

Midtown Neighborhood Association

Our mission is to nurture our livable, vibrant, and evolving Midtown community through respectful collaboration among all classes, identities, and cultures.

Our vision is to make Midtown Sacramento the most healthy, inclusive, and sustainable mixed-use community in America.

P.O. Box 162555

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Email: info@midtownsac.org • www.midtownsac.org



Agenda: Board of Directors

Date and Time: Thursday, April 13, 2017, at 6:15 p.m.

Location: 919 20th Street (Midtown Association)

The order and estimated time for agenda items are for reference. The board may take items in any order they deem appropriate.

Approx. Time	Approx. Duration	Topic	Presenter
6:15	30 min.	Social time/meet-and greet/light refreshments	
COMMUNITY PARTNER AWARDS			
6:45	15 min.	Introductions	Angela Tillotson
7:00	30 min.	Awards Presentation	Angela Tillotson
7:30	10 min.	Break (set up/prepare for board meeting)	
COMMUNITY			
7:40	5 min.	Member/community comments for items not on agenda	
BOARD BUSINESS			
7:45	5 min.	Consent Calendar (minutes/treasurer's report – see attachments 2-3) <i>All items listed under the Consent Calendar are considered and acted upon by one Motion. Anyone may request an item be removed for separate consideration.</i>	
ACTION ITEMS			
7:50	5 min.	Board Expectations & Code of Civility (see attachments 1 & 4)	Danny Yost
7:55	10 min.	Select Officers	Angela Tillotson
BOARD COMMENTS			
8:05	5 min.	Elections Debrief	Danny Yost
8:10	5 min.	2017 Goings On and Continuing Membership Drive	Angela Tillotson/ Danny Yost
8:15	5 min.	MNA board updates/comments for items not on agenda	
NEXT MEETING: Thursday, May 11, 2017, at 6:15 p.m Location to be determined.			

**Bold items are confirmed attendance*

All meetings are conducted according to the MNA Code of Civility

Attachments:

Attachment 1: Code of Civility

Attachment 2: Minutes

Attachment 3: Treasurer's Report

Attachment 4: MNA Board Expectations

Attachment 5: Upcoming events

Attachment 1

Midtown Neighborhood Association

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MIDTOWN NEIGHBORHOOD ASSOCIATION CODE OF CIVILITY

The Midtown Neighborhood Association seeks to ensure that our business is conducted in a respectful and courteous manner and in a way that generates respect and credibility for our association. Freedom of expression about public matters is a cornerstone of the democratic process. MNA welcomes diverse views and opinions as they relate to the issues before us. For these discussions to be meaningful and effective, we must treat others with respect and dignity. By participating in this meeting, attendees agree to:

1. Conduct themselves in a professional and civil manner at all times by always treating all people present with respect—even during differences of opinion.
2. Show courtesy to others by always turning phones off or to vibrate and not engaging in texting unless directly relevant to the meeting.
3. Not engage in private conversations or talk while another speaker has the floor until recognized by the meeting facilitator to speak.
4. Under no circumstances engage in or threaten to engage in any verbal or physical attack on any other individual.
5. Communicate ideas and points of view clearly, and allow others to do the same without interruption.
6. Not use language that is abusive, threatening, obscene, or slanderous; including profanities, insults, or other disparaging remarks or gestures.
7. Not use derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion.
8. Take responsibility for one's own actions, and work to find solutions to problems.
9. Abide by MNA meeting procedures and rules to create a safe and effective environment for conducting business.
10. Seek to present information truthfully, and not knowingly misrepresent, mischaracterize, or misquote information received from others.
11. Truly listen and hear other points of view and make the best possible effort to understand the issues before them.
12. Practice the art of being able to disagree without being disagreeable.
13. Be mindful of people's time by limiting comments to 2 minutes.

Attendees who do not conduct themselves in a courteous and respectful manner will be asked to leave the meeting.

MIDTOWN NEIGHBORHOOD ASSOCIATION (MNA)

Regularly Scheduled Board Meeting Minutes March 9, 2017

Board Members present: Angela Tillotson (Chair) participated via telephone, Danny Yost (Vice Chair), Matthew Piner (Immediate Past Chair), Bill Rothwell (Treasurer), Betsy Rothwell (Secretary), Louis Mirante, Jessica Sorenson, Natalie Vicencia, and Esteban Heredia.

Absent: Ed Donaghy, Marshall Stetson, Tim Schmelzer

Meeting held at Midtown Association office at 919 20th Street and called to order by Vice Chair, Danny Yost, at 6:16 p.m. Brief introductions were completed.

REGULAR UPDATES

- The Sacramento Police Department, Assemblymember McCarty's office along with Councilmember Steve Hansen's office gave updates.

COMMUNITY PRESENTATIONS

- The Sacramento Neighborhood Coalition presented on the Sacramento Community Land Trust Convention to be held on April 1, from 10am-2pm at the Colonial Heights Library, 4799 Stockton Blvd. Any members of local Sacramento Neighborhood Associations are invited to participate.

BOARD BUSINESS

Consent Calendar:

- A motion was made by Danny Yost, to approve the Consent Calendar, which includes the March Board Meeting Minutes, and the Treasurer's report; and to support the League of Women Voters vision and recommendations for the City's transparency and ethics ordinances. **The motion was unanimously approved by voice vote.**

DISCUSSION & INFORMATIONAL ITEMS

MNA Housing/Affordability Committee Update-Rescheduled

ACTION ITEMS

- **Membership Dues:** A motion was made by Danny to set membership dues at \$15 per person for each person in a household through February 28, 2018, and for those members who have joined since January 1, 2017, they will be considered members through February 28, 2018. **The motion was unanimously approved by voice vote.**
- **Membership Drive:** A motion to sponsor a Pub crawl/membership drive on Saturday, April 1, along with an approved budget of \$100 was made by Danny. The activity will help promote

Attachment 2

Midtown businesses and an incentive to join the Midtown Neighborhood Association. **The motion was unanimously approved by voice vote.**

- **2017 Events Calendar:** Jessica suggested that MNA host four events throughout 2017, ideas such as National Night Out, a neighborhood Talent Show, a Midtown Scavenger Hunt, Garage Sale or Saturday Market Day Sale, Wandering Dinner, State Capitol Tour and picnic was discussed.
- **Outstanding Community Partner Awards:** Jessica moved to approve the six community partners that were nominated to receive the Community Partnership Awards: The Federalist, City of Sacramento Planning Division, Midtown Association, Oak Park Neighborhood Association, Trade Coffee, and E. Claire Raley Studios. **The motion was unanimously approved by voice vote.**
- **Board Expectations** (Duty of Care, Ethical Standards, Professional Conduct, Code of Civility): A motion was made by Louis to approve the Board Expectation policies. **The motion was unanimously approved by voice vote.**

BOARD COMMENTS:

Danny shared:

- The Downtown Specific Plan survey closes tomorrow please read and submit comments by the deadline.
- Beer week and Fest will be celebrated this week in Sacramento.
- Shamrock half marathon is on Saturday.

Danny Yost, Vice-chair, adjourned the meeting at 8:06.

**Report of the Treasurer of the Sacramento Midtown Neighborhood Association
March 1, 2017 - March 31, 2017**

Balance on Hand: March 1, 2017		\$	3,932.51
Receipts			
	\$		
Members' Dues: (net of processing charges)	-	\$	142.60
	\$		
Donations:	-	\$	-
Unclassified		\$	76.77
		<u>Total Receipts</u>	\$ 219.37
Total (Opening Balance plus Total Receipts)		\$	4,151.88
Disbursements			
Membership Expense		\$	(24.95)
Gifts & Donations		\$	(259.80)
		<u>Total Disbursements</u>	\$ (284.75)
Balance on Hand: March 31, 2017		\$	3,867.13
[(opening balance plus total receipts) less total disbursements]			

William Rothwell
Treasurer

MIDTOWN NEIGHBORHOOD ASSOCIATION BOARD OF DIRECTORS EXPECTATIONS



1. MISSION AND VISION

1.A. Mission

To nurture our livable, vibrant, and evolving Midtown community through respectful collaboration among all classes, identities, and cultures

1.B. Vision

To make Midtown Sacramento the most healthy, inclusive, and sustainable mixed-use community in America

2. DUTY OF CARE, ETHICAL STANDARDS, PROFESSIONAL CONDUCT, CODE OF CIVILITY

2.A. A volunteer Board of Directors governs the Midtown Neighborhood Association. Board members are elected annually by the general membership. To fulfill their responsibilities, Board members agree to adhere to the duties and conduct as described in this document:

- Duty of Care
- Duty of Loyalty and Conflict of Interest
- Ethical Standards
- Professional Conduct
- Code of Civility

2.A. Duty of Care

The Duty of Care calls upon Board members to participate in the decisions of the Board and to be informed as to the information relevant to such decisions. In essence, the Duty of Care requires that as a Board member I must:

- **2.A.1. Be reasonably informed.** It is the duty of all Board members to seek and study the information needed to make a reasoned decision and recommendation on all business brought before the Board. Midtown Neighborhood Association will provide some of that information, but I must develop other information from independent sources.
- **2.A.2. Participate in decisions.** Board members are bound by responsibility to be active participants in decision-making. Absence from a meeting is no protection from my responsibility for decisions made at the meeting.
- **2.A.3. Make decisions with the care of an ordinary prudent person in a similar position.** As a Board member, I am required to exercise judgment of an ordinary prudent person who may be faced with a similar issue.

2.B. Ethical Standards

Midtown Neighborhood Association Board members must maintain high professional and ethical standards for the conduct of all activities within and outside of the Midtown Neighborhood Association. Areas of particular concern include professional conduct and conflict of interest.

2.C. Duty of Loyalty and Conflict of Interest (adopted by the Board of Directors on February 9, 2017)

The Duty of Loyalty requires Board members to exercise their power in the interest of the community and not in their own interest or the interest of another entity or person. A Board member's loyalty is to the Midtown Neighborhood Association and the community at large. In dispatching my Duty of Loyalty, as a Board member, I must:

- **2.C.1.** Put the community's interests before my personal interests. I understand I must publicly disclose any conflicts and recuse myself from all discussions and voting on such matters.
- **2.C.2.** Be conscious of the potential for such conflicts of interest and act with candor and care in dealing with such situations.
- **2.C.3.** Recognize financial opportunity. If a potential financial interest exists, I understand I must inform the board and must abstain from participating in all discussions and voting.

2.D. Professional Conduct

Midtown Neighborhood Association Board members must make an honest effort in the performance of their duties.

- **2.D.1.** I will not make commitments or promises of any kind purporting to bind the Association without Board direction.
- **2.D.2.** I will act impartially and not give preferential treatment to any organization or individual.
- **2.D.3.** As a Board member, committee member or task force member, I will keep confidential all information identified by petitioners as confidential information.
- **2.D.4.** To the maximum extent possible, Board members should speak with one voice. Although there may be disagreements within the Board, a committee or working group sessions, once Board members leave the session, I have the responsibility to support the integrity of the process, whether or not I agree with the outcome.
- **2.D.5.** While Board members retain the right to express minority opinions, publicly airing dissension could strain interpersonal relationships and create distrust and conflict among Board members. Such stresses could undermine the Association's ability to effectively carry out its role as a neighborhood association.
- **2.D.6.** The goal of Board membership is to achieve diversity of backgrounds including opinions, ethnicity, race, sexual orientation, gender, disability, religion or economic status. While individual Board members represent the segments of the population from which they were selected, they also represent the greater good of the community.
- **2.D.7.** As a courtesy to fellow Board members, guests, and the community, as a Board member, I commit to:
 - **2.D.7.a.** Arrive on time for meetings and not leave before the meeting adjourns.
 - **2.D.7.b.** Make the best possible effort to understand the issues before me and "do my homework." I owe it to fellow Board members, the public, and the decision-makers the Board works to influence.
 - **2.D.7.c.** Learn the applicable laws that govern neighborhood groups, including bylaws, policies, procedures, and ethics rules. As a Board member, I will not knowingly violate any of the foregoing.
 - **2.D.7.d.** Abide by the Association's meeting policies and procedures to create a safe and effective environment for conducting business.
 - **2.D.7.e.** Inform the Chair or Secretary if I will miss a meeting or need to leave early.

- **2.D.7.f.** Promote and enforce a safe meeting environment at all times. If members of the public become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow Board members in demanding that such members of the public conduct themselves in a respectful and orderly manner, even if I agree with the point of view being expressed.
- **2.D.7.g.** Make good-faith efforts to resolve any grievances that come before the Board.

2.E. Code of Civility

The Midtown Neighborhood Association seeks to ensure that our business is conducted in a respectful and courteous manner that generates respect and credibility for our association. By serving on the Association's Board of Director's, I agree to conduct myself at all times as a representative of the Association and according to the Association's Code of Civility.

I have read and I agree to fully comply with the Midtown Neighborhood Association's Board of Directors Expectations.

Signature

Printed Name

Date

Upcoming Events
Prepared April 10, 2017

Upcoming schedule and events

- May 2, MNA Affordability/Housing Committee Meeting
- May 4, [Saber Battle Sacramento 2017](#)
- May 11, MNA Board Meeting
- May 18, [Midtown Love](#)
- May 21, [Sunday Street](#)