

Organizational Capacity Building Committee
Thursday, September 8th, 2016
Northside Community Housing
Meeting Minutes



Members Present:

- Jessica Eiland
- Keaira Anderson
- Angela Pinex
- Mona Majid

CBN Staff Present:

- Gary Newcomer
- Jenny Connelly-Bowen
- Constance Siu

I. Welcome

- The members of the org capacity committee gave a warm welcome to CBN's newest practicum student Constance Siu.

II. Updates

- CRA Ladder of Capacity Building Update**
- Community Engagement & Safety Action Groups**
- Consolidation and Formal Partnerships Workshop**
- Org. Capacity Assessment for 2016**
- Creative Placemaking RFP**

- The CRA Ladder of Capacity Building program addressed the Committee's prior recommendation to connect banks with community building organizations. The speed networking workshop in June built these connections and the Developer Showcase on Aug. 9 displayed organizations' project proposals and bank partnerships. The initiative also connected investment capital to member organizations. CBN sent out a follow-up survey and received 13 responses. Most participants enjoyed the networking and learning opportunity, but felt there was not enough time to build partnerships.
- The next action group meetings for safety and community engagement are next week. These are constructive support groups to address issues relating to community engagement or safety. Members are expected to use the knowledge learned to implement action steps to enhance and sustain their work moving forward. The initial meetings this summer were introductory in nature, but future meetings will have a twofold purpose: 1) members reporting and reflecting on progress or lessons learned for CBN to document and 2) exploring best practices, resources, or hearing from experts about predetermined topics through CBN facilitation. The safety group will focus on vacancy, illicit activity at neighborhood businesses, and activating public space. Over a period of time, the community engagement group will focus on financial barriers to engagement,

diversity awareness, overcoming negative perceptions, the role of technology, settings of conflict, fragmentation, activating public/green spaces and overcoming limited organizational capacity. The safety action group could use a few more members.

- The need for a consolidation and formal partnership workshop for interested community organizations was raised by the committee in prior meetings. This workshop was held on July 27th and had approximately 10 attendees. Resources including sample MOUs, case studies, and research on consolidation that were shared at the event and sent in a follow-up email.
- The annual org assessment has been sent out. Of the 33 nonprofit member organizations who are members, we have received 9 responses (27% of the total). We have set a deadline of Sept 23rd to receive our goal of 22 responses (66% of total). These findings will appear in our end-of-the-year assessment study. As such, the Committee was asked to complete the survey and encourage other member orgs to do so as well.
- The Creative Placemaking proposal has been submitted. As a reminder, this proposal was a partnership between CBN and RAC for the next Community Arts Training (CAT) Institute in the Ville through the NACEDA Creative Placemaking Program. The \$20,000 in funds provided through the Creative Placemaking Program would have covered administrative costs for CBN and open up enough resources to provide a grant to fellows in the program interested in implementing their ideas. If selected, we will receive notice of the award before the end of the month. Unfortunately, CBN was informed after the meeting that we were not selected as a recipient.

III. Upcoming

a. October All-Member Meeting

- The Fall All-Member meeting will be Thursday, Oct 20th from 3-5p at SLU's Il Monastero facility. A happy hour will follow at the 314 Bar downtown. The Committee discussed the format of the meeting and approved the location and time. CBN staff will look into voting technology to allow for anonymous survey collection.

IV. Pooled Purchasing

a. Update - Results of Survey, Meetings with Vendors

b. Discuss Target Areas

c. Bidding Process - Thoughts? Next steps?

- Pooled purchasing emerged as a priority among our members as a way to increase organizational capacity. After receiving feedback from the Org Capacity committee and our members, CBN researched web design and office supply services as potential first steps. CBN also sent out a survey among members to gauge interest and explore future service areas for research. The survey found that accounting, assistance on marketing materials, grant writing, office supplies, and printing for merchandise were the services our members wanted most from pooled purchasing.
- CBN staff has begun identifying vendors, researching pricing, and establishing a bidding process for the following services: office supplies, grant writing, printing services, accounting services, IT support, and website design. The Committee

approved these target areas as a first step and encouraged CBN staff to continue exploring the possibility of a shared health insurance in the long term. CBN shared a progress spreadsheet with the Committee. More research needs to be conducted for grant writing, printing services, and fundraising services. CBN will complete this research before the end of the year and reach out the following vendors: Refresh Printing, Hi Tech Printing, 1st Bank's printing services. CBN will also reach out the Eastern MO Legal Services and the Community Value Alliance to inquire for advice about the possibility of a shared health insurance policy.

- After discussions at the Board meeting, bidding compliance with City of St. Louis and Federal procedures was identified as a pressing need. CBN has set up a meeting with Alana Green and other staffers at the CDA to discuss proper procedure and review sample bidding documents. CBN staff shared a sample bid document that Rick Bonasch put together for us at the meeting. The Committee agreed that proper bidding procedure should be followed and support the new focus of CBN staff time. CBN staff will meet with CDA and prospective accounting vendors before next meeting so that a final bid document will be complete and ready for review.

V. Fall Workshop Ideas - Neighborhood Development Review/Negotiation?

- CBN is hoping to host one more workshop or event before the end of the year. After CBN staff proposed a development review workshop, the Committee confirmed that a workshop on community development agreements would be more appropriate given growing interest through the Promise Zone. The Committee suggested that participants leave the workshop knowing what a community benefits agreement is, how they can be used to support their organization, and how to support policies to establish them. A date in early December was determined to be most appropriate for the workshop. CBN reach out to speakers with a background in government (i.e. planning/CDA), community planning, and best practices.

VI. Conclude

- The next org capacity committee will meet on Thursday, November 10th. Location TBD.