

**DMNA Civic Engagement Committee Minutes**  
**Thursday, January 14, 2021, 5:45 – 6:55pm CST via Zoom**

Attendees: Christie Rock Hantge, Max Erickson, Pam McCrea, Jody Manning, Alison Gordon, Melanie Hess

Mr. Erickson called the meeting of the Civic Engagement Committee (“Committee”) of the Downtown Minneapolis Neighborhood Association (“DMNA”) to order at 5:45pm. Mr. Erickson noted that Mr. Misiag was unable to attend the meeting and has stepped down as Chair of the Committee. Max further advised that he is now the Chair of the Committee and is looking forward to a great year ahead. Introductions of those present were made.

Max reviewed his commitment to the Committee moving forward and expressed interest in establishing a Committee Charter with input from those present and the broader Committee. He led the Committee in a discussion regarding the following:

- 1) Committee Mission
- 2) Committee Authority
- 3) Committee Responsibilities
- 4) Committee Composition
- 5) Committee’s frequency of meetings
- 6) Committee’s requirements for minutes
- 7) How information is reported to the Board

The Committee engaged in a robust discussion around the above points related to the Committee Charter. Max agreed to take those notes and put together a draft Committee Charter for review by the Committee members prior to the next Committee meeting. The copy of this draft Committee Charter is attached to the minutes as Exhibit 1.

Max asked the Committee to consider their goals for 2021. Discussion ensued regarding this and those present rallied around the idea of committing to four civic engagement activities, led by the Committee, for 2021 (one per quarter, with the latitude to shift activities if more than one fit into a quarter).

Taking the goal of four activities for 2021, the Committee reviewed the list of proposed activities for consideration, previously made by the Committee. Discussion was had questions were answered regarding past activities, and the Committee agreed to think about the list before the next Committee meeting and come prepared to discuss the desired four activities the Committee will lead for 2021.

Max thanked the Committee for their engagement and asked the Committee if meeting on the second Thursday of each month would work for those present. All agreed and the next Committee meeting will be on Thursday, February 11, 2021, 5:45 – 7:00pm CST via Zoom. The following materials will be circulated prior to the next Committee meeting for consideration:

- 1) Draft Committee Charter
- 2) Committee Minutes from the meeting held on January 14, 2021
- 3) Potential Civic Engagement Events (google doc) with request to add more if they have other ideas

The Committee adjourned their meeting at 6:55pm CST.

## Exhibit 1

### **Downtown Minneapolis Neighborhood Association Draft Civic Engagement Committee Charter January 14, 2021**

**Purpose.** The Civic Engagement Committee (“Committee”) of the Downtown Minneapolis Neighborhood Association (“DMNA”) is responsible for assisting the DMNA Board of Directors (“Board”) with its oversight of the DMNA’s mission to promote the common good and general welfare of the residents, businesses and employees of Downtown Minneapolis through civic engagement. The Committee shall also perform any related functions as may be assigned by the Board.

#### **Structure & Operation.**

- A. **Composition & Qualifications.** The Committee shall consist of at least one member of the Board appointed annually by the Board Chair. The Committee shall strive to have as its members those who live, work or own property in Downtown East or West.
- B. **Chair.** The Chair of the Committee shall be appointed by the Board Chair. The Chair of the Committee, in consultation with the DMNA’s Neighborhood Coordinator, shall set the agendas for Committee meetings.
- C. **Meetings.** The Committee shall meet at least once per month or more frequently as the Committee may deem appropriate and may be held in person, via conference call or other electronic means.

**Authority & Duties.** The Committee shall have the authority to review, consider and make recommendations to the Board concerning areas within the scope of its oversight responsibilities, including the following community engagement opportunities:

- A. **Events.** The Committee shall have the authority to recommend events that promote and enhance the common good and welfare of the residents, businesses and employees of Downtown Minneapolis.
- B. **Neighborhood Improvement Projects.** The Committee shall have the authority to recommend neighborhood improvement projects that connect our community and exemplify the spirit of the neighborhood we represent.
- C. **Other Activities.** The Committee shall have the authority to recommend other activities that are within this scope so long as they promote a clean, respectful, safe and pedestrian friendly environment.

**Committee Performance.** The Committee will periodically evaluate its own performance with respect to its responsibilities in such a manner as the Committee deems appropriate.

**Reporting.** The Committee shall report regularly to the Board, orally and/or in writing with respect to: (1) results from civic engagement activities; (2) issues that may arise which in the Committee’s view, should be brought to the attention of the Board with respect to the Committee’s purpose, structure/operation, authority/duties; and (3) such recommendations to the Board as the Committee deems appropriate.