liaison   513-3019

TaWana Woodard, Neighborhood Liaison   513-3229

APPENDICES

Appendix 1: Sample Neighborhood Survey

Name: _____

Address: _____ Zip _____ Email Address: _____

Phone Number: Daytime: _____ Evening: _____

Are you a homeowner: _____ or a Tenant/Renter: _____

_____ I would like to join together with my neighbors in forming a Neighborhood Association

_____ It is important for me to know our Police Beat Officers

_____ My child/children is/are interested in joining a youth service group in our neighborhood

_____ I am available to serve on committees

_____ I want to be put on the mailing list to receive future issues of a neighborhood newsletter

ISSUES

What issues in our neighborhood concern you the most (check all that apply)?

☐ Crime   ☐ Noise

☐ Not enough street lights   ☐ Trash pickup

☐ Trash in yards   ☐ Poorly kept yards

☐ Vacant houses   ☐ Lowering property values

☐ Abandoned/junk cars   ☐ Playgrounds/recreation areas

☐ Speeding through our streets   ☐ People working on their cars in driveways

☐ Recreation vehicles parked on street or driveways   ☐ Graffiti

☐ Vandalism   ☐ Others _____

Of the issues checked above, which two do you feel need immediate attention?

_____

How are public services in your neighborhood? (Check all that apply)

Public Service	Good	Fair	Poor
Police Protection			
Fire Protection			
Street Repair			
Trash Collection			
Park Maintenance			
Public Transportation			
Recreation			
Others _____			

Is there a City service that your neighborhood needs but is not being provided?

☐ Yes   ☐ No

If Yes, which one? _____

What would you be willing to do to help the neighborhood address the two issues needing immediate action?

☐ Raise money   ☐ Provide labor

☐ Write letters to those who can help   ☐ Speak to the Board of Supervisors

☐ Provide materials   ☐ Work on a newsletter

☐ Make phone calls   ☐ Help organize a meeting

☐ Get others involved   ☐ Meet with County/City officials

☐ Host a meeting at your house   ☐ Stuff envelopes

☐ Help organize a neighborhood watch team   ☐ Participate in a committee

☐ Others _____

A Neighborhood Association is forming in your neighborhood to help address some of the identified issues. Would you like to be involved?

☐ Yes   ☐ No

EVENTS AND PROJECTS

Please suggest social events or neighborhood projects that we can participate in as a neighborhood

_____

_____

MEETINGS

What is the best time and day for you to attend neighborhood meetings?

Time _____   Days_____

How frequently would you like meetings to be held?

Monthly _____   Quarterly _____   Yearly _____   As needed _____

Return To:

Please return to: Name, Address and Telephone Number of person responsible for the survey.

Or

Bring the survey to the Sample Neighborhood Association's meeting to be held at _____ (venue) on _____ (date) at _____ (time)

Appendix 2: Tips on Holding the First Large Meeting

Once you have a core group together, start planning your first meeting. Here are some tips:

- ✓ **Arrange** for the use of a church basement, school, or community center within your area. If you have a choice, choose a room that is a bit too small for the crowd you expect. A group of 40 can get lost in a room meant for 200 but that same group in a room for 50 will feel a greater sense of unity and closeness (although it may be a bit stuffy for long meetings). Schedule the meeting during early evening hours to ensure people who work day hours can attend, and to ensure that people are not kept up too late. Special arrangements should be made to provide transportation or childcare for people who need it.
- ✓ **Prepare** a colorful flyer that states the time, place, date, and purpose for meeting. Get the flyers printed at a neighborhood printer if available; request that they donate this service in exchange for a mention in the flyer. The Center for Community Solutions, 784-4515, may be able to assist your fledgling group with printing of flyers.
- ✓ The core group should **personally** distribute flyers to the neighborhood. Be prepared to do plenty of talking. Check with the principal of local elementary school about sending flyers home with students. Don't forget to include merchants, religious leaders and others who work in your community.
- ✓ At the first meeting, pay special attention to the **arrangement** of chairs and tables. Consider using a circle of chairs, or an open square of tables; this makes it possible for many people to see each other and make eye contact. Post a large map of the neighborhood with areas of concern clearly highlighted. (These maps are available from the Center for Community Solutions or the City Planning Department). **Have coffee or other light refreshments** available and allow time for mingling. Use a flip chart or other displays to record the concerns of the group.
- ✓ **Follow** a prepared agenda and give everyone a chance to speak. If there are several issues, vote to prioritize them. Try to build a consensus if possible when making a decision regarding a project. This will insure everyone feels something positive about any decision reached. A majority vote on an issue may leave strong winners and strong losers. Obviously some of the issues will be resolved quickly while others may take some time. It is best to combine small projects with large ones to keep a sense of accomplishment alive over time.
- ✓ **End** the meeting by giving committee assignments and deadlines to develop the projects identified. If the tone of the meeting has been sincere and enthusiastic, you may have many volunteers. Follow up by drafting your neighborhood association plan of action showing your group's goals, committees, and timetables assigned to wok on various projects. Plan to present your draft in a later meeting for review by the group. **Decide on the date, time, and location of the next meeting before the attendees leave.**

Appendix 3: Sample Bylaws

Article I: Purpose

Section 1: Name of organization: The name of the organization shall be the Sample Neighborhood Association (SNA), hereafter referred to as SNA.

Section 2: Purpose of SNA: The purpose for which the SNA is organized are:

a) To enhance the livability of the area by establishing and maintaining an open line of communication and liaison between the neighborhood, the City of Kansas City, Mo, other participating agencies, and other neighborhoods
b) To provide an open process by which all members of the neighborhood may involve themselves in the affairs of the neighborhood.
c) To perform all the activities related to said purposes
d) To be organized exclusively for educational, social and charitable purposes
e) Nothing in these bylaws shall preclude an association from forming as a non-profit organization

Article II: Boundaries

Section 1: SNA Boundaries: Boundaries of SNA shall be defined as:

Beginning at the _____ in the North,
Beginning at the _____ in the West,
Ending at the _____ in the South and
Ending in the _____ in the East

Section 2: boundary Amendments: Boundaries of the SNA shall be reviewed if the SNA membership exceeds 6000, or upon request by the SNA or adjacent neighborhoods to the Neighborhood association Office. If the boundaries need to be amended, the Neighborhoods and Community Service Department of the City of Kansas City, Mo shall work with the SNA and other requesting parties to establish revised boundaries. The revised boundaries shall be voted on and adopted with a majority vote of the members in attendance at a SNA meeting called and announced for that purpose, subject to NCSD Approval.

Article III: Membership

Section 1: Membership Qualifications: Membership in SNA shall be open to any person who lives in or owns any real property or any legal entity that operated a place of business or institution, within the recognized boundaries of the SNA, any person meeting these criteria shall be considered a member at the SNA.

Section 2: Definition of Active Membership: An active member is defined as one who has attended at least one general or special meeting within the last calendar year.

Section 3: Membership Voting: All residents, property owners, or businesses located within SNA boundaries shall have one vote per member household, property or business entity, each to be cast during attendance at any general or special meeting. One representative from each government agency or non-profit organization located within SNA boundaries shall have the same privilege as the residents listed above.

Article IV: Dues

Section 1: Membership Fees: Charging of dues or membership fees shall be prohibited; however voluntary contributions and fundraising activities are encouraged.

Article V: Membership Meetings

Section 1: General Membership Meetings: There shall be at least two general meetings yearly. The meetings shall be convened in the fall and spring and upon any day decided by the majority vote of the neighborhood officers. Notification for all general meetings shall require fourteen (14) days advance written, E-mail or telephone notice to all active members of SNA and public notice. Reasonable attempt to notify all SNA members through public notice or any other methods deemed reasonable by SNA shall be made prior to meetings at least seven (7) days in advance.

Section 2: Special Membership Meetings: The Chairperson may call special meetings of the membership or the Vice Chair in the Chair's absence as deemed necessary. Reasonable attempt to notify all SNA members through public notice or any other methods deemed reasonable by SNA shall be made prior to meetings at least seven (7) days in advance.

Section 3: Agenda: The Chairperson shall prepare the agenda for general and special meetings of membership. Any member of SNA may make a motion to add an item to the general or special agendas at those respective meetings. Adoption of that motion requires a second and majority vote. Any non-member may request to add an item to the agenda by submitting the time in writing to the SNA officers at least seven (7) days in advance of the membership meetings. The Chairperson shall place an item on the agenda only if the majority of the officers agree to do so.

Section 4: Quorum: A quorum for any general or special meeting of SNA shall be a minimum of ten percent (10%) members in attendance. Unless otherwise specified in these bylaws, decision of SNA shall be made by a majority vote of those members present at any meeting.

Section 5: Participation: Any general special, officer or committee meeting is open to any person to observe. However, only members may participate in a discussion and are entitled to a vote. Non-members may participate in discussion if an item from a non-member has been placed on the agenda per the requirements of Section 3, Article IV. The presiding officer may regulate the order and length of appearances and limit appearances to relevant points. All actions or recommendations of the general or special meetings shall be recorded in the minutes, including minority reports. The SNA shall notify the City of any recommendations contained therein.

Section 6: Procedures: The SNA shall follow <u>Robert's Rule of Order (Revised)</u> in all areas not covered by the bylaws.

Article VI: Neighborhood Officers

Section 1: Number of Neighborhood Officers: The neighborhood officers shall determine the exact number of officer positions annually. There shall be at least three (3) officers and the SNA may add additional officers as needed

Section 2: Terms of Office: Each officer shall hold office for a term of one (1) year for which he/she is elected or appointed and until his/her successor has been elected or appointed to take office. The association will identify the date for annual election of officers in Article V, Section 5.

Section 3: Eligibility for Officer Service: Only persons eligible for SNA membership shall be qualified to hold an elected or appointed position.

Section 4: Election of Officers: Officers shall be elected annually by a vote of the membership at its spring meeting. The names of all candidates fro the officer slate shall be placed in nomination. Secret written ballots shall be used for voting of officers. Election requires a majority vote of the membership present.

Section 5: Officer Vacancies: The officers may fill any vacancy on the SNA or committee by majority vote of the officers in cases involving absences by an officer or committee member from three (3) consecutive meetings, or if a position is vacated for any reason. A member appointed to fill a vacancy shall serve the remainder of the unexpired term and until his/her successor is elected or appointed.

Section 6 Duties of officers: The officers shall manage the affairs of SNA in the interim between general meetings. The officers shall:

a) Be accountable to the membership
b) Shall seek the views of all affected by any proposed policies or actions before adopting any recommendation on behalf of SNA
c) And shall strictly comply with these bylaws.

<u>Chairperson</u>: The Chairperson shall prepare the agenda and preside at all meetings of the officers and membership, shall appoint members of committees who are not elected, with a majority approval of the officers, except for members of the Grievance Committee. The Chairperson shall make all necessary reports to the Neighborhood and Community Service Department or delegate advisory capacity to the current officers for a period of one year.

<u>Vice Chairperson</u>: The first alternate shall assist the Chairperson, in the Chairperson's absence shall function as Acting Chairperson

Secretary/Treasurer: The Secretary/Treasure shall keep minutes and written records of majority and minority opinion expressed at all meetings; shall be responsible for all correspondence of SNA; shall make records of SNA available for inspection at any reasonable time. The Secretary/Treasurer shall also be held accountable for all funds and shall give an accounting at each general meeting; shall receive safe keep and disburse SNA Funds, but such disbursement shall require the signature of the Chairperson. This position may be divided into separate Secretary and Treasurer functions, if the SNA so desires.

Committee Chairperson: The SNA may establish additional committee chairpersons to serve with the officers as necessary.

Section 7: Officers Meetings: The officers shall meet at least fourteen (14) days prior to any general meeting and at any other time the chairperson may designate. These meetings shall be open session; however, only officers shall be entitled to vote. A majority of the officers shall constitute a quorum for officer meetings; decisions shall be made by majority vote. The officers shall be notified of said meetings in writing, by E-mail or by telephone in advance. A majority of officers, by signed petition, may call an officer, general or special meeting.

Section 8: Emergency Powers of the Officers: In such cases where the officers are required to provide neighborhood response before a question can be presented to the membership, the officers must indicate to the questioner that this is the case. They shall then present the action taken at a special or general meeting fourteen (14) days, or within a lesser time for ratification by the membership where circumstances dictate.

Section 9: Resignation and Removal: Any Officer may be removed from office by an affirmative vote of two thirds of the members of the association present at a meeting, the notice of which shall have specified the proposed removal. In addition, officers failing to attend three (3) consecutive meetings shall be automatically deemed to have resigned.

Article VII: Committees

Section 1: Definition: The officers shall establish both standing and ad hoc committees, as they deem necessary. Committees shall make recommendations to the officers for officer actions. Committees shall not have the power to act on behalf of the organization without specific authorization from the officers.

Section 2: Grievance Committees: The Grievance Committee is a special case, outline in Article VII

Article VIII: Conflict of Interest

Section 1: Definition: A conflict of interest exists for an officer whenever the officer holds a personal financial interest which will be impacted by the action or inaction of SNA on a proposal before the membership or officers. A personal financial interest shall include a financial interest held by the officer and/or by members of their immediate family. A personal financial interest

includes an ownership interest above 5% of a business, which will be impacted by the decision of SNA. Examples of personal financial interest would include but not limited to:

a) Employment by SNA
b) Ownership of property the use or control of which is being considered by SNA
c) Plans to purchase property the use or control of which is under discussion by SNA

Section 2: Declaring the Conflict of Interest: Whenever an officer determines that they have a conflict of interest relating to an item under discussion, they must inform the body (membership or officers) hearing the proposal that the conflict of interest exists.

Sections 3: Abstention from Voting: Officers shall not vote on matters in which they have a conflict of interest.

Article IX: Grievance Procedures

Section 1: Eligibility: A person or group adversely affected by a decision or policy of SNA may submit in writing a complaint to any member of the Grievance Committee.

Section 2: Complaint Receipt: Within seven (7) days of receipt of the complaint, the committee shall arrange with the petitioner a mutually acceptable place, day and hour for a review of the complaint, and will, in writing, within thirty (30) days, recommend a resolution of the grievance to the officers.

Section 3: Final Resolution: The committee shall attempt to resolve the complaint and shall submit a report of their recommendation and/or action to the complainant, officers and membership within fourteen (14) days. If the committee, officers and petitioner cannot reach an agreement, attempts shall be made to resolve the complaint through mediation. If these attempts are not successful, final resolution of the complaint shall be by vote of a majority of the membership at a general or special meeting.

Article X: Indemnification

Section 1: **Indemnification of officers in the course of their duties**: SNA shall indemnify an officer who may be party to a proceeding, as a result of the individual being or having been an officer, to the fullest extent provided by the laws of the State of Missouri now in effect or later amended.

Article XI: Procedure for Consideration of Proposals

Section 1: Submission of Proposals: any person or group, who is not a member of SNA, may propose in writing, items for consideration and/or recommendation to the SNA chair. The officers shall decide whether the proposed items shall be heard by the SNA and, if so, which meeting is most appropriate for the item to be heard.

Section 2: Procedures: Any SNA member or City Department may notify in writing items for consideration and/or recommendation to the SNA Chair. The SNA Chair shall then schedule the item at a meeting that is mutually acceptable to the officers and the proposer.

Section 3: Notification: The proposer and members directly affected by such proposals shall be notified in writing of the place, day and hour the proposal shall be reviewed not less than seven (7) days in advance by telephone, E-mail or mail and also by public notice.

Section 4: Attendance: The proposer may attend this meeting to make a presentation and answer questions concerning the proposal.

Section 5: Obtaining SNA Meeting Minutes: SNA minutes shall be available to the public and a copy of the SNA minutes may be requested from the Secretary/Treasurer in writing with ten (10) days advance notice by the proposer or members directly affected by such proposals.

Article XIII: Public Meetings/Public Records Requirements

SNA shall abide by all Missouri statues relative to public meetings and public records. Official action(s) taken by SNA must be on record or part of the minutes of each meeting. The minutes shall include a record of attendance and the results of any vote(s) taken. A summary of discussion, including all dissenting views, should be transmitted along with any recommendation made by SNA to the City as required by NCSD policy.

Article XIV: Non-Discrimination

Section 1: Statement of Intent: SNA shall afford equal opportunities for participation in the Neighborhood Association to all persons who meet the membership qualifications regardless of race, color, religion, sex, age, handicap, familial status or national origin.

Article XV: Adoption and Amendment of Bylaws:

Section 1: **Amendments**: All amendments to these bylaws must be proposed in writing and submitted to the SNA Chair, who will then distribute copies of the proposed amendments(s) to active members at least thirty (30) days before voting on their application. Reasonable attempts to notify all SNA members of the proposed amendment(s) through public notice or any other methods deemed reasonable by the SNA shall be made at least ten (10) days prior to voting. This notice shall specify the date, time and place for the meeting to consider of the proposed amendment(s).

Section 2: Ratification: Ratification of these bylaws and amendments to these bylaws shall require a two-third (2/3) vote by the members present at a general meeting or meeting called for that purpose. Any changes to these bylaws shall be reported to NCSD along with an updated copy of the newly valid set of bylaws.

Appendix 4: Sample Agenda

<div align="center">

Sample Neighborhood Association - General Meeting Agenda

January 10th, 2007

7.00 p.m. to 8:30 p.m.

Sample Neighborhood Community Center

</div>

7:00 p.m.	Call meeting to order and Introductions
7:05 p.m.	Minutes of Previous Meeting
7:10 p.m.	Chair's Report
7:15 p.m.	Standing Committee Reports

- Finance
- Membership
- Crime
- Business Development

7:40 p.m.   Old Business

- Update on closing off the cul-de-sac

7:50 p.m.   New Business

- Organizing block party
- Scheduling quarterly clean ups for 2007

8:10 p.m.   Discussions

8:20 p.m.   Announcement and adjournment

Appendix 5: Sample Minutes

This are the minutes for the Sample Neighborhood Association General Meeting held on January 10th 2007 at the Sample Neighborhood Community Center.

Introductions: Four new members; Paula McCormick, Jean Smith, Brian Leroy and Trevor Bradford were introduced to the group.

Minutes of the previous minutes were read to the group and approved

REPORTS

Chairs: The past year has been successful. We managed to meet three of our four goals for the year and have also managed to increase our membership from 20 members to 30 members.

Treasurer: We added $50 from membership fees to our account bringing our total to $500.00. No expenses were recorded.

Membership: Lewis Brown announced that 25 welcome packets were delivered the previous month to new residents.

Crime: Vandalism and crime in the neighborhood has reduced since we introduced the block watch program. We have received a lot of support from the police department.

Business: The Downtown Planning Committee has established an alliance between residents and businesses in our area. A major grocery store chain will be locating in the old strip mall. The developer has expressed an interest in working with the neighborhood to address our concerns.

Old Business: The City has allowed us to close off the cul-de-sac on 125th street and Wornall. Work will begin in February.

New Business: Volunteers are required for the block party to be held on March 24th, 2007. Please sign up at the end of the meeting. The Beautification committee is going to be working on a schedule for the quarterly clean ups for this year. This will be presented to us in the next meeting.

Discussion: There were no issues for open discussion

Announcements: One of our most active members, Shawana Johns will be having her 70th birthday party at the Sample neighborhood Church on 124th and Wornall on 27th January. You are all welcome. If you intend to bring a gift, she asks you to make a donation to the Association of the elderly, Kansas City.

The next meeting will be held at the same place on February 10th 7.00 p.m.

The meeting adjourned at 8.35 p.m.

Appendix 6: Monthly Treasure's Report

Sample Neighborhood Association's Monthly Treasure's Report

The Month of December 2006

Balance at Hand, November 30th 2006   **$1253.25**

Receipts

- Members' Dues $200.00
- Fall garage sale $400.00
- Donations $100.00

Total Receipts   **$700.00**

Disbursement

- Monthly Newsletters $600.00
- Printing fliers $100.00
- Supplies for Association $50.00
- Neighborhood clean up $200.00

Total disbursement   **$950.00**

Balance on Hand January 1st 2006   **1003.25**

Appendix 7: Sample Committee Report

Name of Committee: Beautification Committee

Date of Meeting: 15th December 2006

Committee Members: List the names of each committee member

Agenda Items: List the agenda of the Committee; the issues to be discussed and
                                              handled by the committee

Options: List the options that have been considered by the committee
                                              including the advantages and disadvantages of each

Recommendations: Of the options, specify which option is most workable and why

Action Required: Define what actions need to be carried out based on the
                                              recommendations made

Appendix 8: Sample Attendance Sign-Up Sheet

Committee Name: _____

Chairperson: _____

<p align="center">Committee Members</p>

Name   Address   Telephone

1.   _____
2.   _____
3.   _____
4.   _____
5.   _____
6.   _____
7.   _____
8.   _____
9.   _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____

Appendix 9: Sample Membership Application

Name: _____

Address: _____

Telephone: _____ Day _____Evening

Email Address: _____

Our Neighborhood Association depends upon you, its members, to make it effective. In order to attain what your interests and skills are, would you please provide us with answers to the questions. Thank you

INTERESTS: Do you wish to be involved in:

☐ Committee activities   ☐ Project or events

☐ On an ongoing basis   ☐ occasionally

☐ Fund raising   ☐ office activities

☐ Crime watch   ☐ children's activities

☐ Other interests: _____

SKILLS: Please check the skills you can bring to our neighborhood association

☐ Artistic design/decoration   ☐ clerical

☐ Computer skills   ☐ occasionally

☐ Experience as a committee member   ☐ fund-raising

☐ Financial planning/management   ☐ hospitality

☐ Newsletter writing/editing   ☐ pubic relations/speaking

☐ Other interests: _____

Do you have access to equipment such as computers, copy machines etc which you could use to help the association? _____

If so which of the machines do you have? _____