

**Quarterly Neighborhood Performance Report - Quarter Two (November-January) Due Feb. 10**

Neighborhood Pinckney Completed By Pat Miller Date 02/10/2016  
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|  |                 |                   |                   |            |
|--|-----------------|-------------------|-------------------|------------|
| Each Neighborhood is required to have at least quarterly meetings. (minutes must be attached.) | Meeting Date #1 | <u>11/21/2016</u> | Minutes Attached? | <u>Yes</u> |
|  | Meeting Date #2 | <u>1/16/2016</u>  | Minutes Attached? | <u>Yes</u> |
|  | Meeting Date #3 |                   | Minutes Attached? |            |

|   |   |  |  |  |
|---|---|--|--|--|
| How was the neighborhood notified of the meeting(s)? (check all that apply) | email <input checked="" type="checkbox"/> | newsletter <input checked="" type="checkbox"/> | other announcement? (please specify) <input checked="" type="checkbox"/> | <u>(included notice in previous newsletter)</u><br><u>Facebook and Website</u> |
|---|---|--|--|--|

|  |     |  |
|--|-----|--|
| Officer elections this quarter? (if so, attach list of new officers) | Yes | No <input checked="" type="checkbox"/> |
|--|-----|--|

|   |                    |             |                           |  |
|---|--------------------|-------------|---------------------------|--|
| Each Neighborhood is encouraged to produce regular newsletters. | Date of Newsletter | <u>none</u> | Copy Attached? (required) |  |
|---|--------------------|-------------|---------------------------|--|

Also to be attached: \_\_\_\_\_

Neighborhood activity list for the quarter, including method of notification as well as estimated attendance. (Required)

| Date       | Notification                   | Activity   | Attendees            |
|------------|--------------------------------|--|----------------------|
| 11/5/2015  | PNA meeting discussion         | Pinckney School Site Council   | 1                    |
| 11/5/2015  | PNA meeting discussion         | LAN monthly meeting  | 1                    |
| 11/5/2015  | PNA meeting discussion         | Attended Downtown Grocery Store meeting  | 1                    |
| 11/7/2015  | PNA meeting discussion         | Meeting w/PNA president-coordinator tasks/website/gmail/mailchimp orientation  | 2                    |
| 11/12/2015 | N/A                            | CDAC forum with other Low/Mod neighborhoods to discuss good practices & cost savings   | 2                    |
| 11/12/2015 | PNA meeting discussion         | Attended Downtown Grocery Store meeting  | 1                    |
| 11/12/2015 | N/A                            | Attended CDBG meeting  | 1                    |
| 11/12/2015 | N/A                            | PNA website Access setup/issues, email correspondence/mailchimp access issues  | 2                    |
| 11/13/2015 | email                          | PNA e-news   | 205 email addressees |
| 11/13/2015 | N/A                            | Email/facebook correspondence, e-news template setup   | 1                    |
| 11/13/2015 | N/A                            | Website accesseissues/email/first e-news post via MailChimp  | 2                    |
| 11/17/2015 | N/A                            | Email correspondence/Mailchimp campaign template/ work on newsletter and account access  | 1                    |
| 11/17/2015 | N/A                            | Monthly e-news letter prep and test emails   | 2                    |
| 11/18/2015 | email                          | PNA e-news   | 205 email addressees |
| 11/19/2015 | PNA meeting discussion         | Attended Downtown Grocery Store meeting  | 1                    |
| 11/20/2015 | N/A                            | Email correspondence   | 1                    |
| 11/21/2015 | E-news/Facebook/Oct newsletter | PNA monthly meeting  | 6                    |
| 11/21/2015 | N/A                            | Created PNA Facebook Page (in addition to PNA group page)  | 1                    |
| 11/27/2015 | N/A                            | email list updates/time report prep/invoice development/send report  | 1                    |
| 12/1/2015  | N/A                            | Email/Facebook/website updates and correspondence  | 1                    |
| 12/1/2015  | PNA meeting discussion         | CDBG grant application   | 4                    |
| 12/1/2015  | PNA meeting discussion         | discussion with School District, Contractor, Archetect, City and School personnel re concerns and options for keeping tunnel open for at least part of the construcion process | 1                    |
| 12/3/2015  | email                          | PNA e-news   | 205 email addressees |
| 12/3/2015  | N/A                            | PNA quarterly report   | 1                    |
| 12/3/2015  | N/A                            | PNA reimbursement request  | 1                    |
| 12/3/2015  | PNA meeting discussion         | Downtown Grocery Meeting   | 1                    |
| 12/3/2015  | N/A                            | E-news letter and subscriber list management   | 1                    |
| 12/3/2015  | N/A                            | Downtown Grocery and PNA awareness canvassing- door to door/businesses   | 1                    |
| 12/8/2015  | N/A                            | Website update/email and mailing list mgt./DTG survey correspondence   | 1                    |
| 12/12/2015 | N/A                            | Door to door canvassing-DTG survey and PNA awareness   | 1                    |
| 12/17/2015 | PNA meeting discussion         | Downtown Grocery Meeting   | 1                    |
| 12/17/2015 | N/A                            | Email correspondence/account mgt.  | 1                    |
| 12/18/2015 | N/A                            | E-newsletter/subscriber list mgt./email correspondence.  | 1                    |
| 12/23/2015 | N/A                            | Email correspondence and print newsletter information research   | 1                    |
| 12/31/2015 | N/A                            | December time report prep/email/Facebook account mgt.  | 1                    |
| 1/4/2016   | N/A                            | Complete/submit Dec time report, work on e-news  | 1                    |
| 1/5/2016   | N/A                            | Coordintaror reimbursement request   | 1                    |
| 1/5/2016   | N/A                            | meeting space reservations email/Facebook correspondence/maintenance   | 1                    |
| 1/6/2016   | N/A                            | Newsletter prep and email/Facebook correspondence/maintenance  | 1                    |
| 1/7/2016   | PNA meeting discussion         | Attended Downtown Grocery Store meeting  | 1                    |
| 1/11/2016  | N/A                            | E-news prep/email  | 1                    |
| 1/12/2016  | N/A                            | E-news/Facebook updates  | 1                    |
| 1/13/2016  | PNA meeting discussion         | Attended Pinckney School Site Council  | 1                    |
| 1/14/2016  | PNA meeting discussion         | Attended Downtown Grocery Store meeting  | 1                    |
| 1/15/2016  | N/A                            | Email correspondence/Newsletter info. Research   | 1                    |
| 1/16/2016  | E-news/Facebook/Oct newsletter | PNA monthly meeting  | 5                    |
| 1/17/2016  | N/A                            | email correspondence/Facebook maintenance  | 1                    |
| 1/19/2016  | N/A                            | Park shelter reservation phone correspondence/email/newsletter work  | 1                    |
| 1/28/2016  | PNA meeting discussion         | Attended Downtown Grocery Store meeting  | 1                    |
| 1/28/2016  | PNA meeting discussion         | Attended CDBG meeting re 2016-2017 neighborhood funding  | 1                    |
| 1/29/2016  | N/A                            | Print Newsletter work/email/facebook   | 1                    |
| 1/31/2016  | N/A                            | Print Newsletter work/email correspondence   | 1                    |

Best practices in regard to neighborhood events that can be shared with other neighborhood associations. Provide information on outreach, event, and outcome. (recommended)

Any other information your neighborhood association feels will be information that will help to provide a clear view of your neighborhood associations accomplishments. (recommended)

# PINCKNEY NEIGHBORHOOD ASSOCIATION MEETING OUTCOMES

Nov. 21, 2015

LMH Meeting Room D South

Meeting called to Order at 10:06 a.m.

## Meeting Participants

Steve Braswell, Kim Heck, Paul Liechti, Pat Miller, Barbara Sufian, Lance Fahy

## Approval of Consent Agenda (Meeting Agenda and October Meeting Outcomes)

Accepted as presented.

## Treasurer's Report

PNA received its CDBG grant in the amount of \$5476.50; we have drawn \$1,328.14 on it for the October newsletter, annual webhosting, and our coordinator will have a \$300 draw on it soon. PNA's bank balance is \$2,461.76. We may need to raise some additional funds for our future newsletters. PNA still needs a Treasurer.

## Coordinator Introduced

PNA is very pleased to introduce our new coordinator, Lance Fahy. Welcome and we're glad you are here!

## LAN Update

S. Braswell attended the LAN meeting. There were no significant issues discussed. Of note:

- A tofu production plant is interested in the former Sunrise Nursery location, 15<sup>th</sup> & Learnard Ave.; zoning may need to be addressed, and LAN will watch this issue.
- There may be a stronger effort to enforce Lawrence's fireworks ban.

## Business Items

- **Pinckney Site Council:** P. Miller and the President of OWL are invited to sit on the Pinckney Site Council.
- **Pinckney School Renovation:** The tunnel is proposed to be completely closed for the duration of construction. P. Miller on behalf of PNA has requested it stay open as much as possible due to the safety of neighborhood residents crossing 6<sup>th</sup> St. PNA may be required to clean the tunnel. A traffic plan is in the works. There is a meeting Dec. 1 at the school at 2 p.m. P. Miller will attend. PNA residents are invited.
- **Downtown Grocery Store Update:** A survey is being conducted about the "type" of store desired. Pinckney residents will be given the opportunity to participate. A link will be sent out; paper copies are also available.
- **Communications:** PNA uses Mail Chimp for its e-news. What is the desired frequency for this electronic communication? (PNA also has a printed newsletter three times per year, postcard mailings four times per year; a website and a Facebook page). There was consensus that 2x/mo. is appropriate for the e-news. PNA is encouraged to work with other neighborhoods on economies of scale for newsletter printing and other common activities. Getting more people in the neighborhood aware of and engaged with Pinckney events is a top priority. All 2014 and 2015 minutes have been posted to our website!
- **CDBG Grant:** The grant is due Dec. 1. It was routed and consensus that it is ready to go including the expansion of the requested amount: \$7,000
- **Elections:** February elections are approaching. Spread the word that we need candidates for the Vice President and Secretary. The Treasurer's office is vacant and has one year remaining in the term.

## Future Meeting Dates

- **Jan. 16** - Meeting; **Feb. 20** - Annual Meeting & Elections; **March 19**; **April 16**

## Guest Speaker Charlie Bryan, Lawrence Douglas County Health Department

Charlie answered questions and gave insight into important aspects of developing a neighborhood plan. He advised that it is a long process, encouraged PNA to be open minded, get neighbors involved, conduct surveys and include data, find out what LMH, the Health Dept. and other businesses in our neighborhood are doing (city planners should have that information), consider the trail system in the neighborhood and its potential expansion beyond Pinckney.

*The meeting adjourned at 11:55 p.m.*

## PINCKNEY NEIGHBORHOOD ASSOCIATION MEETING OUTCOMES

Jan. 16, 2016

LMH Meeting Room D South

Meeting called to Order at 10:08 a.m.

### Meeting Participants

Steve Braswell, Kim Heck, Paul Liechti, Pat Miller, Lance Fahy

### Approval of Consent Agenda (Meeting Agenda and November Meeting Outcomes)

Accepted as presented. *Motion by S. Braswell, 2<sup>nd</sup> by P. Liechti. Motion carries.*

### Treasurer's Report

PNA received its CDBG grant in the amount of \$5476.50; we have drawn \$2,228.14 on it for the coordinator's salary, annual webhosting, and communications. We have approximately \$3250 left. PNA's bank balance is approximately \$2,000. We have upcoming expenses of the coordinator's salary and the newsletter.

### LAN Update

There was no LAN update.

### Business/News Items/Announcements

- **Pinckney Site Council:** P. Miller attended the Pinckney Site Council meeting on Jan. 13. A major item discussed is the upcoming renovation of Pinckney School and the potential closure of the tunnel. The tunnel will remain open as much as possible; closures may happen when safety is a concern. PNA will be asked to help clean the tunnel, and possibly donate money to store, clean and improve the tunnel artwork. PNA may be asked to help teachers pack for the school closing and transfer. Other items discussed include the lack of funding from the state for education and a march from KC to Topeka will be happening to call attention to this. PNA residents will be informed of the opportunity to participate. There is also the possibility of a gun shop and range locating in the neighborhood. PNA will monitor.
- **Downtown Grocery Store Update:** The survey had good participation; negotiations continue; Price Chopper is the likely tenant; parking is of some concern.
- **Communications:** PNA will produce a printed newsletter in early February. Items are needed. It will highlight the elections and positions open, and upcoming events with dates (as known).
- **PNA Picnic:** The date is set: June 18. L. Fahy to follow up to secure Clinton Park.
- **City Fireworks.** The July 4 firework's display is moving to Burcham Park for safety reasons. The organizer will come to a future PNA meeting. This may provide some fundraising opportunities for PNA.
- **CDAC:** There is an opening on this council; PNA desires to have a resident participate. L. Fahy to ask Robert Kimball; P. Liechti may consider; K. Heck to ask new resident Krista Hill-Combs.
- **New CEOs:** PNA to invite the new CEOs of LMH and Bert Nash, and the new Superintendent of Schools to a future PNA meeting to discuss the neighborhood's initiatives.
- **Apartment Complex - 4<sup>th</sup> & Florida.** This project is not moving forward and the land is up for sale.
- **Downtown Art Exhibition - Feb. 19**
- **Pedestrian safety -** May want to invite a traffic engineer to discuss pedestrian safety issues on 6<sup>th</sup> St.
- **Brainstorming on Fundraising -** May be a good topic for a future meeting

### Future Meeting Dates

**Feb. 20** - Annual Meeting & Elections - possible Guest Speaker from Bert Nash

**March 19** - speaker tbd

**April 16** - speaker tbd

**May 21** - speaker tbd

*The meeting adjourned at 11:45 p.m.*