

UPCC Board Meeting Minutes November 1, 2023

Attendees:

Mike Cox
Rosemary Stoffel
Kristin Kleimann
Kate Winn
Rob Landis
Elise Maskell

7:08 Meeting Begins

1. Unfilled Positions: How do we recruit?

The Treasurer is the most important position to fill right now. Steve filed everything for UPCC non-profit status. Need Steve to provide an update on non-profit status. All the correspondence with IRS needs to be done by mail. Do we need someone to file a return? We think so. There's likely some sort of annual report that is required so IRS can track the entity. Would non-profit status help with pricing of newsletter mailings? Didn't seem to with the new printing company. Pricing was pretty close for bulk and non-profit. Debbie has a template for membership. Need to ask her if she will share it with the Board. The current Treasurer spreadsheet is massive and way too complicated. For 20 years, we have intended to do something with those who indicate they have experience or interest in volunteering. Probably should be tracked as a part of membership? Currently the database of people and financials is merged right now. Need to review database to see who is most current as volunteers and maybe clean it up some. Perhaps we need a professional CPA to act as an advisor? Consensus that this would be a good idea. At each monthly Board meeting, we will review if there are new members and if they have indicated volunteer interests, then Board Members who are responsible for those committees can reach out.

Elise volunteers to be interim treasurer. Mike made a motion to elect Elise as Treasurer. Seconded. Unanimously voted yes.

Vice President, Mobility, Zoning, INC, positions are open. Rosemary will write up quick descriptions of each of the positions to let people know what they entail and how much of a time commitment they require. Rosemary will send descriptions to Laura to include in the E-Newsletter and UpWords.

2. Gmail calendars: One for Board only (denverupcc) and one for the public facing calendar, which is essentially events(commupcc). Kristin and Kate are the administrators. Mike will share passwords with Kate and Kristin. Is there a way for people to subscribe to a gmail calendar? Elise will ask Laura if there is an easy way to do it.

3. General Meetings: 2 or 3? Quick gut survey: 2 people think 3 meetings a year, 4 people think 2 meetings a year. Rosemary thinks that we are getting more traction and she would like to see it increase. Mostly it is securing the school and publicizing meeting. The slide deck at last meeting really helped everyone. Think need to be publicizing meetings more, and connecting more with people. If something big is going on we can always add another meeting. The General Meetings are a lot more work. During Feb-May we should be working on who we're going to get for the General Meeting. Possibly add another location as well? Bringing in other people takes preparation in advance plus need time to publicize. Consider shifting from May and October. Those are busy months for families. Maybe April and September?. Need to also remember that part of the job of the Board is planning the future of the neighborhood. Use e-newsletters to deliver more timely information and get people involved. Should the Board take a position on certain things because we're trying to represent the community and not just ourselves? Something like push back on micro communities? We might want to get a position and possibly set up a special meeting. Would love to engage more with the community at our own events. Tell people where they can sign up for things like Kashmann's updates. Like idea that we can call a special meeting if we need to.

Mike makes a motion to change to 2 general meetings and they will be held second Wednesday of April and second Wednesday of October. We will review after one year. 5 yes, 1 abstain.

4. All event, meeting, important deadline dates for 2024. Help us all plan things in advance.

April 10-General Meeting
June 20th Thursday (Food Trucks)
July 4- Parade
July-18th 3rd Thursday (Food Trucks)
August-15th Thursday (Food Trucks)
October 9-General Meeting
December 1-Sing and Sleigh

Cory-Merill does a yard sale, let's coordinate with them, they do in the Spring. Mike will get dates.

At January meeting: discuss having a social event for those who might be interested in joining the board. Try to pick a month where we can be both outside and inside.

5. UpWords: Format, how many times a year, do we go digital only, is mailing financially sustainable, is mailing effective?

Currently the cost is \$1300 a month and we have 4 issues a year now. Mike would like to go

to 2 newsletters a year. For people who aren't digitally inclined, it is one of our best communicators. Do we think the newsletter is getting to people? (2 Board Members did not receive the newsletter last month) We could consider adding advertising to help with the costs. What is the cost to add more pages? The Board received 2k from Kashmann's office for community building. Signage with QR to promote UPCC website, events, etc.

For the March newsletter, we need to set deadlines/dates (usually late Feb deadline). Add all important dates in to the newsletter where people could maybe tear off important dates to hang on fridge.

September newsletter-need to set deadlines/dates.

When would 3rd one be? Elise will brainstorm dates and content, maybe June for 3rd issue.

6. Events: checklists, budgets, sponsorships and needs for Sing and Sleigh

Kate would like to have a vision discussion of what Sing and Sleigh in the past has been like. Rosemary and Elise will do separately with Kate. Elise will try and find the map drawn. A realtor asked about sponsoring a hot chocolate cart. Need to have more of a discussion about how to do this and rules. Add discussion to January meeting agenda.

Volunteers please arrive at 2pm to help set up till about 7pm. All, please see if you can recruit more help.

7. Website/EBlasts challenges

8. Financials

We've got about 14k in the bank. We need to build a budget that we vote on in January. (Insurance, mailings, events)

Rosemary suggested that the donation money given to the non-profit Transportation Solutions (TS) for their annual event be given instead to Accelerated Schools. Although TS was immensely helpful in advocating for improvements on the Buchtel Boulevard Corridor, the focus of Transportation Solutions has now switched to Cherry Creek. Accelerated Schools has continually opened their doors to the community and UPCC could affirm that partnership with an increased donation from UPCC.

9. Historic District Update

The City will be sending out letters to all homeowners who want to join the proposed University Park Historic District around thanksgiving. The City will start putting out signs at each property on Dec 4th with notification of the Landmark Commission meeting on December 19th. Next steps will be a public hearing at Planning Board, first reading at City Council, then a public hearing at City Council before final approval, probably in April. There were 42 people on the

original Community Preservation Committee but now there is a smaller steering committee which has talked with every property owner whose property was eligible to be included in the proposed University Park Historic District. All of the public meetings have been held at Fitzroy Place.

10. Questions/Concerns

January meeting agenda items:

1. Discuss having a social event for interested new board members.
2. Discuss and vote on budget. (Donation to Accelerated Schools?)
3. Discuss new member volunteers
4. Discuss Upwords and deadlines
5. Discuss adding advertising or sponsorships
6. Important Dates

Reminders: DU Good Neighbors meeting is Wednesday, Nov 15th from 6-7pm at the Anderson Academic Commons (2150 E Evans Ave) Room 340.

9:15pm Meeting Adjourned

To Do List

1. Steve to provide an update on UPCC non-profit status.
2. Debbie to share membership template with the Board.
3. Rosemary will write up quick descriptions of each of the Board positions to let people know what they entail and how much of a time commitment.
4. Rosemary will send write up to Laura
5. Laura will include descriptions in the E-Newsletter and possibly in UpWords.
6. Mike to share calendar passwords with Kate and Kristin.
7. Elise will ask Laura if there is an easy way for someone to subscribe to the calendar.
8. Mike will get dates of the Cory-Merrill yard sale.
9. Elise to check cost of adding more pages to the newsletter.
10. Elise will send out email to Board about 2 vs 3 newsletter issues. (COMPLETED)
11. Rosemary, Elise, and Kate to meet to discuss Sing and Sleigh set up.
12. ALL please see if you can find others to volunteer at Sing and Sleigh for set up and clean up 2pm-7pm.
13. Kristin and Kate to add dates to calendars.
14. Mike to add these items to January agenda.'

1. Discuss having a social event for interested new board members.
2. Discuss and vote on budget. (Donation to Accelerated Schools?)
3. Discuss new member volunteers
4. Discuss Upwords and deadlines
5. Discuss adding advertising or sponsorships
6. Important Dates:

April 10-General Meeting

June 20th Thursday (Food Trucks)
July 4- Parade
July-18th 3rd Thursday (Food Trucks)
August-15th Thursday (Food Trucks)
October 9-General Meeting
December 1-Sing and Sleigh