

Westwood Unidos – Grant and Leadership Meeting

Mini-Grants

Because 4 of the 5 grants were submitted late, only one grant will be reviewed at this time. The other 4 will be held until the next scheduled grant cycle.

1. **\$300 Printer for Westwood**

- a. Is it going to be hooked up to anything else? Scanner? Computer?
 - i. They are asking for a printer because as Connectors, they need to print fliers and other information for the community.
- b. What type of printer is being requested?
 - i. Color LaserJet, multi-function
- c. Do you also need a computer at this location?
 - i. Yes. Don't want to ask everybody else in the office for access to a computer.
 - ii. Anne does not currently have a desk available for computer equipment.
 1. Will work on reorganizing the space if approved.
- d. How will they maintain supplies.
 - i. LiveWell grant may supply some paper.
 - ii. Will write another grant if they need toner and/or other supplies.
- e. Can they use the Councilman's office printer instead?
 - i. They feel like they are taking time away from the office staff.
- f. Recommendation: Increase the grant to cover some supplies to get started. Also recommended that they purchase a desk, chair and printer table. Suggested that they contact some of the local nonprofits for a donation. We can contact Kynn timer at for some office supplies.
- g. Can we get a wide format printer to print the neighborhood newsletter?
 - i. Yes, but we would have to increase the grant.
- h. Michelle can send Xerox printer information to Reyna/Rachel so they can determine what would work.
- i. Some guidelines will need to be set regarding who can have access to the printer.
 - i. It will only be used by action committees.
- j. One more option: FreeColorPrinters.com has free Xerox printers. You just have to purchase you ink supplies from them.
- k. Angela's LaserJet printer was \$550

RESOLUTION: Approve up to \$1,000 for printer with warranty, printer table, desk, chair and one batch of supplies. This will be divided as such: \$250 from four committees ("Other" will not be affected by this).

2. Alley Clean Up Grant – will provide \$112,50 to Michelle or Rachel for reimbursement for the September grant – grant was short because dumpster was overweight by 3.5 tons.

Evaluations

1. Theme 1 – The general meetings are not productive for the leadership team members; they are repeating what they already know. The purpose is to involve new people or update people from action committees about what the others are doing. There are just too many meetings!
 - a. Quarterly vs. as-needed basis.
 - b. Use time to sign people up for events, actions, etc.
 - c. Motivational speakers.
 - d. Refer people to action groups.
 - e. Teleconferencing.
 - f. Each group chooses a meeting and provides speakers and other information.
 - g. Use meetings for lectures, speakers, social time.
 - h. Multi-media presentations.
 - i. Encourage people to go to events in place of meetings.
 - j. Have orientation meetings with different residents running the meeting each month.
 - k. Use \$400 graphic arts fund for marketing whatever decision gets made regarding meetings, etc.

RESOLUTION: Quarterly meetings with action groups rotating hosting of each meeting. February, May, August, November. Leadership would continue to meet monthly.

3. External communication
 - a. Need to put marketing information together.
 - i. Brochures
 1. For WU and for each action committee
 - ii. Calendars
 - iii. 30 second elevator speech
 1. Mission Statement
 2. Goals
 3. Tagline
 - b. Need to have a big WU event that's for all of the groups and blitz the neighborhood, telling them who we are, what we're about, what we're doing, etc.
 - c. Logo Issues – Anne will contact WORD to find out whether or not it's the right logo and whether or not it communicates the correct meaning of WU.
 - i. Maybe we need a new logo. This one is too "dark" and "fiery". Will let Mimi take another shot at softening it and changing it. Will also work with Michelle B. to come up with a variety of marketing products for the leadership group.
4. Internal communication
 - a. Two preferred methods of communication.
 - i. Email
 - ii. Texting if no response to email
 - iii. Agendas, etc. through email.
5. Leadership Committee

- a. Develop governance to determine what the roles, responsibilities should be for each leader.
 - i. Must have more residents than non-residents.
 - ii. Partnership between residents and organizations.
 - iii. Inclusive of all the different groups of people in the community.
 - iv. Volunteers
 - 1. Michelle Schoen
 - 2. Mike Green
 - 3. Natacha Dana
 - 4. Reyna Zarate
 - 5. Rachel Cleaves
 - 6. Norma Brambila
 - b. Need more residents but they need to be **really** involved, not token residents who are here today and gone tomorrow.
 - c. Get people from the existing pool of people who are coming to the action committees.
 - d. RNO has people who would like to get involved.
6. Mini-Grants
- a. Vote ahead of time – Yes, no, more discussion needed.
 - b. Have at least one sponsor from one of the action committees – must be the committee from which the funds will be coming.
 - c. Application must be fully completed or it will be returned back to them, and they can try again next month.
 - d. Events – must be an action-oriented event. Included residents who aren't typically showing up to the other action committees.
 - e. Need core and rotational people in the mini-grant committee. Use this committee to identify new leaders or bring leaders from other committees into the group. Core leadership group would remain the same, and they would nominate new residents as their co-chairs. Chairs would leave on a staggering schedule. This should be discussed with the governance rules, etc.
 - i. One chair on the mini-grant.
 - ii. One non-chair.
 - f. Cannot acquire another grant until you have filed your report and turned in receipts from your previous grants. Need to do a training – scan receipts, etc.
7. Logistics
- a. Reports and receipts – see 6f above.
 - i. Will choose January date for training.
 - b. Need to create one public general list of all people who have been involved in anything.
 - i. Connectors
 - ii. Action committees
 - c. Need to create one general sign-in sheet that everybody will use.
 - i. Michelle will share the Safe Summer Kickoff form with Anne Lane.
 - ii. Will put everything up on Google documents.

- d. Need meeting minutes from each action committee from each meeting.
 - i. Someone needs to be assigned.
 - ii. Need to create a meeting minute template that's the same for every group – can use the agenda and use bullet points to show the discussion.
 - 1. Use detailed topics to make it easier for the person taking the notes.
- 8. Cultural appropriateness & inclusiveness
 - a. Training on inclusiveness – Nicole Hurt
 - b. Check Denver Foundation's website for funding for inclusiveness.
- 9. Training & Resources
 - a. Form a committee to develop a training plan and develop the resources.
 - b. Provide funding for a computer, printer, etc. – done today!
 - c. Ensure people who need interpretation receive it – done!
 - d. Provide incentives for WU members to leaders to offer trainings or coaching

RESOLUTION: Adopt the solutions outlined above. Create a committee to determine what trainings are needed and what is available.

- 1. Training committee
 - e. WORD
 - f. Mike Green
 - g. Natacha Dana
 - h. Rachel Cleaves

What is the one thing you learned from your experience with Westwood Unidos this year.

Natacha – Everything that's going on in the neighborhood. How much the community has changed. How the neighborhood is now more of a community than drug dealers and gangsters.

Reyna – How to share with the community. How to pass information to the community and to see how the community introduces themselves to Westwood Unidos.

Christy – More about the neighborhood and community and everything related to that. People. Streetscape.

Norma – People communicate more and trust each other more. See more involvement to improve things.

David – We've gone faster than expected and seen lots of changes by trying different things. The Foundation is going to go to different areas, and I've learned about things that you can do with strong partners.

Mike – Learned a lot about all of the possibilities in Westwood Unidos and Westwood. Appreciate how there are so many strong willed people in WU who are involved. Learning a lot and enjoying it.

Anne – Reminded that while we all see things through different lenses, there are so many similarities in what we want – good environment, pretty, safe.

Rachel – I have to step back and not be as in front of the group, let the group be the leader. Residents have an incredible commitment to this neighborhood and make great sacrifices. Influence each other. Achieve great things.

Angela – Seeing how the steps fit together into determining how to make a difference.

Guest – Father used to own the Subway on W Alameda and the gangs, etc. Was skeptical when he started. Saw how much community action there is and people really doing things.

Indira – taking a Chicano studies class. Gets to see how all of the pieces come together. Loves how WU is empowering new leaders.

Michelle – Learned when to put up and when to shut up. Learned when it's my place to do something and when it's not my place.

Mini-Grant Strategy

1. How can we get grantees involved after they receive a grant – how do we publicize their events and other activities?
2. Every action committee should come up with an action plan and a budget for their committee.
 - a. Will discuss further in December meeting.

December meeting will be December 5, 2012. (Michelle, Anne, and Mike will lead.)

January meeting will be January 9, 2012.