

UPCC Board Meeting Minutes
January 31, 2024
7-9 pm
Kate's House

Attendees:

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

Meeting start time 7:03pm

1.Meet and Greet (15-20 min) with potential Membership Chair, Jess Wilkie and potential Zoning Chair, John Hesse.

Jess did the composting presentation at our General Meeting and she is Kristin's neighbor. John reached out through the website. He is a realtor and has lived in the neighborhood for about 10 years.

John Hesse is a residential real estate agent. He was unable to make the meeting tonight. He is potentially interested in the Zoning position. Question about potential conflict of interest related to real estate and zoning. Mobility and Transportation chair position is also open. Mike will have coffee with John soon to discuss his interest.

Jess Wilkie is present. She introduced herself and said she had been working for Denver Urban Gardens (DUG). Through that, she learned a lot about the Denver trash systems. She is also a Girl Scout Troop leader. Currently, she owns an organizing business and has a flexible schedule. She enjoys skiing and moved here from DC a few years ago.

Consensus from the Board members that we would still like to have as many people involved with the Board, because there is strength in numbers.

Membership chair is probably about 5 hours a month commitment. Kristin is interested in helping Jess with membership. There was a motion to vote Jess in as Membership chair. It was seconded and then there was a unanimous vote to include her as Membership chair.

2. Not for profit status is official (10 min).

The required IRS form is a very simple one page form and can be handled in house.

We need to now get the USPS not-for-profit bulk mailing form. Elise will get a letter to Laura to give to the printing company. Discussion about whether we need a CPA to look at our books once a year. Board decided we do not need this at this time.

3. Storage locker. (10 min)

The current cost is approximately \$944 (this includes insurance). There is about \$600 worth of stuff in it. Mike can make space at his house for the time being, to save the UPCC money. The cost of the unit is actually cheap as far as storage units go, but at this time we cannot afford it. There was additional discussion and a vote to close the unit. It was unanimous. Mike will close-out storage unit and store items at his house.

4. Budget/Finances (30 min)

1. Community fund letter- Question to Elise if we can reuse what we sent before. Suggestions included focusing on Sing and Sleigh, purchasing a new tent/banner, the move to a digital platform, welcome to neighborhood postcard, website, etc. Funding overall is going down. The money comes from Paul Kashmann's RNO fund. Elise will write the community fund letter.

2. Current donations- effect of the E-Blast. E-blast went out on 1/11/24 Got 56 donations in January for a total of \$3767. 40 donations came in within the first 2 days. Four came from brand new families. Elise will send thank you notes to everyone. For anyone who donated \$100 and up, Mike will send a handwritten thank you note. Kristin will look to see if she has stationary to give to Mike and Jess and get that to them. Every E-blast should have something about how we rely on donors. Also, the newsletter/E-blast will include another letter from Mike. Laura can look at engagement and how many open the E-blast.

3. Expenses: do we have the cost of the website and other digital communication expenses (mail chimp, emails, etc)? Can these be broken down into one time set up costs vs. maintenance or recurring cost? Can we line item a cost for each event so Kate can schedule and plan accordingly? Kate saved us \$1000 for events this year. Kate will take first pass at coming up with a budget for each event. Most of the money we spent in the last year on the website was to set it all up. So, that cost should go down some for this year. What are the annual expenses related to the website. \$340 is site hosting (Siteground). Domain is \$15 a year. Kate will look and see what PTA used for site hosting before. We should be looking at maybe 12k for expenses for this next year with the cuts we are making.

4. UPWords- from a cost perspective, can we afford to do three? Do we have any way of tracking if dues are paid as a result of the first newsletter of the year? The newsletter (printing and mailing) is our number one expense. Do we even know if people get the newsletters? Does Laura know anything more about QR codes and ability to track where people are coming from. Elise will also ask a Upark parent about how we can track QR

codes. Do more e-blasts and reminders. Reminders in Upwords that we are moving to electronic communication. Need to remember that the main goal is to disseminate information. We need to have substantive articles. If we made it longer, printing costs go up, mailing might be the same. Don't think we can do Upwords 3x a year. Laura, maybe price out to see if we can add 1 page (2 sides) to a newsletter? Need to revisit in April meeting how many issues we can do, leaning towards only 2 due to costs.

5. How to attract more members? New tent and banner to be displayed and manned at every event? Yard signs with QR code? Signs in public places (we need to know the rules around this)? Consensus that we'd like all of these things but budget dependent.

6. New purchases: tent, banner, signs, PA system. If we approved a \$600 budget for this, what would we get? We need a new tent and banner. Laura/Kate any info on costs for tent and banner and PA system? Look at Big 5 for tents, then get a banner that can be reprinted when needed.

7. Sponsorship- can we get by without? **TABLED FOR NEXT MEETING.**

5. UPWords content (15 min):

Letter from the President, General Meeting and include agenda, Update on Historic District, upcoming events, open positions, information on the movement to digital communication, Spring Yard Sale. What are the deadlines (late February)? Add a Save the Date section, add QR codes, Safety section-add bike and vehicle tracker. Spring Yard Sale coordinate with Cory-Merrill and align with them. They do Sat-Sun. Mike will get that info together. Final Buchtel Blvd meeting is a Feb 29th meeting. Need to give an update at the General Meeting. St. Paul and Buchtel intersection and Monroe and Buchtel. Could Tyler report on this or maybe Paul Kashmann at the General Meeting. Laura give us deadlines for content? Newsletter should go out in March.

6. General Meeting Agenda (10 min)

Mike is working on the agenda.

General Meeting Agenda (6:30-8pm but we have till 8:30)

Board Members introduce selves

Board Positions Voting/General Meeting Election Rules Update

Paul Kashmann (speak on Gulch, Yale, maybe Buchtel, any state issues like ADU and elections)

Buchtel intersection Feb 29 meeting update (St Paul and Monroe and Buchtel) (Need graphic for this)

Community Resource Officer Kate Young report out

Historic District update by Rosemary.

Mike to discuss UPCC budget and donations (Spreading the word about UPCC)

7. Check in from other committees (5 min). Rosemary provided an update on the Historic District. 18 properties are being included. Have been waiting to hear on Observatory Park and the DU Buchtel Bungalow property. Observatory Park said yes and will be included. DU has asked for the Buchtel Bungalow to be excluded. The next official meeting is on March 5th. There was some discussion of what it means if the Buchtel Bungalow is excluded as it is a very important property to the neighborhood and the DU connection.

8. Email issues (5 min): Mike believes he has figured out how the emails work. The best way to get each member set up is to contact Mike directly and do it on a one on one basis. A few members stayed after to try and work through email issues with Mike.

9:25 pm meeting adjourned.

To Do List

1. Next Meeting March Agenda Items: Events discussion (Food Trucks), Change rules for election items, Sponsorship, Report outs from Board member research on costs, purchases, etc., General Meeting agenda, etc.
2. Elise will get non-profit status letter to Laura to give to the printing company for bulk printing.
3. Mike will close out storage unit and store items at his house.
4. Elise will write the community fund letter.
5. Elise will send thank you notes to everyone who donated.
6. For anyone who donated \$100 and up, Mike will send a handwritten note.
7. Kristin will look to see if she has stationary to give to Mike and Jess and get that them. (DONE)
8. Laura will look at E-blast engagement and see how many open the E-blast.
9. Kate will take first pass at coming up with a budget for each UPCC event.
10. Kate will look and see who the PTA used for site hosting before.
11. Does Laura know anything more about QR codes and the ability to track where people are coming in from. (Elise will also ask a Upark parent about how we can track QR codes.)
12. Laura can you check printing costs for adding 1 page (2 sides) to a newsletter?
13. Laura/Kate to gather any information on costs for tent and banner and PA system? (Big 5 has cheap tents, maybe get a separate banner that can be reprinted when needed, don't want to print ON the tent)
14. Mike will gather info on the Cory Merrill Spring Yard Sale.
15. Laura will provide newsletter content deadline
16. Laura, can you pull graphic for St Paul/Buchtel intersection for slide deck for General Meeting?
17. Jess will look to see if she can find out more about what is happening with the gulch.

18. Mike will pull together draft General Meeting Agenda
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February UpWords Content for Laura

Letter from the President *by Mike Cox*

Move to digital communication etc.
Open Board positions
General Meeting

2024 Save the Date!

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

Kids' Corner *by Kristin Kleimann-Duggan*

Summer is coming! Do you have your MY Denver Card? If you are ages 5-18, the City of Denver makes it easy for you to unlock free access to recreation centers, swimming pools, and various cultural facilities where you can participate in healthy, safe, and fun activities. Many of the recreation centers also offer food to kids with the card! Both Eisenhower and Harvard Gulch recreation centers have outdoor pools.

For more information, visit:

<https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Office-of-Childrens-Affairs/ProgramsInitiatives/MYDenverCard>

ADD QR CODE link

Upark School News *by Kate Winn*

Save the Dates!

Upark Spring Silent Auction

Fun Run May 9, 2024

DenverTrack Program *by Rob Landis*

The DenverTrack program works with the vehicles' GPS systems to track stolen vehicles in real time. The program requires vehicle owners to preauthorize Denver Police access to the manufacturer's GPS service (e.g., OnStar, etc.) in the unfortunate event that their vehicle is stolen. If

the vehicle is stolen, when the vehicle owner calls police to report the theft, DPD can then track the vehicle in real time with the goal of locating and returning the vehicle to the owner and arresting the suspect.

Filling out and submitting the form confirms the listed vehicle has a relevant telematic, infotainment, car manufacturer, GPS, bluetooth or other tracking device within the vehicle. The Denver Police Department will request consent from the registered owner only if the registered vehicle is reported stolen.

To sign up:

<https://secure.coplogic.com/dors/en/filing/submitreport?dynparam=1706827042415#prefilingQuestionsAnchor1>

INSERT GRAPHIC

Participants will be able to receive a one of the above DenverTrack stickers for placement on their vehicle. The sticker is a visible deterrent that alerts potential thieves that the vehicle has GPS and will be tracked if stolen.

Add QR Code link

Join us on April 10th for the UPCC General Meeting

Agenda will include police resource officer, Paul Kashmann and something about the Buchtel updates/Historic District

Open Board positions

Historic Update *by Rosemary Stoffel*

Sign up for the Upark E-Blast *by Laura Garcia*

Sign up to get the Upark neighborhood E-Blast. We send an email about once a month with exciting neighborhood-relevant content.

ADD QR CODE [link](#)

Yard Sale Placeholder

E-Blast Content

UpWords Newsletter

If you did not receive a copy of UpWords, our neighborhood newsletter, please contact the UPCC secretary with your address, at secretary@uparkcc.org and she will walk one over to your house.

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