



📅 Monthly Board of Directors Meeting

🕒 Wed Jul 30, 2025
5:30 - 7:30 pm (MDT)

📍 Location
Neighborworks SLC
622 W 500 N
Salt Lake City, UT 84116

Zoom Conference

[Join Zoom Conference](#)

Meeting ID: 865 9523 9875

Passcode: 415862

Meeting Invitation:

Daniel Strong is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

[https://us02web.zoom.us/j/86595239875?](https://us02web.zoom.us/j/86595239875?pwd=S1VjQ0M4QnZFTVJ0YlI0YTVzdjV5QT09)

[pwd=S1VjQ0M4QnZFTVJ0YlI0YTVzdjV5QT09](https://us02web.zoom.us/j/86595239875?pwd=S1VjQ0M4QnZFTVJ0YlI0YTVzdjV5QT09)

Meeting ID: 865 9523 9875

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Meeting Agenda

5:30pm

I. Welcome & Introductions (10 min)

👤 *Dan Strong*

A. Establish Quorum

B. Review and Approve the Previous Meeting's Minutes

5:40pm

II. Board Governance (45 min)

- A.** Insurance Update
 - 👤 *Martha Wiley*
- B.** Utah Nonprofit Association Update
 - 👤 *Charlotte Fife-Jepperson*
- C.** Bylaw Review
 - 👤 *Dan Strong*
- D.** Conflict of Interest Form Update
 - 👤 *Charlotte Fife-Jepperson*
- E.** Issue Area Process Overview / Discussion
 - 👤 *Jason Wessel*
- F.** Community Outreach Overview / Discussion
 - 👤 *Charlotte Fife-Jepperson*

6:25pm

III. Issue Advocacy Updates (30 min)

👤 *Jason Wessel*

- A.** Immigration and Education Study Groups
- B.** Other Issue Updates

6:55pm

IV. 2025 Schedule / Event Planning (20 min)

👤 *Dan Strong*

- A.** 2025 Candidate Forum Planning
- B.** JRT Walk Sequel Planning
- C.** Other events?

7:15pm

V. Adjourn

Supplemental Documents

📄 [Bylaws \(2025\).docx.pdf](#)

📄 [WSC Issue Advocacy Process \(1\)_0.pdf](#)

BYLAWS OF THE WESTSIDE COALITION

Date of Board Approval: 2/25/2025

ARTICLE 1: ORGANIZATIONAL NAME AND MISSION

Section 1.1 Name and Bylaw References The name of the organization shall be the Westside Coalition, which the bylaws will refer to as the WSC. It is a 501c(3) nonprofit organization. The bylaws refer to the WSC's general membership as MEMBERS. The governing body of the WSC is its Board of Directors, which the bylaws refer to as the BOARD. The bylaws refer to the individual members of the BOARD as DIRECTORS.

Section 1.2 Mission The mission of the WSC is to advocate for the health, safety, and quality of life of Salt Lake City residents living in Westside communities.

ARTICLE II: GENERAL MEMBERSHIP

Section 2.1 Criteria for MEMBERS Membership in the WSC is granted to residents, ages 18 and older, of Salt Lake City's Westside communities, specifically Fair Park, Glendale, Jordan Meadows, Poplar Grove, Rose Park, and Westpointe community approved boundaries. This includes owners of businesses located within these communities.

Section 2.2 Non-discrimination No person shall be denied membership or office in the WSC on the basis of ancestry, color, disability, gender identity, marital status, medical condition, national origin, physical limitation, race, religion, or sexual orientation.

Section 2.3 Responsibilities Members may participate in the organization's Annual Meeting to elect At-Large Directors of the Board, provide input and general guidance to the Board, and delegate the WSC's management to the Board and its officers.

ARTICLE III: ASSOCIATE MEMBERS

Section 3.1 Criteria for ASSOCIATE MEMBERS Associate Members are individuals, organizations, or businesses that actively pursue a shared purpose with the WSC. Associate Members are not required to reside or maintain an address within the enumerated Westside communities. Associate Members may attend and participate in WSC meetings and events but are not eligible to vote unless they also have Member status.

Section 3.2 Selection & Status of ASSOCIATE MEMBERS Nominees may self-identify or be recruited by WSC Directors. After review, the Board may extend this status in one of the following categories:

- a) **SPONSORS:** Individuals, organizations, or businesses that 1) make a financial contribution to the WSC and/or 2) sponsor WSC supported events, activities, and/or initiatives.
- b) **ADVISORS:** Individuals who provide technical, legal, or business consultation to the WSC. It can also include individuals who engage in outreach to specific populations.
- c) **PARTNERS:** Organizations that want to coordinate and collaborate with the WSC in joint efforts in support of a shared mission.

ARTICLE IV: BOARD OF DIRECTORS

Section 4.1 Duties & Responsibilities The Board shall provide policy direction and manage all WSC affairs to further the organization's mission and objectives. All organizational powers shall be vested in and exercised by the Board. The Board may make such rules as necessary provided they do not conflict with the bylaws. It is the responsibility of Board Directors to solicit input from Community Councils and the communities-at-large to better inform their activities.

Section 4.2 Composition & Terms The Board is composed of no more than 18 voting Members or Directors.

- (a) Each Chair of the Community Councils listed in Section 2.1 is automatically a Board Member. If the Community Council's elected Chair is unable to serve on the WSC Board then the Chair shall designate a representative to act and vote on their behalf. This designation needs to be reviewed annually by the Chair and renewed, if necessary.
 - (i) If a Community Council Chair position is vacant, the Community Council shall designate a community Member to serve on the Westside Coalition in the Chair position until a new Chair is selected. When a new Chair is selected, the position will return to the new Chair or the Chair's designee (as described in section 4.2(a)).
- (b) One appointed Director determined by the Community Councils listed in Section 2.1. Such directors serve a two-year term and may be reappointed by their respective community council.
- (c) 6 (Six) At-Large Directors representing Westside interests, organizations, or businesses. At-Large Directors have a two-year term and are elected at the Annual Meeting by the Members. Such Directors may not serve more than two additional terms without approval from the Board.

- (i) At-Large Terms shall alternate such that approximately half of the terms are vacant every year.
- (ii) The Westside Coalition may add additional At-Large Directors not to exceed a total Board membership of 18 Directors.

Section 4.3 Nominating Committee The Nominating Committee will comprise of at least three Members, two-thirds of whom reside in Westside communities. The Nominating Committee shall identify candidates for At-Large seats on the Board and obtain consent to submit their names to the Annual Meeting. The list of nominations for election during the Annual Meeting shall be submitted to the Nominating Committee no less than five business days before the Annual Meeting. Such nominations will then be submitted to Members at the Annual Meeting for consideration. Nominations may not be taken from the floor at the Annual Meeting.

Section 4.4. Director Resignation A Director must submit written notice of their resignation to the Board. Unless otherwise requested, such resignation shall be effective immediately upon its acceptance by the Board.

Section 4.5 Director Removal Any Director may be removed for cause by a two-thirds vote of the entire Board membership at any duly noticed regular or special meeting convened for this purpose. Circumstances for removal include 1) loss of eligibility generally due to no longer residing, working, or owning property in Westside communities, 2) failing to attend three consecutive Board meetings without good cause, 3) personal conduct detrimental to the interest of the organization. In such instances, the person shall be notified in a timely manner, not less than five calendar days prior to any scheduled meeting and provided an opportunity for a hearing before the Board prior to any vote on the matter.

Section 4.6 Director Vacancies As delineated in Section 4.2, vacancies shall be filled by the body that initially selected the person leaving the Board. The succeeding Director shall serve in the same membership category as the person being replaced. Such replacements shall serve the remainder of the unexpired term. The Board may temporarily fill a Board vacancy in the interim period pending the next Annual Meeting election.

Section 4.7 Meetings The Board shall meet at least quarterly at such time and place as determined by the Board. Regularly scheduled meetings may be held more frequently at the discretion of the Board.

Notice of a regular meeting stating the place, day, and time of the meeting shall be given by e-mail or telephone as soon as scheduled but no less than 3 (three) calendar days prior to the meeting time. All business may be transacted at any official meeting of the Board and need not be specified in the notice of such meeting. Emergency meetings may be called at the request of the President or any three Directors.

Section 4.8 Quorum and Voting In order for the Board to conduct business, a quorum must be present. A quorum shall consist of at least 50% of the voting Directors plus one. A Director who electronically attends a meeting is considered “present” and able to vote. Except as provided in Section 4.5, all matters before the Board shall be determined by a majority vote of the Directors present with neither absentee nor proxy voting allowed. Board action may be taken by electronic vote of the Directors.

Section 4.9 Conflict of Interest It is the responsibility of a Director to notify the organization of potential conflict of interests that arise because of pending business transactions directly or indirectly involving themselves, any member of their family, or any entity in which they have a legal or fiduciary interest. They are then obligated to abstain from any discussion or vote approving such a transaction.

Section 4.10. Compensation Directors shall serve without compensation, but reasonable expenses incurred may be reimbursed when expended for and in the interest of the WSC.

Section 4.11 Liability Directors shall not be personally liable for any obligations of the WSC or for any duties or obligations arising out of any acts or conduct performed in good faith on behalf of WSC.

ARTICLE V: BOARD OFFICERS

Section 5.1 Type and term of office Officers shall be a President, two Vice-Presidents (see Section 5.5 and 5.6), a Secretary, and a Treasurer. Officers are elected to a two-year term. Board Officers are empowered to make decisions on behalf of the Westside Coalition by a majority vote in the event that the President or any three Directors deem it necessary.

Section 5.2. Officer Elections Officers are elected from among the members of the Board at their first meeting following the Annual Meeting. The election of officers should be staggered so that half the officers are elected in odd number years and the other half in even number years.

Section 5.3 Officer Vacancies In the event of an officer’s vacancy, the Board shall elect another Director to fill the vacancy. This person shall hold office for the unexpired portion of the 2-year term. If the Board is unable to fill such a vacancy they may select a Member to fill the position on a temporary basis until a Director is elected to complete the term. Similarly, if one Vice-President position becomes vacant the Board may combine the two vice-chair positions on a temporary basis. The Board is prevented from temporarily combining the President and Treasurer positions.

Section 5.4 President Shall have the usual powers of supervision and management as pertains to the executive officer of a non-profit organization. This includes presiding at all Board meetings and at the Annual meeting. It also includes representing the organization in meetings with government officials and the media. These specific responsibilities may be delegated to

other Directors as the President deems appropriate. The President shall perform such duties as may be designated by the Board.

Section 5.5 1st Vice President This officer shall 1) assist the President and perform such duties as may be assigned by the President or the Board. 2) Shall take the lead in identifying issues that impact the communities and issue management. 3) Shall take over as interim President in the event of a vacancy or resignation until a new president is elected. During this time this person shall have all the authority and restrictions placed upon the President.

Section 5.6 2nd Vice President This officer shall assist the President and perform such duties as assigned by the President. The focus of such efforts are to support and coordinate the operation of local Westside Community Councils. In the absence of the President and the 1st Vice-President, this officer shall perform the duties of the President..

Section 5.7 Secretary The Secretary shall notify the community of WSC meetings and retain an attendance record of such meetings. This includes keeping an accurate record of the proceedings of the Annual Meeting and the minutes of Board meetings. If the Secretary is unavailable, the presiding officer may delegate the taking of minutes and attendance to any Director present. The Secretary will work with other officers, issue managers, and committee chairs, to ensure appropriate documentation of their activities are recorded and maintained. The Secretary, with help from the Board, compiles the annual report for presentation at the Annual Meeting.

Section 5.8 Treasurer The Treasurer is the chief financial officer responsible for the care and custody of WSC funds and property. The Treasurer keeps complete books, prepares statements of accounts, and maintains an adequate system of internal audit. The Treasurer is also responsible for preparing and filing required tax returns and other required corporate documents. In conjunction with the Board, the Treasurer is responsible for producing an annual budget and annual financial report. May perform other functions incident to the office.

Section 5.9 Communications Director The Board may appoint a Communications Director to be responsible for articulating Board actions, in a timely manner, to the full membership of the Westside Coalition and to the general public. The Communications Director will advise the Board regarding the resources needed to utilize available communications and engagement options.

Section 5.10 Executive Director The Board may appoint an Executive Director to be responsible for the day-to-day administration of the organization. The Board may confer supervisory and managerial authority subject to their general oversight and control. The Executive Director may be a volunteer to or an employee of the WSC. As an employee, they shall be entitled to reasonable compensation for services. The Executive Director shall serve as a non-voting member of the Board.

Section 5.11 Other Appointed Positions The Board may appoint additional officers to support the operation of the organization and the Board. The duties, responsibilities, and length of service of such positions shall be defined by the Board at the time of appointment. Nevertheless, such appointees do not have voting rights unless it derives from also having Director or Member

status.

ARTICLE VI: ANNUAL MEETING

Section 6.1 Date & Place The Annual Meeting of the WSC shall be held at a place and time designated by the Board with the intent that such meetings are held annually. Exceptions may be granted under special circumstances and with the approval of the Board.

Section 6.2 Purpose An Annual Meeting is held to elect At-Large Directors to the Board to transact organizational business; to provide a comprehensive update of the past year's accomplishments and challenges; and to seek community input and direction for the new year.

Section 6.3 Notice The Secretary shall provide notice stating the date, time, and location (in-person or online) of the Annual Meeting at least ten (10) calendar days in advance. Such notification will include social media and online posting, email, text messaging, as well as other, more traditional approaches. Each Westside community council chair will receive sufficient notice to enable them to inform their community members. Such notice and support are the responsibility of each Community Council consistent with their capabilities.

Section 6.4 Nominations for At-Large Directors As outlined in Section 4.3, nominations for At-Large Directors may not be taken from the floor at the Annual Meeting, and must be submitted to the Nominating Committee no less than five business days before the Annual Meeting.

Section 6.5 Voting Only Members are eligible to vote at the Annual Meeting and no voting by proxy is allowed. To conduct a vote, a quorum of no less than 25 Members must be present at the Annual Meeting.

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 its 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 President, with assistance from the 1st 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.

ARTICLE VIII: FINANCIAL MANAGEMENT

Section 8.1 The assets of the organization shall be managed with the intent of achieving the objectives set out in the bylaws.

Section 8.2 The organization's fiscal year runs from January 1st to December 31st of each year.

Section 8.3 All checks or other distribution of funds must be signed/approved by the Treasurer and one other officer unless the Treasurer is being reimbursed in which case the President shall sign in his place. WSC shall not incur any debt or liabilities, exceeding its assets.

Section 8.4 The Board may adopt additional fiscal policies and procedures to ensure sound fiscal practices. Such practices include, but are not limited to, budgeting, reporting, auditing, and approval of extraordinary expenses. "Extraordinary expenses" are costs which may arise outside the organization's regular operation, are not reflected in the WSC budget, and are of significant dollar amount.

ARTICLE IX AMENDMENTS

Section 9.1 The Board has the authority to propose amendments or other changes to the organization's bylaws. Such revisions must be consistent with the law and the WSC's Articles of Incorporation. Proposed changes need to be approved by a two-thirds vote of Directors in attendance provided there is a quorum and they received at least a 3 (three) day written notice of the proposal prior to the vote.

Section 9.2 Board approved changes need to be presented to the Members at the next annual meeting.

**UNANIMOUS WRITTEN CONSENT OF THE BOARD OF DIRECTORS OF
WESTSIDE COALITION, INC.
Bylaw Amendment Certification**

WHEREAS, Utah law and the By-Laws of The Westside Coalition, Inc. (the "Corporation") provide that any action which must or may be taken at a meeting of the Board of Directors of the Corporation may be taken without a meeting if a consent in writing, stating forth the action so taken, shall be signed by all the Directors; and

WHEREAS, the undersigned being all the Directors of the Corporation, are empowered to act on behalf of the Corporation; and

WHEREAS, said Directors desire to take the actions expressed in the resolutions hereinafter set forth; and

WHEREAS, the Corporation desires to amend the Corporation's By-Laws, as provided in the amended By-Laws attached hereto as Exhibit A.

NOW THEREFORE, the undersigned do hereby declare that the actions expressed in the following resolutions shall be and are hereby taken by the Board of Directors of the Corporation as of the date hereof: and hereby consent, ratify and agree to the following:

Resolved, that the Corporation amend the By-Laws as set forth in the attached Amended and Restated By-Laws.

DATED this 24th day of NOV 2021.

Doyle P Owen

[Signature]
Director
VSC President
Chair, Jordan Meadows

WSC Secretary
Chair, Westpointe

[Signature]
Director
VSC Treasurer
Chair, Rose Park

Director
Director

Chair, Glendale

[Signature]
Director
Esther S. Jackson-Stowell
Chair, Poplar Grove

[Signature]
Director

Chair, Fairpark

[Signature]
Director
At-Large Director

Director

Director

Director

Director

DLTector

Director

Director

Director

DLTector

Director

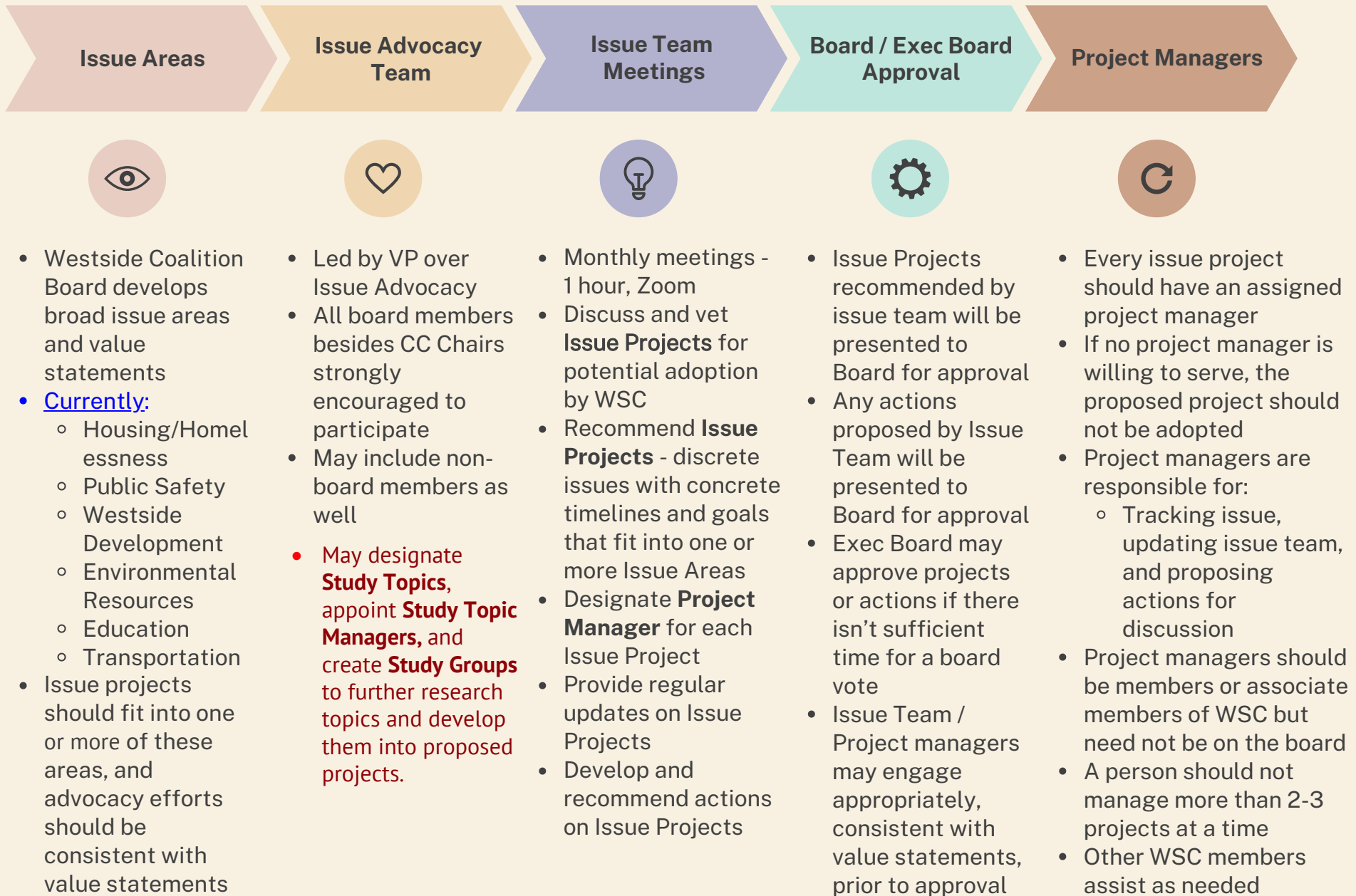
Director

EXHIBIT A (as needed)

Amended and Restated By-Laws

WESTSIDE COALITION

Issue Advocacy Process



Examples

- **I - 15 Expansion**

- Project manager: Billy Palmer
- Falls under issue areas: Transportation, Environmental Resources, Housing, etc
- Billy tracks developments, reports back to Issue Team
- When action is needed (400 N issue, etc), Billy and issue team present that back to the board for a vote

- **N Temple / JRT Safety Issues**

- Project manager: Terry Marasco
- Falls under: Public Safety, Westside Development, Environmental Resources, Housing/Homelessness
- Terry holds meetings with stakeholders, develops proposals, etc
- When action is needed (letter to SLC), Terry and issue team present that back to the board for vote

- **Fairpark Reinvestment (Ballpark) District**

- Project manager: Dan Strong
- Falls under: Westside Development, Housing/Homelessness, Transportation, Public Safety
- Dan attends meetings, sits on board, reports back to Issue Team
- Any actions brought back to board for consideration / approval

- **Other examples**

- Bylaw Revisions - Jake Erickson (with committee)
- EPA Community Change Grant - Charlotte Fife-Jepperson