

# Westside Coalition

## Minutes of July 26, 2022 Westside Coalition Board of Directors Meeting

**Minutes Taken By:** Marisa Neil – Board Secretary

**Location:** NeighborWorks Community Mtg Room 622 W 500 N SLC   **Online:** Zoom Meeting

**Time:** Started 5:30pm Ended 7:30pm    Wi-Fi Password: Nswfl\$1234

Board Members Present (13)	Turner Bitton, Charlotte Fife-Jepperson (online), CJ Hellige, Esther Jackson-Stowell (online), Terry Marasco, Marisa Neil, Dorothy Owen, Billy Palmer, Blake Perez, Rick Silver, Nigel Swaby (online), Daniel Tu’utau, Jason Wessel (online).
Board Members Excused or Absent (5)	Krischa Arrington, Darin Mann, Kevin Parke, Dan Strong, Chaise Ware.
Others Present:	Jasmine Walton (NeighborWorks staff), Jennifer Turk (USU ASPIRE), Fawn Groves (USU ASPIRE)
<b>Item 1</b>	<b>WELCOME</b>
Blake Perez, 1 <sup>st</sup> Vice Chair	Blake opened the meeting with a quorum. He made a motion to approve the minutes from last month’s meeting, Esther seconded. Passed unanimously.
<b>Item 2</b>	<b>Coalition Business</b>
	<b>Item 2A—Financial Report</b>
Rick Silver, Treasurer	<p><b><u>Current balance and microgrant usage:</u></b> Rick reported that WSC currently has \$31,100 in checking and that the \$1,000 from the microgrant was used to purchase a laptop for WSC use.</p> <p><b><u>Fraudulent Check:</u></b> On June 17, a check for \$3547.50 was forged against WSC’s bank account and was cashed. The routing number was for a bank in Philadelphia and the check was not from WSC’s bank. The check had been made out to an Emmanuel E. Brazier. The transaction was clearly fraudulent, and the money has been refunded to the Coalition. As a precaution against future check fraud, WSC’s bank account number has been changed and the bank has put a warning on the account so that Dan Strong will be notified when money is withdrawn from the account.</p> <p><b><u>A.C.E. Grant</u></b> Blake asked if we have any monetary obligations. We do not, but the \$500 A.C.E. grant has specific allowed uses. Rick will research these uses and report back next month.</p> <p><b><u>Business License Renewal:</u></b> Rick has also renewed WSC’s business license to reflect the current Board, adding himself, Dan S., Marisa, and Charlotte as directors. The renewal cost \$10 and the license is valid for another year.</p>

Charlotte, 2<sup>nd</sup> Vice Chair

### Item 2B—Candidate Forum Update

Charlotte provided an update on the Candidate Forum that WSC is hosting with the League of Women Voters (LWV).

#### **Date and Location:**

The forum will be held on September 22<sup>nd</sup> at 5:30pm at the Utah State Fairpark in the Grand Building. Charlotte and Helen Moser from the LWV are going to take a tour of the Grand Building to decide what the best use of the space will be, but so far, the plan is to use the downstairs area for candidate booths and meet & greets, keeping that activity separate from the forum in the upstairs area.

#### **Races and format:**

Candidates in the following races will be invited to participate in the forum:

- US Senate
- US House of Representatives
- Utah State House of Representatives
- Salt Lake County Council
- Salt Lake County District Attorney
- Salt Lake City School District

The following format has been proposed:

- Opening delivered by moderator (10 minutes)
  - Welcome, agenda, ground rules
  - Voters will sign in, receive instruction about what district they are in and which races will be on their ballot, and grab food
- Meet & Greet (downstairs)
  - Voters can speak with candidates who are not participating in the timed Q&A/talent presentation.
  - Candidates will be given a stamp passport with the goal to get stamps from as many candidates as possible for a prize.
- Timed Q&A (upstairs)
  - 4 minutes per candidate
  - Question Response—Two open-ended questions selected from predetermined list shared with candidates (2 minutes)
    - We will let candidates know the main topics in advance and we will solicit questions from the community.
  - Lightning Round—Series of closed ended questions and/or agreement with statement with show of hand response (1.5 minutes)
  - Talent Presentation—Limerick, poem, song, or other talent performed by candidates reflecting their values or beliefs (30 seconds)
- Meet & Greet (downstairs)
  - Rather than have voters walking up and down the stairs between each race, the Timed Q&A portion will be followed by an additional meet & greet segment so that voters can ask follow-up questions, etc. to candidates who participated in the timed Q&A.

Charlotte, Esther, and Billy	<p><b><u>Cultivating Questions</u></b></p> <p>Esther asked how we would be coming up with the questions to ask the candidates and emphasized that we need people to respond to the surveys LWV will send out. We need to make sure we are asking the candidates questions that the west side cares about.</p> <p>Charlotte explained that we will not be fielding any questions at the forum but will indeed be using survey results to craft questions to ask the candidates. Voters can ask questions during the meet &amp; greet portions of the event.</p> <p>Billy also suggested that we could ensure the voices of the community were heard by allowing various community organizations to ask a question during the Timed Q&amp;A. They could have a representative in the audience or have the moderator read the question, saying who it is from. Charlotte said that if time allows, we could ask a few questions that were gathered from invested community groups.</p>
Charlotte	<p><b><u>Next Steps [See Figure 1 on page 9]</u></b></p> <p>We are currently on step 2 (emailing invitations to candidates). Charlotte has been drafting the invitation letters and will send them out by July 27<sup>th</sup>. Candidates have until August 12<sup>th</sup> to respond. Charlotte asked for feedback on the invitation letter before sending it. Blake posted it to Boardspot for the Board to review.</p> <p>Charlotte will clarify these next steps with Helen because we are not fielding questions at the forum.</p>
Group Discussion	<p><b><u>Moderator</u></b></p> <p>Charlotte asked for suggestions for the moderator. Nigel suggested that Billy Palmer should moderate, and Esther seconded his suggestion. Billy was not opposed to moderating; however, he would prefer to have a moderator with a larger platform to draw a larger audience to the event. He suggested Ben Winslow (Fox 13), Lara Jones (KRCL), Robert Gehrke (Salt Lake Tribune), or someone from KUTV2.</p> <p>There was a brief discussion about the benefits of having one moderator or two, perhaps assigning one moderator to the congressional races and one to the local races. One moderator was preferred.</p> <p>Ben Winslow and Lara Jones were the Board’s top choices to moderate.</p>
Blake, Charlotte, CJ	<p><b><u>Outreach Materials</u></b></p> <p>Blake asked when we would have outreach materials available for the forum. Charlotte would like to wait until the candidates have replied before disseminating informational materials. CJ volunteered to create the marketing materials. Charlotte will reach out to him.</p>

Charlotte, CC chairs	<p><b>Item 2C—Community Council Tour Request for Agenda Time</b></p>
	<p>The WSC Executive Board would like to do a tour of the six community councils on the west side. The Executive Board wants to introduce the WSC and explain its purpose as it relates to the community councils, as well as announce the Candidate Forum. Charlotte asked the community council chairs who were at the meeting if they could give the Executive Board 10-15 minutes on their September meeting agenda (August for PG, Glendale, and Fairpark—their September meetings will be after the Candidate Forum). The community council chairs present confirmed that they would add the WSC Executive Board to their meeting agendas. None of the Board Directors from Jordan Meadows were present at the meeting and will need to be contacted. Dorothy explained that Jordan Meadows has been having joint meetings over the summer and that she does not know how JMCC plans to hold its meetings going forward.</p> <ul style="list-style-type: none"> <li>- Glendale—August 17th</li> <li>- Poplar Grove—August 24<sup>th</sup></li> <li>- Fairpark—August 25<sup>th</sup></li> <li>- Rose Park—September 7<sup>th</sup></li> <li>- Westpointe—September 14<sup>th</sup></li> </ul> <p>Billy suggested that the WSC take half an hour at a future meeting to come up with a one-page document that outlines the mission of the WSC and “who we are.” Blake said that the Executive Board could come up with some things to include and that we could discuss at our next meeting.</p>
Charlotte, Terry, Group discussion	<p><b>Item 2D—International Market Update</b></p>
	<p>Charlotte reported that there have been 3 International Markets so far and that it has grown each time. The next one will be on August 6th. After that, the next Market will be on October 29<sup>th</sup> and will have a Día de los Muertos theme.</p> <p>Terry brought up that thus far, no Native American vendors have participated in the International Market, but he attended the powwow that was on Saturday and solicited dancers and 5 vendors. Terry also mentioned that there have been discussions about having a market in the winter. He thinks a winter market could be successful because fewer events happen in the winter.</p> <p>Interested vendors should contact Charlotte, Terry, or Nicki Claeys (nicki@utahstatefair.com).</p>
Billy	<p><b>Item 2E—Paint Your Heart Out</b></p>
	<p>Billy and Turner are co-captaining a team for Paint Your Heart Out. The event is organized by Neighborhood House and will take place on Friday, August</p>

Turner, Charlotte	12 <sup>th</sup> . Teams will meet at Neighborhood House at 7:30am for breakfast before heading out to paint their assigned house.
<b>Item 2F—Call for other Items</b>	
	<p>When Blake called for other items not on the agenda, Turner brought up that the WSC needs to take a stance on \$80M parks bond that the City Council is going to put on the ballot in November. Charlotte questioned whether WSC could engage with this issue because it is going to be on the ballot, and Turner confirmed that as a 501(c)3 non-profit organization, the WSC cannot support candidates but can take a stance on issues on the ballot.</p> <p>The issue was tabled until the next meeting.</p>
<b>Item 3A</b>	<b>Issue Area Manager Selection—Bylaw Review Article VII</b>
Group discussion (Blake, Dorothy, Billy, Nigel, CJ)	<p>The Board reviewed Article VII of the bylaws [see Figure 2 on page 9]. Before proceeding with Issue Area Manager elections, the Executive Board wanted to clarify how Issue Area Managers can be chosen as dictated by the bylaws. Section 7.3 states that “Issue managers shall be appointed by the BOARD for a term of two years.” The Executive Board has interpreted “appointed” to mean voted in by a majority. No one raised any objections to this interpretation.</p> <p>The Board discussed that “DIRECTOR” in section 7.3 is one of the 18 people serving on the Board. There was also a discussion of what procedures for reporting would be put in place if any of the managers elected were not directors. It was determined that a director would be designated to support that issue manager, and that director would report back to the rest of the Board.</p> <p>The bylaws can be refined as the WSC evolves and its needs become clearer.</p>
<b>Item 3B</b>	<b>Issue Area Manager Selection—Nominations and Elections</b>
<p>CJ nominated</p> <p>Motion and vote</p>	<b>1. Housing/Homelessness</b>
	<p>Blake reminded the Board that while in the past there have been discussions about splitting Housing and Homelessness into separate issue areas, the decision was to initially appoint one manager to oversee them as one issue area and reevaluate at a future date if a split was needed.</p> <p>Billy nominated CJ to be on the ballot, Turner seconded. No others were nominated.</p> <p>Blake moved to appoint CJ by acclamation, Billy seconded. Motion passed unanimously.</p>
Jasmine	<p style="background-color: #00a0e3; color: white; text-align: center;"><b>2. Westside Development</b></p> <p>Jasmine brought up that Neighborworks Salt Lake participates in the River District Business Alliance and works with Dave Galvon. Because he was not present at the meeting, Jasmine did not wish to nominate him but felt that he</p>

<p>Turner nominated</p> <p>Motion and vote</p> <p>Charlotte, Dorothy, Daniel T.</p>	<p>would do well as the Issue Area Manager over Westside Development. She suggested reaching out to him.</p> <p>No other suggestions or nominations were made and the group decided to revisit this issue area after finishing with the others. When the Coalition circled back to Westside Development, Turner nominated himself. Billy seconded, and the Board voted in favor of the nomination. Blake moved to appoint Turner by acclamation, Rick seconded. The motion passed unanimously.</p> <p>Charlotte asked if economic development was included in this issue area. It is in the value statement for this issue area, but not the WSC’s mission statement.</p>
<p><b>3. Environmental Resources</b></p>	
<p>Terry, Richard Holman, and Esther nominated and voted onto the ballot</p> <p>Motion to vote—Not passed</p>	<p><b>Terry</b> nominated himself. He is familiar with issues regarding water, air quality, having worked on them for the past 15 years. He has a great deal of experience working with environmental issues. Rick and Marisa seconded Terry’s nomination, and the Board unanimously voted in favor of his nomination.</p> <p>Blake informed the group that <b>Richard Holman</b> wanted to be considered as a candidate for the Environmental Resources Issue Manager. Blake read a statement that Richard sent in outlining his qualifications. Billy pointed out that the Inland Port is Richard’s primary interest and that if he is not appointed as the Issue Manager, it would make sense to reach out to him and find out if he is interested in serving on a subcommittee. Rick suggested that if Richard is made the Issue Area Manager, the Board could designate Terry as the director to support him in that role and to report back to the Board. Terry agreed that it would be a good pairing.</p> <p>Richard was not at the meeting, but his expressed interest was interpreted as a self-nomination, and Billy seconded his nomination. The Board voted in favor of having Richard on the ballot with one opposing vote (Nigel).</p> <p>Blake said that <b>Esther</b> had also told him she wanted to be the manager for this issue area. Turner nominated her to be on the ballot, and Blake seconded. All voted in favor of Esther being on the ballot. [Note: Esther was not able to stay for the entire meeting and had left by this point]</p> <p>Blake moved to vote, and Daniel T. seconded. The vote was split with 6 “ayes” and 6 “noes.” Dorothy, Jason, and others expressed that they did not feel comfortable voting because 2/3 of the nominees were not present. Jason asked that we request a statement from the nominees outlining what each of them hoped to do as Issue Area Manager. Dorothy suggested inviting Richard to the next meeting as well.</p>



<p>Turner, Billy, Dorothy</p> <p>Motion and vote</p>	<p>or re-election at the same time.</p> <p>Dorothy then moved that if a manager needed to step down mid-term, their replacement should start a new term. Billy disagreed, saying that a new manager should be appointed at the next election rather than stagger the terms. Dorothy withdrew the motion.</p> <p>Turner made the motion to approve the August 1, 2022—July 31, 2024 term dates, Blake seconded, and the motion passed unanimously.</p>
<p>Item 8</p>	<p>Adjourn</p>
	<p><b>Next Meeting:</b> August 23rd (Fourth Tues) 5:30 PM at same NeighborWorks location. This meeting will likely go until 7:30pm.</p>
<p style="text-align: center;"><b>Future &amp; Pending Tasks</b></p>	
<p>Blake: arrange to meet with Issue Area Managers</p> <p>Rick: investigate approved uses of A.C.E. grant funds</p> <p>Charlotte: send candidate invitation letters and contact CJ re: marketing materials for candidate forum</p>	
<p style="text-align: center;"><b>Upcoming Meetings &amp; Events</b></p>	
<p><b>AUGUST 9<sup>th</sup></b> (T): Next Executive Board Meeting, 3:30pm on Zoom</p> <p><b>AUGUST 6<sup>th</sup></b> (DAY): International Market, 2pm—8pm at the Fair Park</p> <p><b>AUGUST 23<sup>rd</sup></b> (T): Next WSC Board Meeting, 5:30pm at Neighborworks and on Zoom.</p> <p><b>SEPTEMBER 22<sup>nd</sup></b> (Th): Candidate Forum, 5:30pm at the Fair Park (Grand Building)</p>	



Figure 1 Candidate Forum Next Steps

## Draft Project Plan/Next Steps

Action Items	Who	When
Review/revise target candidate races, agenda for Candidate Forum.	Executive Committee, Helen	July 5
Draft and issue Candidate invitations with RSVP target date. Follow-up to confirm if no response.	Charlotte, Helen	By July 27 (RSVP by 8/12)
Select and contact Moderator to review role, format and confirm willingness/availability.	Charlotte, Helen	By July 29
Walk through of Grand Building to ensure venue meets space and audio requirements. Confirm desired building layout and required tables/chairs for voter/candidate check in tables, Meet & Greet, Q&A discussion, etc. Confirm any insurance requirement for sponsoring organizations.	Charlotte, Helen	By July 29
Test audio/visual equipment to ensure appropriate quality for in-person/virtual participants.	TBD	By Aug 5
Recruit volunteers to assist - publicity, passport design, question design, timekeeping, venue setup, greeting/directing candidates (Meet & Greet, Q&A discussion area), greeting/directing audience and passport distribution, AV support/virtual hosting, media coordination/photos, etc.	WSC TBD, Helen	By Aug 5
Solicit questions for candidates from Coalition/League and prepare draft.	WSC TBD, Helen	By Aug 12
Create and initiate outreach/publicity plan (press release, newsletter/social media posting, flyers, radio/TV promos, posting in Event websites).	WSC & LWV TBD	By Aug 19
Revise agenda/timing/meet & greet table assignments based on confirmed candidates.	WSC TBD, Helen	By Aug 19
Issue final communication to candidates (agenda, layout, questions, ground rules) Issue final communication to volunteers and moderator.	Helen, Charlotte	By Aug 31 By Sept 12
Post links to recording of event. Send thank-yous to candidates, Moderator and volunteers.	Charlotte, Helen	By Sept 24

Figure 2 WSC Bylaws Article VII: Issue Management

### ARTICLE VII: ISSUE MANAGEMENT

**Section 7.1 Purpose** Issue management is the tether between the BOARD’S responsibilities and the issues of importance to Westside communities. It ensures that officers remain cognizant of the WSC’s reason for the existence. Issue management areas shall be selected to fill the responsibilities identified in the by-laws as determined by the BOARD.

**Section 7.2 Issue Areas** The<sup>I</sup> President, with assistance from the 1<sup>st</sup> Vice President, shall propose issue areas deemed consistent with the mission of the WSC. The BOARD shall review and then vote on whether to designate a specific issue area. This same process is to be followed to retire issue areas.

**Section 7.3 Issue Managers** Such managers shall be appointed by the BOARD for a term of two years. The term may be extended not to exceed four years unless otherwise approved by the BOARD. Issue managers shall have such duties and functions as may be assigned to them by the BOARD. If the appointed issue manager is not a DIRECTOR, then a DIRECTOR shall be designated to support the manager and to serve as BOARD liaison.

**Section 7.4** The BOARD may adopt additional policies and procedures regarding issue areas and advocacy to ensure accountability management.