

Westwood Unidos Leadership Team Meeting
Wednesday June 26, 10 AM
BuCu West

10 – 10:10: Introductions (Rachel)

1. Ana Claudia Magalhaes, BuCu
2. Anabel Rodriguez, Resident
3. Norma Brambila, Resident
4. Leticia, Resident
5. Anabel Rodriguez, Resident
6. Rosa Flores, HHS
7. Gloria, Resident
8. Monica Acosta, Resident
9. Joseph Teipel, Revision
10. Mike Green, Denver Foundation
11. Watkins Fulk-Gray, LiveWell
12. Gabriela Rodriguez, Resident
13. Patricia Grado, Revision
14. Reyna Zarate, LiveWell
15. Cecilia Sandoval, Resident
16. Jose Esparza, BuCu

10:10 – 10:30: Budget Update (Rachel, Jose)

ULC approved WU's funding

The Denver Foundation asked for some modifications to the proposal, regarding the community kitchen. They had a few caveats for funding the kitchen, **attached after these meeting** notes.

Joseph Teipel (Revision): What might take the longest of the information requested by the Denver Foundation is the contractor's estimate. Revision currently has a rough idea, but an official contractor's estimate won't be available until a mechanical engineer can come and inspect the property; bids are currently being received for the engineering work/estimates.

When does the Denver Foundation need the requested changes to be done? Revision says that they should release funds for Westwood Unidos while these prices come in. However, there is no problem with the Foundation's caveats.

10:30 – 10:50: Use of \$8,500 funding / Uso de \$8,500 fondos (All)

First of all, the time frame for the budget has changed. Due to some earlier funds being held up, the cycle of the current funds should be June 2013 to May 2014. A very small amount of funds have already been used this month, so the numbers **in the attached figures** are slightly off, but not by very much.

Westwood Unidos does not need to provide food at leadership meetings because the time has been changed from 8:30 am to 10:00 am. This frees up \$1,400.

The Denver Foundation did not spend all of Westwood Unidos's allotted funds last year (the total was \$8,500); \$4,000 is left over. With the \$1,400 that will be saved from not buying food, the committee needs to decide how to spend that.

Ideas:

- Newsletter- hire a resident to be a coordinator with a small salary of \$200/month. The coordinator would manage volunteers to distribute the newsletters.
- Use the money to celebrate volunteers' participation
- \$500 could be allotted to each co-chair of action committees per year as a stipend.
 - (Thoughts on this) Ana Claudia would not want it for herself, and would donate it to someone else or to another organization if the committee settles on this option.
 - Mike Green- \$500 might set a complicated precedent for "paying for participation." Things should be compensated that would have to be paid for anyway (and if someone is going to be paid it should always be a resident), but we should not pay people to be concerned citizens.
 - Use money for committees to celebrate volunteers
 - Create job description, benchmarks for co-chairs and offer \$40/month stipend
 - Make certificates or small gifts for volunteers, perhaps to selected volunteers who are very involved
 - Patty- giving gifts is better than paying co-chairs
 - Reyna- likes both options (gifts and small pay). Focus should be given to those who are very involved.
 - Cecy- would like certificate. Might not like the pressure that would come with a more formal role and extra meetings for co-chairs.
 - Norma- prefers giving gifts. Gift certificates, perhaps, for an undisclosed amount of money so that gift certificates do not become something regular or expected.
 - Monica- in her organization, employees go above and beyond their job description out of loyalty to the organization and care for the community. They offer leadership training and some pay.
 - Other thoughts- one resident doesn't like the idea of gifts so much, but maybe gift certificates.
 - Other thoughts- one resident thinks a gift, some form of recognition would be nice.
 - Angela's idea- give co-chairs, committees, or organization the option for gifts, or for more money to go straight to committees, along with some money to be re-shuffled from the annual celebration fund, in order for recognition to be provided periodically. **Motion passed.**

10:50 – 11:10 Healthy Places Grant Update - Fiscal Agent for Project / Noticias de Proyecto Lugares Sanos - agente de finanzas para proyecto

Westwood Unidos must turn in the grant proposal, with somewhat vague ideas for what the organization wants to do with the money, by October 15th. Between now and then, we intend to present to everyone/group on the list attached in order to get support and recruit steering committee members. The presentation will use the ULI presentation's slides and include most of their information.

Conceptualization of leadership for Healthy Places: a large steering committee (up to 30 members), made up by residents and members of neighborhood organizations, which would make "general policy decisions," such as focusing on Morrison Rd developments or on a park; a smaller Westwood Unidos leadership team would make decisions such as how much to pay someone, for example.

Fiscal agent issue: Westwood Unidos is not a registered nonprofit, so funds from COHF would not be allowed to pass directly to them. It will be necessary to designate another nonprofit with a lawyer, insurance, and institutional capacity to hold the grant money. There is a fee for acting as a fiscal agent: with UC Denver, the fee would be 10%. The Colorado Nonprofit Development Center (CNDC) exists solely for the purpose of being a fiscal agent. The third attached page has a list of the ways in which the CNDC can support nonprofits (building capacity as well as holding funds). Their fee is 9%, or \$90,000. Are there any organizations present that would be willing to act as the fiscal agent for this grant?

- Joseph- Give us time to think about it and submit a proposal.

- Rachel- need to submit proposal to CNDC in a couple of weeks, and it would take 2 months to start the process with CNDC. We should apply now to CNDC because there is no obligation to continue, and it would get the ball rolling.
- Angela- what about contracting out this work in pieces?
- Conclusion: Allow three weeks for Revision International, others to submit a proposal to be fiscal agent. This will allow for one week to review the proposal before the next Westwood Unidos leadership meeting. In the meantime, we will proceed with CNDC.

11:10 – 11:15 Logo (AnaClaudia)

The choice of logos for Westwood Unidos is being shown to members of each action team. So far the safety team has voted, and most of the built environment team. Ana Claudia wants to show the logo to four more residents of the built environment team, and then the learning center and food access team needs to vote.

11:15 – 11:25: Westwood Unidos Newsletter / Boletin de Westwood Unidos (Watkins)

Draft of the first newsletter (for month of July) is distributed for comment.

Angela- 3 suggestions. 1) Include information from other community groups, 2) formatting: have calendar be a separate pull-out so that people can easily put it on the refrigerator, and 3) print out of house to save money.

Joseph- printing may cost more than the \$200 estimated. Could be more likely \$250/month, or more. Angela will ask other community groups how much they spend.

Angela- proposes that we solicit businesses to sponsor the newsletter.

Christi- put westwoodunidos.com on the top front.

General support for newsletter.

A resident mentions that **one business in particular** might be able to support the newsletter.

Question, again- to pay a resident coordinator for the newsletter?

- Christi, Mike Green- yes, definitely

Motion: budget \$4,400/year for newsletter – passed.

11:25 – 11:35: Becoming an RNO / Siendo un Asociacion de Vecindario Registrado (AnaClaudia)

There are some possible benefits of Westwood Unidos becoming an RNO. To become one, we must promote engagement, have no personal interests or conflicts of interest, we must submit an application by sometime in July (no deadline specified), and nominate a "president" who will be the contact person with the City. The next deadline after July will be December/January.

Why become an RNO? There are not very many in the neighborhood. By law, the city of Denver must consult with RNOs while making plans and while doing other work, and the city is planning on doing a Westwood plan in 2014. Currently, no RNOs in Westwood have meetings in Spanish. Also, we if we

become an RNO we would have free access to schools for meetings or learning center classes, subject to availability.

To apply, we will have to nominate a contact person (who must be a neighborhood resident) and answer various questions about Westwood Unidos's structure and activity. There is a fee of around \$50/year.

Angela- we must be intentional about not competing with other RNOs, and do things like share the newsletter.

Residents agree to the idea of becoming an RNO.

We will do an email vote to determine who will be the contact person with the city.

11:35 – 11:40: Request for Letter of Support New Park / Tarjeta de Apoyo para Nuevo parque (Norma)

We need to write a letter to the city supporting the name of the new park (Cuatro Vientos/Four Winds). It would be the first park with a Spanish name.

A survey has already been done regarding the park's naming.

440 signatures have been collected.

Residents agree that they support the name and for Westwood Unidos to write a letter in support.

Rachel agrees to write the letter in English.

11:40 – 11:50: Research Project / Proyecto de investigacion (Angela)

Angela explains, on behalf of Carey McAndrews, Michelle Zuñiga, and Melanie Sloan, that would like to schedule interviews with residents. They do not have an established research topic, but would like to choose a research question that would benefit Westwood Unidos.

What would the benefit be to Westwood Unidos of participating in research? Mike Green warns that it could entangle residents with no clear advantage. He says that a long-term study would be more beneficial than short-term.

Rachel- it would be nice to document our work because it is unique in Denver, perhaps in the country.

Mike- there are other ways to document our work than participate in research.

Ideas for beneficial research to Westwood Unidos: 311 usage, documenting our story, analyzing our strategies.

Angela- we need more details from them about what they could or want to do.

11:50 – 11:55: Announcements / Anuncios

Norma: go to her with complaints, communication to the city regarding parks.

Reyna: Westwood Unidos will have a table at **St. Cajetano**, which costs \$250 for 3 days at a community festival. Whoever wants can use it to advertise. Call Reyna.

Jose: A man wants to open a small market, which may look more like a convenience store, on Morrison Rd where he would sell 3.2% beer. Do the residents support it? The man wants a letter from Westwood Unidos supporting the market and sale of beer.

- Residents prefer to invite man to next meeting and hear more details before offering support.

Jose: BuCu wants to start a weekend market with vegetable, food vendors in a parking lot at Perry and Morrison. Vendors would be charged \$20 each.

- Revision would be interested in having a booth.

Norma: Community walk on July 20th, starting at 8 am at Westwood Park.

Norma: Alley clean-up, graffiti removal on July 13th. The group will decide that day which alleys to clean.

11:55 – 12:00: Next Meeting Wednesday July 31, 10 – 12

(change to regular meeting schedule approved)