

**ST. PETERSBURG DOWNTOWN NEIGHBORHOOD ASSOCIATION**  
**BOARD OF DIRECTORS MEETING**  
**March 13, 2019 7 PM**  
**Signature Condo, Meeting Room**

**Approved Minutes**

- 1. Call to order:** The meeting was called to order at 7:03.
- 2. Establish Quorum:** The quorum was established. Present were Martha Shibley, John Waechter, Marc Lowenthal, Al May, Scott Clark, Dan Harvey, Karen Carmichael, Rosanne Fixsen, Grace Steinhauser, Andrew Davis, John Mason, and Steve Phillips.
- 3. Approval of Agenda:** After motion and second, the agenda was unanimously approved.
- 4. Approval of Minutes:** Minutes were approved for the February 13, 2019 Board Meeting and the short Board Meeting, following the Annual Meeting, at which officers for the year were elected.
- 5. President's Report:** Karen opted to deal with the President's Report as individual items appeared on the agenda.
- 6. Standing Committee Reports:**
  - a. Planning and Development:** An open discussion was held about several recent development announcements and the city's handling of the process. It was generally agreed that the DNA should closely watch the development of the Vision 2050 plan, which will control development for the next 30 years. Dan Harvey recused himself from a segment of the discussion which discussed a project affecting his personal property interests.
  - b. Meetings:** Two venues are being discussed for the next Porch Party, and tentative arrangements have been made to host a presentation on car re-charging stations as the feature topic at the April General Meeting. Infrastructure/sewage was proposed as a topic for either July or October, with the roll-out of Vision 2050 as a topic for the other of those two meetings.
  - c. Community service:** Clean-up has been scheduled for April 27, 9-11 AM.
  - d. Membership:** Scott presented the first set of membership data from the new online system, which may give us direction and clues about boosting membership.

- e. **Communications;** Grace discussed linkages with Instagram and other connections which will improve outreach and communications with members and potential members.

**7. Community Meeting Reports:**

- a. **CAC, Edge, and DBA.** Dan Harvey updated the Board on meetings he attended, which dealt with wide-ranging matters as transportation, proposed changes in the noise-control ordinance, transportation, the marina project, an upcoming glass show, and the impending arrival of scooters in St. Pete.
- b. **CONA:** Al May briefly described "Save the World" venture scheduled for April 13.

**8. Unfinished Business:**

- a. **Tour of Homes:** gave an update on planning and finalizing organization for the Tour of Homes. After motion and second, the Board approved the expenditure of supplies, printing, and other items related to the production of the Tour. A schedule of volunteers was distributed and discussed. Sales are slightly ahead of last year already.
- b. **Shakespeare Festival.** After motion and second, the Board voted to make a \$100 donation to the Shakespeare Festival.
- c. **Update on changes in by-laws.** There is a clear need to update some language dealing with elections, which is underway, along with further clarification of the roles of members of the Board. John Waechter distributed and discussed a "Resolution," which will clarify elements currently in the by-laws, but allows the Board the flexibility to modify committee structures, etc., as needs and times change, without repeatedly having to go to a vote of the entire membership for a full change of the by-laws. After a motion and second, the Board adopted the Resolution (appended).
- d. **Vice-President.** After a motion and second, Scott Clark was unanimously elected to serve as Vice-President for the 2019 calendar year.

**9. New Business:**

- a. The topic for the April General Meeting will be EV charging stations, with Duke Energy and OSR/Sustainability. It was suggested that a future meeting be held dealing with Vision 2050 and the role that the DNA might play in that process.
- b. After discussion about means of attracting members @<30 years old and building links with other organizations, and after a motion and second, the Board approved one-year, free Associate Memberships for those working with us on the Tour of

Homes and several public officials with close connections to the area (Council Member, Police, Fire Department).

**10. Next Board Meeting:** \_General Meeting, April 10, 7 PM, Cathedral of St. Peter. Next Board Meeting, Wednesday, May 8, Party Room at the Signature.

Respectfully submitted,

Steve Phillips, Secretary

**RESOLUTION OF THE BOARD OF DIRECTORS  
ST. PETERSBURG DOWNTOWN NEIGHBORHOOD ASSOCIATION, INC.**

The undersigned, being the Secretary of the St. Petersburg Downtown Neighborhood Association, Inc., (“*Association*”) certifies that, at a meeting properly noticed at which a quorum was present, the Board of Directors took the following action effective as of the date of the meeting.

**WHEREAS**, the Association is a not-for-profit corporation incorporated in the State of Florida on the 10<sup>th</sup> day of February 2016; and

**WHEREAS**, the Association is governed by its Bylaws, as they may be amended from time to time, that have been adopted by the Board of Directors; and

**WHEREAS**, Article Seven of the Bylaws provides that, “The President may establish such committees as seem necessary and advisable, with the approval of the Board of Directors”; and

**WHEREAS**, the President and Board of Directors desire to create a formal record of the committees that have been established, including the purpose and scope of authority for each committee.

**NOW THEREFORE BE IT RESOLVED**, that the President and Board of Directors hereby ratify the establishment of the following committees and state their respective purpose and authority as follows:

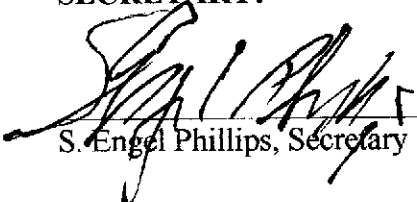
- 1) Planning & Development (membership requires basic technology skills)
  - a) Read and understand development news received from the city and share that information with the Directors
  - b) Meet with developers and provide information to the Directors and general membership
  - c) Understand and complete city planning reports (Public Participation Reports, etc.) as necessary
  - d) Monitor Vision 2050
  - e) Present reports at general membership meetings as necessary
  
- 2) Membership Management (membership requires advanced technology skills)
  - a) Update website database with cash receipts from members
  - b) Access membership email to answer questions from our members and prospective members
  
- 3) Community Service
  - a) Organize Mirror Lake cleanup twice per year (April and November). Work with city staff, Keep Pinellas Beautiful (as necessary) and the Shuffleboard Court to schedule clean ups and purchase snacks for that morning

- b) Provide outreach to Daystar or local schools and other charities. Manage contributions four times per year to coincide with general membership meetings
  - c) Seek opportunities for other community projects
  - d) Report on activities at general membership meetings as necessary
- 4) Meeting and Event Planning
- a) Porch Parties – organize four parties per year (February, May, August and Nov/Dec).
    - i) Make arrangements with venues, provide information to website manager for ad, coordinate with other Directors and respond to emails regarding events.
    - ii) Report on activities at general membership meetings as necessary
  - b) General Membership Meetings – develop the meeting agenda with topics and guest speakers four times per year (April, July, October, January). Solicit input and coordinate logistics with other Directors.
- 5) Communications and Marketing
- a) Website Communications – coordination with Membership Management committee; send emails from website to members
  - b) Instagram – manage Instagram email account & post in Instagram
  - c) Facebook posting
  - d) Mailchimp Manager – design email ads for events and other information sent to mass mailing list
  - e) Downtown Newsletter – provide bi-monthly information about DNA activities and membership
  - f) Serve as liaison for building managers & resident ambassadors; communicate with condo managers and apartment managers
- 6) Community Organization Liaison – report to the Board of Directors on activities of other community organizations such as CONA, CAC, Rowdies Council and Edge

**BE IT FURTHER RESOLVED** that the President and Secretary, or either one of them, is hereby authorized to execute such documents and take such additional measures as may be necessary to carry out the purposes and intent of this resolution.

The foregoing constitutes a record of actions taken by the Board of Directors at a meeting held on the 13<sup>th</sup> day of March, 2019.

**SECRETARY:**

  
 S. Engel Phillips, Secretary