

NEIGHBORHOOD ASSOCIATION GUIDE



Provided by Green Bay Neighborhoods



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Introduction

According to social researcher Robert Putnam (2000), good neighborhoods promote a sense of connectedness that is beneficial for our health, our safety, and our children. Beyond formal research, it just makes sense that knowing one's neighbors turns into being concerned for their well-being and the well-being of your neighborhood.

While other local organizations, such as NeighborWorks and Habitat for Humanity, exist to improve the quality of housing stock in our Green Bay neighborhoods, only one organization is dedicated to the people living in these neighborhoods – the Green Bay Neighborhoods (GBN). The goal of GBN is straightforward: to empower citizens to take action to improve the health and well-being of their own neighborhoods through the establishment of vibrant Neighborhood Associations.

This guide is written for Neighborhood Association board members, old and new. It goes through the nuts and bolts of how Neighborhood Associations function in the City of Green Bay.

This guide was created in 2015, revised in 2020, and will be a revised and reprinted as changes occur in order to maintain its validity.

Enjoy!

Green Bay Neighborhoods

set up August GBN agenda during July EC Meeting

The Green Bay Neighborhoods (GBN) works to improve the quality of life in neighborhoods throughout the City of Green Bay by empowering citizens working through their Neighborhood Associations. The GBN is a council comprised of representation from each Neighborhood Association as well as members at large with interest in neighborhood issues. The council meets each month and works from a budget set up annually by a steering committee (comprised of GBN representatives) and approval by the entire GBN.



The GBN is organized exclusively for charitable purposes under IRS § 501(c)(3) and seeks to lessen the burden of local government and lessen neighborhood tensions. The GBN seeks to accomplish these goals by empowering official Neighborhood Associations with focused leadership training, opportunities to exchange educational and general information, financial support, and opportunities to enhance the City through specific projects. In turn, the GBN promotes neighborhood development throughout Green Bay by making our city a better place to live, work, and play.

The GBN functions through private dollars. Every three to four years the GBN has a fund campaign to raise funds to empower the neighborhoods and the people in them. These campaigns benefit Neighborhood Associations by providing for neighborhood development, crime and safety prevention, leadership development, and general funding to improve each neighborhood. The Operating Grants, GBN Mini Grants for special projects, Neighborhood Association signs, Community Service Interns, and much more are funded through these private dollars.

Annual Awards

Each year the GBN has a holiday party as their December meeting. At this meeting Annual Awards are given out to recognize outstanding work by Neighborhood Associations. Each year the Annual Award categories vary slightly. Past Awards include: Neighborhood Award for Outstanding Communication, Outstanding Event, Beautification, Neighborhood Revival, and Neighborhood of the Year.

Neighborhood Associations

Purpose of a Neighborhood Association

A Neighborhood Association is, quite simply, neighbors living within a designated area of the City who are concerned about issues affecting their neighborhood and who have decided to work together to protect and ensure a better social, economic, and business climate in their neighborhood.

Neighborhood Associations act as a “voice” for the neighborhood residents, a somewhat official link to local government and the larger community. Many neighborhoods find that by banding together and working through a Neighborhood Association, they are better able to meet the collective needs of the neighborhood.

Neighborhood Associations take on many different “looks” and engage in different types of activities, based upon their individual neighborhood’s needs and interests. Following are samples of projects that might be undertaken by an Association:



- Produce and distribute a neighborhood newsletter
- Conduct events that bring neighbors together, such as block parties and picnics
- Clean up a neighborhood park
- Conduct traffic studies
- Educate residents about zoning issues and new developments that might impact the area
- Organize recreational activities
- Represent and communicate neighborhood interests to local government and the news media
- Form a committee to address problem properties in the neighborhood

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- Establish crime prevention programs

Requirements for Neighborhood Association Status

To remain a recognized and active Neighborhood Association, the Association must meet the following annual requirements:

1. Hold regular board meetings where all the members of the Association are welcome
2. Hold an annual meeting that meets the quorum as designated by the Association's bylaws and invite all members of the Association. This meeting is when the Association votes in the new board members for the coming year/term, approve a treasurer's report, and report out the Association's yearly activities to the membership
3. Encouraged to join the GBN and have the President, or a representative from the board, attend the monthly GBN meetings

Annual Meetings

In order to remain a recognized Neighborhood Association in the City of Green Bay, every Neighborhood Association is required to have one annual meeting for the election of the new board and the transaction of any other business. The annual meeting is open to everyone in the Association. Generally, the new board is voted in as a whole but the official executive positions of President, Vice President, Secretary, and Treasurer are not decided on at this meeting. Generally, the next regular scheduled board



meeting immediately following the annual meeting is when the board elects its executive committee. Check the Association's bylaws for this information as it relates to your Association because some Associations take care of electing their executive committee during the annual meeting. At this meeting the quorum, as described in the Association's bylaws, needs to be met. Make sure each household and business within your boundaries is given proper notice of the meeting. Often the easiest way to do this is through an advertisement in the Association's newsletter or a flyer that has been delivered through mail or a literature drop to everyone within your boundaries. A good rule of thumb is to distribute the notice no more than two

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weeks and not less than one week before the meeting. Make sure that the location of these meetings is physically accessible to everyone and that there is adequate signage to the meeting area.

At the annual meeting the Association should strive to have as much of the neighborhood represented as possible, as it is a great time to reach out to and recruit new volunteers, have them find out about what the Association has been doing and is planning to do, as well as just



get neighbors out of their houses and getting to know one another! We have found that one of the best ways to do this is to keep the “annual meeting” very short and part of a longer more “fun” event. In other words, the business items such as election of the board and the approval of an annual budget should be short, and in the middle of

something exciting that will get neighborhood members out of their houses. Things that have worked well in the past include neighborhood picnics, outdoor movies, BINGO events with cash prizes, or having a guest speaker, such as the Police Captain or Alderperson representing your Association.

It is important for the Association to let the Department of Community and Economic Development and the GBN know the date, place, and time of its annual meeting, as a representative from the department would like to be in attendance.

Board Management

Board meetings

A Neighborhood Association should have regular board meetings that are open to everyone within official Association boundaries, as described in the Association's bylaws.

Since these meetings are regular and open, everyone should know or be able to easily find out the time, date, and location of the meetings. Therefore, it is best to keep the logistics as consistent as possible, have your meetings in a public place, such as a school, park, church, or business in your neighborhood, as well as have a way to get the word out if the meeting is canceled, or logistics happen to change.

The following should be prepared and/or readily available at each board meeting:

1. An agenda. Have copies printed out for the number of people that are expected to attend the meeting. Another option is to have an arrangement with the board members ahead of time that the agenda will be sent by email for everyone to be responsible to bring their own copy. It is a good idea to have a few extra copies available for any new faces that might show up. The agenda should also include:
 - a. Amount of time designated for each line item
 - b. A treasurer's report
2. The previous meeting's minutes. The secretary should have prepared the previous meeting's minutes to be approved at the current board meeting and be taking notes to write the minutes for the next meeting. However, the secretary is not required to read the minutes to the board at the meeting.
3. A copy of the Association's bylaws. Make sure everyone on the Association's board knows the Association's bylaws and has a copy. This creates more consistency among meetings and clarifies expectations.

***See Appendix A for a sample meeting agenda, minutes and treasurer's report.**

Planning & Budgeting as a Board

It is important that at least once a year or election cycle that the Association's board sits down with the



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purpose of planning for the upcoming year. Things that should be discussed include, but are not limited to, upcoming events, projects, and general goals for the Association. Remember that the first step in meeting a goal is setting the goal.

It is also important that at this time the Association makes a budget for the upcoming 12 months. Consider things like the Operating Grant, Mini Grants, and fundraising as means of income, and consider them individually with specific dollar amounts. Also consider what the expenses will be for the events and projects for the year. Do not forget that the plan and budget needs to receive majority approval from the board, and that it is best if the secretary types up the plan of events for the year, and the treasurer types up the budget, so it can be filed and referred to in the future.

***See Appendix A for a sample budget.**

Bylaws

Basically, bylaws tell you who should do what and how. They establish the structure of the Neighborhood Association “in black and white” and provide consistent, ongoing guidelines through changing leadership over time. Bylaws should be firm enough to give the Neighborhood Association guidance when a question arises, but flexible enough so the Association’s hands are not tied. Bylaws get passed down from the Association’s original board.

A Neighborhood Association’s bylaws should be shaped and written specifically for that Neighborhood Association.

Bylaws can and should be amended if there are problems living within them. For protocol on amending the bylaws, see the Association’s current bylaws. Typically, amending the bylaws should be done at the Association’s annual meeting, if possible. If it cannot wait that long, typically the board needs to approve the amendment then the amendment needs to be ratified at the annual meeting. In some situations an Association may even choose to review possible amendments with a lawyer. Please send a copy of any bylaw updates to the Department of Community and Economic Development and to GBN.

***See Appendix B for a sample bylaws template.**

Points to Include in Bylaws

- 1) Name of the Association
- 2) Geographic Boundaries
- 3) Purpose (can be as general or as specific as the neighborhood wants)

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- 4) Membership (definition of who is a member, role of members)
- 5) Meetings (annual meeting, dates or frequency of general board meetings)
- 6) Board of Directors (number of board members—can be flexible, date and manner of election, term of Office, filling vacancies, removal of directors, meetings and quorum)
- 7) Officers (number of positions, duties, term limits of officers, manner of election)
- 8) Standing Committee (manner of creation, duties, composition)
- 9) Parliamentary Authority-- Robert's Rules of Order or Consensus Decision Making (amendments to bylaws, amended at annual or board meetings, size of majority needed to amend, notice of bylaw changes needed)

General Responsibilities of President

The President of any organization has a special role. The strength of the organization will be a reflection of the President's abilities as an administrator. The spirit of the organization will be a reflection of the President's clarity and understanding, just as meetings and proceedings will reflect his or her organizational ability.

The duties and responsibilities of a Neighborhood Association President include:

- Knowing the bylaws of the Association
- Preparation, in advance, of an agenda for every meeting to ensure a smoothly run, on-schedule meeting. The President should consult with the board beforehand so that all necessary agenda items are included
- Presiding at all meetings. If it is necessary for the President to be absent, the Vice President and other board members should be notified in advance
- Knowing basic rules on running a meeting. Meetings do not have to be run under Robert's Rules of Order; they could be run under a consensus. Also and bearing in mind that tact and graciousness are important in all situations. With any questions on rules, please contact the Department of Community and Economic Development or GBN
- Setting up special committees, if needed

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- Planning and implementation of the Neighborhood Association's long-range and intermediate activities with the board/other officers, including strategic planning for any issues that may be presented to the Association
- Timely communication of any pertinent information that is intended for the Association
- Delegation of tasks and responsibilities among board members/officers to fairly distribute the workload whenever possible. A Neighborhood Association is not a one person show. Take full advantage of anyone that is interested in helping out or being a part of the Association
- Representation of the Neighborhood Association, both officially when requested at community or local government functions, and unofficially, as a good example of a responsible member of the community and neighborhood

General responsibilities of Vice President

If the President is present, the Vice President assists the President. If the President is absent, the Vice President does the President's job—presiding at the meetings and otherwise performing the duties set forth in the bylaws of the Association. In case of resignation or other unanticipated life changes of the President, the Vice President, unless otherwise provided for in the bylaws, becomes President for the unexpired part of the term.

General Responsibilities of Secretary

The duties and responsibilities of the secretary include:

- Keeping a record of the business proceedings of the organization
- Keeping an accurate, up-to-date list of the board members
- Having available, at all times, a copy of the Association's bylaws as well as any other rules the Association has agreed to abide by (Neighborhood plan, Parliamentary Authority, etc.)
- If requested, assisting the President with preparation of the agenda; for example, by providing a record of any unfinished or postponed business

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- Writing the minutes of the meetings and keeping them filed/organized to pass on to the next secretary. Minutes do not need to be lengthy. It is important to capture attendance, account balances (from the Treasurer's report), and any actions taken on agenda items
- Send/email minutes to the board, and other interested parties such as the Department of Community and Economic Development and GBN. Please add us to your email list.

Other duties of the secretary may include:

- Notification of all meetings to the officers, affiliated organizations, and other interested persons
- Preparing any official Association correspondence at the President's request
- Reporting at the meeting on correspondence sent by the Association and correspondence received since the last meeting

***See Appendix A for a sample meeting minutes.**

General Responsibilities of Treasurer

- The treasurer is the keeper of all funds. Their duties and responsibilities include:
- Paying all bills approved by the board
- Maintaining an itemized account of all receipts and disbursements
- Reporting such receipts and disbursements at each meeting
- Ensuring an audit occurs annually to check that everything is in proper order. The audit can be performed by a general board or Association member, as long as it is approved by the board and is not completely by the treasurer
- Presenting a treasurer's report at the annual meeting
- Maintaining all records filed/organized to pass on to the next treasurer, or to give to the Department of Community and Economic Development or GBN if the Association goes inactive
- Being one of two required check signers. The President and/or Vice President are often



other check signers. It is a requirement to have each check signed by two of your Association's check signers

Board Members

Board members are those members who are not the President, Vice President, Secretary or Treasurer. The roles of these members can vary from board to board. Generally, these members do not have an interest in the executive roles, but bring a different interest to the neighborhood. They can help deliver newsletters, serve on one of the Association's committees, or simply bring a general desire to see good things happening in the neighborhood. It is important to still delegate tasks to these members, if they would like.

Please note that board members are those members that are elected, while general members are those who live in the boundaries of your Neighborhood Association.

Accounting & Tax Information

Accounting and tax duties are generally those of the Treasurer, but should be done in communication with other board members.

How to open a checking account

1. Choose a bank, and contact the bank
2. Things needed: The Association should have two signatures required for each check (have the President, VP & Treasurer as the authorized signers), the official name of the Association, an EIN number (you can apply for an EIN on the IRS website), a mailing address, and a phone number
3. Go to the bank and they will create the appropriate paperwork to be signed. Signers may be required to give a copy of their driver's license and social security number
4. Fill out a W-9 with your EIN number and return to the GBN
5. The GBN will cut your association a check for start-up funds once your W-9, complete with EIN number, is received

What to do when a check signer leaves the board

1. Written notice to the Association President
2. Notify bank to remove signer
3. Elect a new member to fill position

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4. Notify bank to add the signer (will need copy of driver's license and social security number)
5. Return signed signature cards (forms) to the bank

What to do with your bank account if you are going inactive

1. Close the account with the bank
2. Have the bank cut a cashier's check cut to the GBN with all remaining funds
3. GBN will hold funds in an escrow account until the Association reforms or for 5 years
4. If the Association reforms, see number three through five on what to do when check signer leaves

Financial tracking

1. A written report should be given and approved at regularly scheduled board meeting to update members on the financial standing, can be as simple as a bank statement
2. Checking accounts should be reconciled monthly
3. Save and file copies of all receipts/invoices and reports by year to be handed on to future treasurer

***See Appendix A for a sample treasurer's report and bank statement.**

EIN

1. An EIN is a tax identification number filed with the IRS. It is needed to open the bank account for the Association. It is the government's way of identifying who you are as an organization, it is also required for W-9's and many other important forms
2. If the Association has lost or misplaced their EIN
 - a. Check and see if the EIN was used to open a bank account, or apply for any type of state or local license. Contact the bank or agency to secure the EIN.
 - b. Find a previously filed tax return for the Association (if you have filed a return). The previously filed return should be notated with the EIN
3. If the Association is not sure if they have an EIN number ask the IRS to search for the EIN by calling the Business & Specialty Tax Line at (800) 829-4933, 7:00am - 7:00pm, Monday through Friday
4. If the Association does not have one, apply for one on the IRS website and make sure it is associated with the Neighborhood Association's checking account

Tax information

The GBN is not responsible for a Neighborhood Association's tax information. The forms the Association needs to fill out depend on how much money the Association raises per year and how their EIN was filled out. The Department of Community and Economic



Development and the GBN will do their best to help the Association with general tax questions and dilemmas. However, the Department of Community and Economic Development and the GBN is not qualified to give professional tax advice, so the Association may need to seek out a professional or contact the IRS.

Running a successful board meeting

Successful meetings can build an organization and poor meetings can erode even the best organizations. This section is full of good ideas for holding great meetings. Here are some things to keep in mind:

Time Is Everyone's Most Valuable Commodity

- Do not waste people's time with dull, extended, unnecessary, and unproductive meetings. Everyone's time is valuable and people want to feel their time and the meeting is well spent and productive
- Always ask yourself: Is this meeting necessary? Is this topic necessary?

Pre-Plan the Meeting as Carefully as You Would If You Were Putting on a Play

- Remind people to come. Don't rely on mailings or a phone call a week or two before. Call, text, or email all active members a couple nights before the meeting as a friendly reminder of the important meeting that you have coming up

Have a Printed Agenda

- Try to limit the total length of the meeting to about one hour. As a rule of thumb, do not let regular board meetings exceed one and a half hours. If board meetings exceed one and a half hours, consider forming committees to take care of details on the side, then have brief committee reports at the regular board meetings

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- Put a suggested time limit on the agenda for each agenda item
- Have a period for open discussion (open forum) at the end of the meeting. This is the time for announcements and items that are not central to the point of the meeting. Limit this time so that the meeting does not dribble away at the end. After the discussion period the chair should review everything decided at the meeting and then formally close the meeting
- If non-board member neighbors attend, ask them if they have a need to address the board. If yes, move your open forum session to the beginning but manage the time so you still have enough time to complete the rest of your agenda

Have a Leader

- The President is typically the leader of the meeting. More than just a moderator, the President has the responsibility for moving the meeting ahead, encouraging participation, and getting the agenda accomplished
- If the President is not present, he or she should delegate the Vice President to chair the meeting
- Sometimes board members can try to take over a meeting. Do not let that happen. Keep control of your meeting and make sure you are following your agenda

Voting and Determining Decisions during the Meeting is Democratic

- It is important to allow everyone the opportunity to share their ideas and let their perspective be heard
- Once all views have been heard, vote. Do not let the meeting drag on. If the discussion has already lasted longer than the amount of time set aside, but more time is required for a decision to be made, the discussion can be tabled and continued at the next meeting. If the decision requires immediate action, a motion can be made to continue discussion for a set amount of time



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- It is helpful to have some minimal rules (i.e., Robert's Rules of Order; a consensus) for the conduct of regular board meetings. Be sure to share your meeting procedures with non-board members that may attend. This will allow them to contribute to the meeting without derailing it

Fundraising

General Fundraising

The GBN and Department of Community and Economic Development strongly encourage each Neighborhood Association to make sure that fundraising is a regular part of the Association's activities. Fundraising ideas include working brat barns at area grocery stores, asking area businesses to pay for an advertisement in your newsletter, or having a silent auction at an event. Do not forget that when hosting events it is a possibility to ask area businesses for item donations, for example, food donations from a grocery store. Lastly applying for grants can also be an effective way to raise money to help fund a project or program. Aside from the two grants offered by GBN, there are numerous grant opportunities to explore locally. Some examples include the Brown County Crime Prevention Foundation, the Greater Green Bay Community Foundation, and local business and corporate foundations.

Brat Barns

The GBN Partners with Neighborhood Associations who do not possess their own 501c3 status so they can work a brat barn. Some grocery stores, such as Festival Foods, have a requirement



of 501c3 status to sign up for a brat barn, others do not. When partnering with the GBN for a brat barn, each Association is asked to donate 10% of the proceeds back to the GBN to help defray the costs of maintaining the tax deductible status. Contact the GBN for more information.

Operating Grants

The GBN will award a grant of up to \$1,000 per year to each Neighborhood Association, if requirements are met. The Operating Grants applications are open all year, but the following requirements should be met before applying:

- The Neighborhood Association must have an open membership. A Neighborhood Association cannot discriminate in the admission of members, and must actively seek membership or involvement of neighborhood residents or business operators
- Attendance at a minimum of 75% of GBN meetings
- Provide a list of the Neighborhood Association's current board members, including contact information
- At least one newsletter must be published and distributed in the prior 12 months to everyone in the Association's official boundaries
- The Neighborhood Association must have one annual meeting and the quorum, as designated in the Association's bylaws, must be met. The Neighborhood Association can apply for the Operating Grant even if they have not yet had their annual meeting for that calendar year, as long as the date for the upcoming annual meeting is provided. Everyone in official boundaries must be notified of the annual meeting through a newsletter, flyer, or door hanger
- Provide details on how the Association fundraised. The Operating Grant will match the Association's total fundraised amount (up to \$250) by four, for a maximum grant amount of \$1,000. The funds raised may be from the prior 12 months but may not be the same funds that the Association applied to the prior year's Operating Grant Application



Fundraised Amount	Maximum Grant Amount
\$100	\$400
\$200	\$800
\$250	\$1000

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\$500	\$1000
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- Provide the current balance of the Neighborhood Association's bank account and attach the Neighborhood Association's budget or the proposed use of funds for the grant period

***See Appendix C for a sample Operating Grant Application.**

Mini Grants

Each year there is typically at least one round of Mini Grants, either funded by the GBN or by the City of Green Bay. The Neighborhood Association should always be brainstorming ideas or doing research for possible projects and therefore be ready to apply when the grant process opens.

Every recognized Neighborhood Association may apply for these Mini Grants. There is no limit on how many grants a Neighborhood Association can apply for or how much they can ask for. The Neighborhood Associations that submit well-prepared and informational applications with creative and new ideas generally receive funding.

As with everything, the project the Neighborhood Association is applying for **MUST BE APPROVED BY THE BOARD**. A Neighborhood Association is not a one person show. Mini Grants are great opportunities to put some of the group's ideas into action. Past Mini Grant projects have included safety lights for City parks, sign beautification, music in the park events, scholarships, the spraying/clearing of invasive species, Neighborhood Association street signs with logos, a spray/neuter clinic, LED light bulbs to be distributed for neighborhood safety, and much more! The GBN and/or City of Green Bay should be recognized for the financial contribution to your Mini Grant project.



One other thing to remember with the Mini Grant applications is that the application cannot and should not be done the day before the application deadline. Research often needs to be done on the prices for these projects for the cost of materials, and in some cases someone from your board may even need to go out and get quotes or pre-approval for the project. If the project is going to be in a park or on City Property, we suggest contacting the Department of Community and Economic Development before applying. The Department of Community and Economic Development can connect the Association to the city resources needed for the approval process. Before spending time and effort on the application, it is best to determine if the project will even be permitted and what resources may be needed for approval. For example, some events may require insurance coverage, which will be an additional cost that needs to be added to the project's budget. We require this research, approval, and estimates/quotes to be turned in with the application and the Mini Grant Committee will not fund incomplete applications.

***See Appendix C for a sample Mini Grant Application.**

Special Events

Committees

A Neighborhood Association may create special committees to work on certain projects or focus on specific areas of work. Examples of types of committees include media, scholarships, fundraising, land, safety, welcoming, and a special events committee. The Neighborhood Association by no means needs to create committees, but they can be a great way to divide work and let people get the opportunity to work in areas they are interested in and can specialize in. Committees may meet separately of the general board meetings or after regular board meetings and do not have to be open to the public like regular board meetings. However, that does not mean they should act in secrecy. A committee report should be given at the regular board meetings to make sure all information and activity is communicated and recorded.



Activity Arsenal

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Activity Arsenal equipment is provided by the Green Bay Neighborhoods (GBN) for the Neighborhood Associations to use FREE OF COST for their activities and events. The equipment available for use includes:

- 16 x9' inflatable movie screen (including speakers, projector and DVD player)
- Variety of backyard games
 - 2 Bean Bag Toss Games, 1 Duck Game, 1 Bocce Ball Game, 1 Bounce House (includes inflator), 1 Foosball Table, 1 Football Toss, 2 tick-tack-toe toss games, Croquet Set, 9 in 1 game set (Volleyball, Badminton, Horseshoes, Shuttle Smash, Lawn Tennis, Jai-Lite, Ring Toss, Magic Mitts, Flying Disk)
- BINGO set (including cards, cage and markers)
- Popcorn popper (including kernels, oil, salt, bags, measuring cups, and cleaner)
- Large drink coolers(3)
- Chairs (20 folding chairs & 19 plastic/stackable outdoor chairs)
- Tables (13 6' foot tables)
- Tents (2 18'x40' tents, 1 10'x10')
- Portable PA system (including microphone and iPod dock)

To reserve the inflatable movie screen, BINGO set, popcorn popper or portable PA system, call the Department of Community and Economic Development at (920) 448-3150. To reserve the backyard games, tents, tables and chairs, call NeighborWorks Green Bay at (920) 448-3075. Aside from the inflatable movie screen which is transported and set up by a neighborhood volunteer, pick-up and drop-off of all other activity arsenal items is the Neighborhood Association's responsibility to arrange.

When using the inflatable movie screen, the Association may not use just any DVD. Since the film will be shown in public, the DVD needs to be rented through a distributor of motion pictures for public performance. Two companies we have used in the past are Swank(<https://www.swank.com/>) and Criterion Pictures(<https://www.criterionpicusa.com/>). The Association is not limited to these companies for the movie rental, but they are two good options. Rental of the movie from these companies typically ranges from \$100-\$300, depending on the movie. Please factor this cost in when considering hosting an outdoor movie event.

For more details on the Activity Arsenal equipment, feel free to contact the Department of Community and Economic Development for the Activity Arsenal booklet.

Block Parties

The GBN and Department of Community and Economic Development encourage neighbors to get to know one another in the fun and relaxed setting of a neighborhood block party.

For more information on block parties and receiving the necessary permit, please visit <https://greenbaywi.gov/773/Block-Party-Permit>.

Little Libraries

Neighborhood Associations and individuals/groups may install little libraries. If a Neighborhood Association would like to install Little Libraries in their neighborhood, they may fundraise for them, utilize a Mini Grant opportunity, or in some situations, work in coordination with the Parks Department. The placement of a little library on City owned land will need approval before installation.

The Little Libraries are not the responsibility of the Department of Community and Economic Development. Once they have been installed they are the Neighborhood Association's responsibility to monitor and keep up. If the little libraries become damaged or vandalized, the Neighborhood Association may contact the Department of Community and Economic Development for an outside consultant to make the repair, however the Association will be



billed for this work. If an Association's little library is continuously being damaged or vandalized, the board may want to consider having it moved to a different location.

For more information on little libraries and how they work, feel free to visit <http://littlefreelibrary.org/>. The option is available to register your Little Library, for a small fee, on this webpage.

Branding

Neighborhood Identification Sign

Once a new Neighborhood Association is formed, the GBN will fund a Neighborhood Association identification sign. The GBN will work with a designer and the Neighborhood Association to come up with an appropriate design that fits the neighborhood's characteristics. While the design is being created and approved the Neighborhood Association should identify a few potential locations for their sign. The GBN and the Association will work to get the required approval for the sign placement. The Association is responsible for creating and submitting to the GBN a landscape design for the area where the sign is placed. This will go through an approval process and then the sign will be put in place by the Department of Public Works.

Landscaping of the sign is the responsibility of the Neighborhood Association. Shortly after the installation of the sign, the landscaping should be completed. The only exception is if the sign is installed in late summer/early fall, then the landscaping can be done come spring. Regardless, it



is important to keep up the sign landscaping, it is a representation of the Association to the whole neighborhood and City of Green Bay.

If an Association decides to change their sign landscape design from the current design, they do not need to get the new design approved; only the initial design needs to be approved. However, if an Association has questions or concerns about the design feel free to contact the Department of Community and Economic

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Development. If it happens to be that maintaining the landscaping is too much at the moment, or not what you're the Association's board would like to dedicate energy toward, please remove the plants and simply put mulch around the sign. The mulch will keep the area clear of weeds while still have it looking fresh and allow for proper lawn mowing around the sign.

Free mulch can be obtained from the City's Yard Waste Centers located at:

- West side: 1470 Hurlbut Street
- East side: 2530 East Shore Drive

Newsletters & Distribution

Newsletters are a great way to get information out to your neighborhood. In fact, in order to receive an Operating Grant, at least one Neighborhood Association newsletter each year needs to be drafted and distributed to every household and business within Association's boundaries. Newsletters are to be created by the Neighborhood Association. There is no minimum or maximum number of pages or a certain layout that needs to be followed, and it is up to the Association's board as to what the newsletter will be like. A newsletter may contain, but is not limited to, a President's message, a message from the CSI's or Community Police that represent your area, advertisements for events, advertisements from local businesses, recipes, pictures, information about City Services or events, and information about what the Neighborhood Association has been up to.

For newsletter printing, the Neighborhood Association may print from any business or company of their choice, as well as from the City Hall print shop. Contact printshop@greenbaywi.gov (920.448.3129) for information on printing from City Hall.

Newsletters are typically delivered in one of two ways, either they are mailed, which is the more expensive of the options, or they are distributed by volunteers. If an Association decides to

distribute their newsletters by-hand with volunteers, it tends to work best if each volunteer takes a designated area of the Neighborhood Association's boundaries.

Newsletters MAY NOT be put in mailboxes, it is a FEDERAL OFFENSE. Only mail carriers can put items in mailboxes. Copies can be placed under door mats, inside doors, or hung from the door knob.



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Please send a copy of your newsletter to the Department of Community and Economic Development and GBN as well, either by mail or email. Please add us to your email list.

***See Appendix D for a sample newsletter.**

Social Media

Effective communication is key to the success of any strategy, group or organization. Whether an Association wants to share information among their board, or spread the word to the wider community about the Association's goals and programs, the ability to communicate regularly and effectively is critical. Utilize Facebook, Twitter, Nextdoor.com, a Neighborhood Association website, as well as your newsletter to easily spread the word.

Strategies to try:

- A full page in the Association's newsletter dedicated advertising the Association's website, email address, Facebook page, Nextdoor.com, etc.
- A sign and return portion of an Association's newsletter to become part of an email/call list
- A full page in the Association's newsletter requesting everyone in your boundaries sign up for an Association email distribution list by means of a simple email request
- ACTIVELY getting people to sign in at events
- Signage (Remember, no signs can be placed in the right of way. This is the area between the sidewalk and the street, or for areas without sidewalks roughly 6ft in from the street.)
- Generating a news release or public service announcement for special events accomplishments
- Phone trees

Another topic to consider is mobilizing your neighborhood in times of neighborhood related crisis. Does your Association have a plan to mobilize your neighborhood when something unexpected happens? We recommend sitting down as a board to discuss what the Association would do to quickly get the word out about a potential issue.

City Resources

Police & Community Service Interns

A Neighborhood Association can serve as a wonderful liaison between Police/Community Service Interns (CSIs) and your neighborhood, but it is unlikely this will happen if the Association is not in contact with them. It is important to invite and maintain relationships with the Police Officers and CSIs of the Association's area. The Neighborhood Association may need them in the future to be an advocate for something affecting the neighborhood, or the Officers may rely on the Association to get the word out about something going on in the neighborhood.

To reach the Community Police Officers and District Captains use the following numbers which will route you to the appropriate officer/captain:

- West side Community Police Officers – 920.492.3785
- East side Community Police Officers – 920.448.3143
- District Captains – 920.448.3333

The best way to invite a CSI to your meeting or event is through the Crime Prevention Specialist at 920.448.3260. The CSIs are funded by the Green Bay Police Department. CSIs are the eyes and ears of our neighborhoods. They provide a connection between residents and city hall. They help to patrol our parks and provide positive role models to our kids who are involved in park programs. They assist the Police Department in basic tasks such as vacant house checks and bike licensing,



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which allow our Community Police Officers more time to concentrate on more critical matters. They are involved in Neighborhood Association activities and participate in neighborhood watch walks and other crime prevention activities. CSIs play an important role in stabilizing and revitalizing Green Bay neighborhoods. They are students and many go on to become police officers.

Elected Officials

A Neighborhood Association can be a great link between the government and the neighborhood. Therefore, it is important that the Association board members know their City Council representatives and County Board Supervisors. They can be a great asset when navigating through neighborhood issues. It is also important that elected officials know when your Neighborhood Association has their meetings and that they are included in the newsletter or email distribution list that your Association utilizes to disseminate information.

Contact information for Green Bay Council Members can be found on the City of Green Bay website: <https://greenbaywi.gov/617/Common-Council>

Department of Community and Economic Development

The Department of Community and Economic Development directs neighborhood related activities such as the redevelopment, purchase, demolition, disposition and rehabilitation of housing stock. It also oversees the enforcement of the existing housing and zoning code. Furthermore, it assists in forming and re-forming Neighborhood Associations. As you can see, the Department of Community and Economic Development does more than Neighborhood Association work. There is one full time staff person though who is dedicated to working exclusively with Neighborhood Associations. The contact number for this staff person is 448-3150.

Parks, Recreation, & Forestry Department

The Parks, Recreation & Forestry Department and Neighborhood Associations have the ability to form a wonderful team. This Department offers Neighborhood Associations the clean and

NEIGHBORHOOD ASSOCIATION GUIDE

welcoming green space of city parks, and the Neighborhood Associations provide great community and neighborhood development events in the parks.

In the early stages of planning Neighborhood Association events in the city parks, please be in contact with the Parks, Recreation, & Forestry Department. There are a lot of events that already go on in the parks, such as the Park Leader Program, Softball Leagues,



Tennis Lessons, the list goes on. Therefore, it is highly possible that the Association will need to work around these already planned events and programs. Be clear with the Department staff on what events and implications will be taking place in the park. The following are items that need to be clearly addressed:

- Having the bathrooms in the Park Shelter unlocked
- Having the intentions of using the tennis courts, baseball diamonds, etc.
- The need for electricity for an outdoor movie, crock pots, etc.

The Parks, Recreation, & Forestry Department offers Neighborhood Associations up to three free park shelter reservations per year. These reservations can be used for events such as neighborhood picnics, movie nights, and even board meetings. If the Association has used all three of its park shelter reservations and does not want to pay for more reservations, they can still use the park for things like board meetings, without having a reservation. If the Association does not have a reservation, they can either use picnic tables that are not in the park shelter, or can use the park shelter if there are no other groups there. If a different group is there before you, or if a group comes with a reservation, they receive priority over you. We would suggest using the three free park shelter reservations for any bigger events you plan on having in the parks, as opposed to using them for board meetings.

For all events in the city parks, the Neighborhood Association must apply for a Special Events Permit which can be found here, <https://greenbaywi.gov/356/Special-Events>

Conclusion

Whether you are the President of a Neighborhood Association, hold one of the executive positions on the board of directors, or are a member at large, you made the choice to work to improve the quality of life in your neighborhood through a Neighborhood Association. You are supported by your neighbors, the Department of Community and Economic Development of the City of Green Bay as well as all other City Departments who appreciate the work you do and the passion you bring to making Green Bay a better place to live, work, and play. The resources you are given as a Neighborhood Association have the potential to generate great improvements in your neighborhood at the grassroots level. Utilize the resources you are given, the tips in this guide, and the voice you have as an Association to meet the collective needs of the neighborhood.

APPENDIX A

Sample Agenda, Minutes, Treasurer's Report & Budget

AGENDA
Neighborhood Association Meeting
April 15, 2015
7:00 p.m. – 8 p.m.
Aldo Leopold School, Library
622 Eliza St. (Door 6 Entrance)

Roll call:

Sarah Gray, President	_____
John Black, Vice President	_____
Lisa Jones, Secretary	_____
Rhonda Stevens, Treasurer	_____
Rudy Willows	_____
Greg Smith	_____
Ryan White	_____

Order of Business:

- | | |
|--|-----------|
| 1) Treasurer's report & approval of meeting minutes | 7:00-7:05 |
| 2) Fundraising | 7:05-7:20 |
| a. Newsletter Ads | |
| b. Brat Barn | |
| 3) Sign maintenance | 7:20-7:30 |
| 4) Block party planning | 7:30-7:40 |
| a. Required forms | |
| b. Food | |
| c. Activity Equipment | |
| 5) Report from Alderperson | 7:40-7:50 |
| 6) Open Forum | 7:50-8:00 |
| 7) Adjournment | 8:00 |

MINUTES

Neighborhood Association Meeting

April 15, 2015

7:00 p.m.

Aldo Leopold School, Library
622 Eliza St. (Door 6 Entrance)

Roll call:

Sarah Gray, President	<u> X </u>
John Black, Vice President	<u> exc </u>
Lisa Jones, Secretary	<u> X </u>
Rhonda Stevens, Treasurer	<u> X </u>
Rudy Willows	<u> X </u>
Greg Smith	<u> X </u>
Ryan White	<u> X </u>

Guests: Alderman, Julie Roets

1) Treasurer's report & approval of meeting minutes

- a. *Motion seconded and carried (m/s/c) to approve treasurer's report with current balance of \$1052.*
- b. *M/s/c to approve March meeting minutes.*

2) Fundraising

- a. Update given on current status of newsletter ads. Rudy will contact 3 more businesses to place ads in the 3 newsletters of 2015 at a price of \$25 each.
- b. Discussion took place on planning a brat barn for fundraising. Greg will contact local grocery stores to set up brat barn date for 1st or 2nd weekend in June.

3) Sign maintenance

- a. *M/s/c/ to use \$50 of NHA funds for plants for identification sign.* Lisa & Julie will take care of sign maintenance for the year

4) Block party planning

- a. Discussion took place on a NHA block party. *M/s/c for date of June 20, 2015.* Ryan will look into what the required forms are and getting those taken care of. Rhonda and Greg will serve as food committee. Sarah will call NeighborWorks to reserve tables, tents, and backyard games.

5) Report from Alderperson - General report of projects in the area.

6) Open Forum

- a. Website: Passed on information from present web master (Eric, neighbor, free), who wants to re-do the web site, but not until winter. A price from an out-of-the neighborhood web designer (\$50/mo.). Rhonda's husband might be interested.

7) Adjournment

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- a. Meeting adjourned 7:55pm.

Our next Neighborhood Association Meeting will be Wed., May 20, 2015 at
7:00pm

Aldo Leopold Library

(Sarah will be gone on family vacation, John to lead meeting in her place)

TREASURER'S REPORT

Rhonda Stevens
August 1, 2015

\$1087

Expenses:

\$48 at Home Depot for project materials

Income:

\$250 from silent auction

Ending Balance:

\$1052

AD - Automatic Deposit • AP - Automatic Payment • ATM - Cash Withdrawal • DC - Debit Card • FT - Funds Transfer • SC - Service Charge • TD - Tax Deductible							
NUMBER OR CODE	DATE	TRANSACTION DESCRIPTION	PAYMENT, FEE, WITHDRAWAL (+)	✓	DEPOSIT, CREDIT (-)	BALANCE \$	
1698	6/23	ShopKo	\$5 00	✓		\$1082	00
1699	7/14	Dollar Tree	\$12 00	✓		\$1070	00
1700	7/14	Serology's	\$20 00	✓		\$1050	00
	7/16	Deposit - Silent Auction		✓	\$250 00	\$1300	00
1701	7/31	Festival Foods	\$200 00			\$1100	00
1702	7/31	Home Depot	\$43 00			\$1052	00
						<i>OK</i>	<i>CG</i>

THIS FORM IS PROVIDED TO HELP YOU BALANCE YOUR STATEMENT BEFORE YOU START.

NO.	AMOUNT
1701	2900
1702	846
TOTAL	846

YOU SHOULD HAVE ADDED
IF ANY OCCURRED:

BALANCE SHOWN
ON THIS STATEMENT

1300

TOTAL

1300

BALANCE

BEFORE YOU START -

○

\bar{v}

TOTAL	845
-------	-----

(IF ANY)

TOTAL

BALANCE

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Estimated Income:

Beginning balance	\$488
Newsletter advertising	\$400
Picnic Auction	\$400
GBN Operating Grant	\$1000
Brat stand	\$350
Donations	<u>\$50</u>
	\$2688

Estimated expenses:

Four quarterly newsletters	\$800
Annual picnic	\$500
Identification sign maintenance	\$150
Donations	\$200
BINGO Night	\$225
Board expenses	\$100
Winter carnival	<u>\$300</u>
	\$2275

APPENDIX B

Sample Bylaws Template

These Bylaws were adopted at the **Neighborhood Association Name** General Meeting on **Date**.

Section 1 Name

The name shall be the **Name** Neighborhood Association.

Section 2 Mission Statement

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The Association's Mission is to: **Insert Mission Statement**

Section 3 **Boundaries**

The Association's boundaries are: **Insert Neighborhood Boundaries**

Section 4 **Association Membership**

Membership in the Association is open to all persons, 18 years of age and older, residing in or owning a property or business within the Association's boundaries.

4.1 Voting

Each member shall be entitled to one vote on each matter submitted to a vote of the members.

Section 5 **Board Members**

The Board shall consist of up to **# members** who are elected by the Association members. The Board, which shall consist of the following Officers, manages the business and affairs of the Association: President, Vice President, Secretary, and Treasurer. All board members serve without compensation.

Officers and Board Members are expected to attend all meetings. Any officer or board member, who is unable to attend a meeting, should notify the President in advance of the meeting.

5.1 Duties of Officers

5.1.1 President

The President shall preside at all meetings or appoint another Officer given an expected absence, exercise general supervision of the affairs of the Association, appoint committees, be the official spokesperson of the Association, and attend meetings of the Green Bay Neighborhoods.

5.1.2 Vice President

The Vice President shall perform duties of the President in her/his absence and assist the President in matters pertaining to administration and direction of the Association.

5.1.3 Secretary

The Secretary shall keep proper records of attendance at Association meetings, record meeting minutes, maintain a list of Board members, and conduct the official correspondence of the Association.

5.1.4 Treasurer

The Treasurer shall collect funds, maintain and communicate monthly accounts, disperse funds as directed, and prepare an annual financial report.

5.2 Removal

Officers are elected by Members of the Board and serve until the next Board meeting following the annual meeting. An officer may be removed prior to the next officer election meeting by a vote of the majority of all Board Members.

Section 6 **Meetings**

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Meetings shall be held quarterly/bi-monthly/monthly. When possible, a one-week notice to Board members will be provided to serve as a reminder. The officers determine the time and place of meetings.

6.1 Annual Meetings

An annual meeting, or General Membership meeting, shall be held once a year. A quorum of # Association members must be present. These meetings are for the election of the Board and the transaction of any other business requiring a majority vote of Association members. The Board determines the time and place of these meetings. The next meeting, following the annual meeting, shall include the election of Officers.

Section 7 Committees

Standing and Special Committees are appointed by the President, with their reports and recommendations submitted to the Board for review and approval prior to publication in the newsletter or presentation at any meetings. Anyone can serve on a Committee with Board Member approval.

Section 9 Finances

A checking account shall be opened and maintained by the Treasurer. Financial records shall be open to scrutiny by the Board of Directors. Other members may scrutinize such records if the Board votes to allow such. All checks dispensed by the Association shall require two signatures of the Board of Directors.

Section 10 Parliamentary Authority

All issues will be resolved by general consensus by the Board or by motion from the floor at a General Membership meeting.

Section 11 Dissolution

If Neighborhood Association becomes "inactive," any remaining funds will be placed in escrow account with the City. The City will hold them for a period of 5 years. If the Neighborhood Association does not become active in that time, the City will use the funds a Green Bay Neighborhoods project.

Section 12 Amendments

The power to alter, amend or repeal the Bylaws or adopt new Bylaws shall be vested in the members. Such action shall be taken at a General Membership meeting by a simple majority vote. The Bylaws may contain any provision for regulation and management of the affairs of the Association consistent with the law. Two weeks' notice for any proposed change to the Bylaws shall be given.

APPENDIX C

Sample Operating & Mini Grant Application

**Green Bay Neighborhoods
2015 Operating Grant (up to \$1,000) for
Established Neighborhood Associations
As Recognized by the Common Council**

The Grant

The GBN supports the on-going commitment of established Neighborhoods Associations that are working to improve the quality of life in neighborhoods throughout the City of Green Bay. As a showing of its support, the GBN will award a grant of up to \$1,000.00 per calendar year to each established Neighborhood Association as recognized by the Common Council. Applications can be submitted anytime from January 1, 2015 to December 31, 2015.

General Requirements for Grant

To receive up to a \$1,000.00 award, the following general conditions must be met:

- 1) The Association must have an open membership. A Neighborhood Association cannot discriminate in the admission of members, and must actively seek membership or involvement of neighborhood residents or business operators.
- 2) The Association must be represented at a minimum of 75% of the prior 12 GBN meetings.
- 3) No GBN grant funds will be paid, by or on behalf of a funded organization, to any person for influencing or attempting to influence an officer or employee of any City, State, or Federal agency. Funded Neighborhood Associations shall not support any political candidate or favor a candidate in its actions.
- 4) The grant CANNOT be spent on any activity that involves alcohol, tobacco or any illegal activity.
- 5) Monies may then be spent for one of the following activities:
 - a. Hold Fundraising Events to strengthen the existing neighborhood organization.
 - b. Hold social or food events to promote sense of community in neighborhood.
 - c. Capital Improvements to benefit neighborhood such as signs or lighting.
 - d. Offer educational or informational programs to develop leadership skills in existing neighborhood organization.

Application Requirements

The Chairperson or President of the Neighborhood Association must complete this Operating Grant Application with the most accurate information possible, on the following categories:

- I. Board Members
 - a. Provide a list of your current board members, including contact information.
- II. Newsletter and Distribution
 - b. Attach your most current newsletter and how it was distributed.
- III. Annual Meeting and Quorum
 - c. Provide information on your last annual meeting, and if you have not had it yet, the date of your upcoming 2015 annual meeting.
- IV. Fundraising
 - d. Detail how the funds for this grant were raised and the grant amount you are requesting.
- V. Financial Information
 - e. Provide the current balance of your Association's bank account and attach your 2015 budget or the proposed use of funds for this grant period.
- VI. Verify attachments
 - a. Verify all necessary documents are attached.

Green Bay Neighborhoods (GBN) 2015 Operating Grant Application (up to \$1,000)

Neighborhood Association Name	Association President or Contact Person
Mailing Address	Day Phone/Evening Phone
Email Address	

I. Board Members.	
a. Please provide a list of your current board members, including contact information.	
NAME	CONTACT INFO (PHONE OR EMAIL)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	

APPENDIX

13.	
14.	

II. **Annual Meeting.** You can apply for the 2015 Operating Grant if you have not yet had your 2015 annual meeting, as long as you provide the date of your upcoming annual meeting.

a. Fill out line 1 and 2.
b. Fill out line 3 if you have not had your 2015 annual meeting yet.

1	QUORUM REQUIREMENT. Did you meet your quorum requirement at your last annual meeting? Check yes or no.	Yes	No
2	DATE. Provide the date of your Association's last annual meeting.		
3	2015 DATE. Provide the date of your upcoming 2015 annual meeting.		

III. **Fundraising for Determination of Amount Requested.** This Operating Grant will match your total fundraised amount (\$0-\$250) by four, for a maximum grant amount of \$1,000. The funds raised may be from the prior 12 months but may not be the same funds that you applied to your 2014 Operating Grant Application. Volunteer time will not be allowed to count toward this match.

a. Fill out the table below; begin by detailing how your funds were raised.

RECEIVED FROM	AMOUNT
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL FUNDRAISED AMOUNT	\$

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Multiply your total fundraised amount by four	\$
Maximum grant amount	\$1,000
GRANT AMOUNT REQUESTED. Enter the lowest amount from the two lines above.	\$

V. Financial Information.	
a. Provide the current balance of your Association's checking and/or savings account in the space below.	
b. Attach your 2015 budget or proposed use of funds for this grant period.	
ACCOUNT TOTAL	\$

VI. Attachments.			
a. Verify the necessary documents are attached.			
1	Newsletter and invoice from the mailing house, if mailed. Check yes or no.	Yes	No
2	Budget or proposed use of funds. Check yes or no.	Yes	No

The signatory declares that he/she is the elected Chairperson or President of the Neighborhood Association, assures that a majority of members of the organization's governing body voted to undertake this project, any funds received as a result of the application will be used only for the purposes set forth herein, and that to the best of his/her knowledge all information is accurate.

Name (print)

Date

APPENDIX

Signature

For Office Use Only
Date rec'd: __/__/__
Uniqueness/Originality: __
Neighborhood Engagement: __
Funding/Budget: __
Collaboration/Partnership: __

Green Bay Neighborhoods

2020 Neighborhood Association Mini-Grant Application

Please rank priority level if you are submitting multiple requests: 1

I. Organization Information

Association Name: Ted Fritsch Park Neighborhood Association (TFNA)

Mailing Address: Street: 1041 Village Green Court Zip Code: 54313

Contact Information: Name: Randy Griswold

Title: President

Email: griswoldrandy52@gmail.com

Phone: (920) 309-0770

II. Funds Requested

Project/Proposal Name: 2020 Movie in the Park Event

Total Project Cost: \$ 560.00

Grant Funds Requested: \$ 250.00

Do not edit "Project Cost" or "Grant Funds Requested" here. These values will update to reflect entries in the Budget Form (pg. 5)

III. Narrative

1. Describe your proposed project or program in detail.

TFNA is seeking financial support for a social event planned in June 2020. Our typical June event is a Movie-in-the-Park. This event is scheduled to be held on the evening of Friday, June 12, 2020. It will be held at the Ted Fritsch Park Shelter House and its grounds. The event will begin shortly before dusk with various planned social activities for families, and neighbors from areas within the Ted Fritsch Park's reach, geographically. Our main goal is to promote goodwill and fellowship between neighbors and to advocate for stronger neighborhoods. In the past, our attendance continues to grow and last year's event had approximately 125-140 attendees. Last year's movie "Alvin and the Chipmunks; Chipwrecked" was well received by all age groups and a large percentage of attendees stayed until the very end which was about 10:30 PM. Additionally, we had Jesse Brunette, our 12th District Alderperson in attendance as well as Brown County Supervisor, Pat Buckley and are hopeful they can attend in 2020. They both are active participants in our FPNA events as their respective schedules permit.

Various social and children's activities are planned. These include crafts, games, a "traveling magician"(Daryll Roberts), the movie, popcorn, ice cream treats and snack foods. There will be some time to announce Neighborhood happenings and the need for participants with upcoming projects such as the Fritsch Park Walking Trail development. The event permits TFNA Board members to meet our neighbors to discuss needs, as well.

2. How does this project or program advance your Mission?

Our Mission Statement is given below.

The Fritsch Park Neighborhood Association is dedicated to supporting and promoting a positive quality of life in our neighborhood by:

- (1) Identifying, encouraging, and promoting interests and concerns of the neighborhood including but not limited to safety, neighborhood improvements, and preserve those features that make the community unique.
- (2) Representing neighborhood interests by acting as liaison to other neighborhood associations, civic entities, and other groups.
- (3) Promoting a spirit of cooperation and goodwill between neighbors and encourage people to openly communicate and participate in the exchange of ideas.

This event particularly advances our Mission statements 1 and 3. The nature of the event permits and encourages networking of our Board members with neighborhood residents to discuss quality of life issues. Additionally, the positive nature of this type of event fosters an air of excitement, goodwill and optimism and nurtures future TFNA Board members and leaders.

3. Please describe your association's capacity to successfully complete this project.

This event is put on exclusively with TFNA volunteers. Additionally, the movie will be set up and played by Scott or a GBN designee. The popcorn is provided by the GBNLC and has been reserved. The magician is already under contract for this event as we have used him in the past. He has been well received by all, particularly children. Snack foods will be provided and the shelter house has electricity for power to our coffee makers, popcorn machine, and warming pots. We will reserve selected games through the GBN resources. External lighting is available and the TFNA volunteers will be responsible for clean-up of the area and shelter house facilities. Additionally, the shelter house has restrooms and running water. Based upon last year's experience, we have the needed volunteer support to ensure success. In the event of bad weather, the social portion of the event can be held in the shelter area and the movie cancelled. There is no "rain-date" for this event.

4. Describe any partnerships or collaborations that will contribute to the success of the project.

Successful completion of this event has no formal partnerships. We have had a number Oneida Tribal members attend in the past as they make up a percentage of our Neighborhood residents, but no formal collaboration has been established with the Oneida Nation for this event. The magician is under contract and has heavily discounted his services to us as this is one of his first Summer events and we were able to sign him up early for the discount. We have reserved the shelter house with the GB Parks and Recreation dep't. (documentation enclosed) One of our Board members, Nick Peterson, is a GB city employee and has keys for the shelter house.

5. What is your project timeline? When will grant funds be needed, if awarded?

This event is scheduled for the evening of Friday, June 12, 2020. Grants funds to assist with some of the costs of this event will be needed within 30 days of the event as a means to offset the cost of the movie rental (\$250.00) from Criterion Pictures. As an alternative, we can provide receipts for the covered expense and are hopeful of remittance, based upon the mini-grant award. With the current Stay Safe at Home mandate from Governor Evert, we are looking at a back-up plan which may include showing the movie while participants stay in their cars in the parking lot at the park. Additionally, we will take practices to optimize social distancing.

APPENDIX

6. Has your Association received necessary approval(s) from the appropriate City Departments?
(Please attach relevant correspondence documenting City approval)

- ☒ Yes
☐ No
☐ N/A

7. Please provide a listing of your current Board of Directors with titles and email addresses.
If more space is needed, attach additional names on a separate sheet.
Place an asterisk (*) next to the names of Board Members with signatory authority for your checking account.

Board Members	
NAME & TITLE	EMAIL ADDRESS
1. Randy Griswold * President	griswoldrandy52@gmail.com
2. Colleen Griswold, Secretary	griswoldrandy52@gmail.com
3. Nick Peterson	disc18@netzero.net
4. Shea Greil	greils@packers.com
5. Joe Rabideau Vice President	joeram@wi.twcbc.com
6. Peggy Berg	bergpeggy@sbcglobal.net
7. Dennis Dieck	fishauger@hotmail.com
8. Shari Jackson*, Treasurer	smoreau@att.net
9.	
10.	
11.	
12.	
13.	
14.	

(Indicate Check Signers with "**")

APPENDIX

IV. Project/Program Budget

Complete the Project Budget below, ensuring a complete listing of all projected expenses and all proposed sources of funds. Additional information or detail may be included in your attachments but all sources and uses for the Project must be addressed in the form below or your application will be considered incomplete.

Project / Program Budget

Item/Expense	Quantity	Cost per unit	Total
Movie Rental (Criterion Pictures)	1	\$250.00	\$250.00
Daryl Rogers Magician	1	\$100.00	\$100.00
Food and Beverage	1	\$180.00	\$180.00
Promotion	1	\$30.00	\$30.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
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			\$0.00
Total Project / Program Expenses:			\$560.00

Sources of Funds	Status	Amount
GBN Mini-Grant	Requested	\$250.00
Association's Own Funds	Committed	\$310.00
Other Partner:	Proposed	
Other Partner:	Proposed	
Other Partner:	Proposed	
Other Partner:	Proposed	
Other Partner:	Proposed	
Total Sources:		\$560.00

Total Expenses Should Equal Total Sources!

V. Required Attachments.

1. Copy of Board Resolution authorizing this project or Minutes of a Meeting clearly documenting Board approval.
2. Your Association's latest Treasurer's Report.
3. Documentation of City Approvals if you answered "Yes" in Section III.6 above.
4. Any additional Board Member Contact Information not included in III.7. above.
5. Any pictures, diagrams, or other information relevant to this request (optional).

VI. Authorization - This Request is Duly Authorized by Our Association:

Signature of Neighborhood Association President:

Randall Griswold Digitally signed by Randall
Griswold
Date: 2020.04.28 10:15:06 -05'00' Date: 4/28
By: _____

For applications to be considered, they must be complete and contain all of the required attachments listed in section V. A copy must be received by 4:30 PM on Friday, May 1, 2020 at the Green Bay Neighborhood Division (100 N. Jefferson St, Rm. 608, 54301) or email copy to willpe@greenbaywi.gov.

****Handwritten Applications Will NOT BE Accepted****

APPENDIX D

Sample Newsletter

"LEAVE A BOOK AND TAKE A BOOK" AT ONE OF OUR NEIGHBORHOOD LIBRARIES



Maybe you have seen them around the Oak Grove Neighborhood. But what are these little boxes on posts?

Well, they are "neighborhood libraries". Folks in the neighborhood donate books that are stored in the libraries. Any resident can open up a "library" and take a book to read. FREE! If you take a book to bring home, just leave a book from your home in the library for someone else to read.

OAK GROVE WINS AWARD



Pictured left to right are Oak Grove Board members Kevin Dörner, Mike Photenhauer, Shawn Zambarda and Dan Theno along with Mayor Schmitt and Noel Halverson, Chair of the GBNLC.

The Oak Grove Neighborhood Association won the "Communications Award" at the December Awards dinner of the Green Bay Neighborhood Leadership Council. Oak Grove was recognized for excellence in its newsletter, web page, "neighborhood libraries" and social media communications.

9832 for additional information.

AMM

FREE NEIGHBORHOOD EVENTS SET FOR 2015



"BINGO Night", Tuesday, February 24th, 6:30 PM- 8:00 PM, Sullivan School Commons Area.



Rummage Sale

The annual "Neighborhood Rummage Sale", Saturday, May 16th. Various locations.



The "Annual Neighborhood Picnic", Saturday, July 25th, 11:00 AM-3:00 PM, St. Philip Park.



Fall Festival The "Neighborhood Fall Festival", Saturday October 10th, 11:00 AM- 1:00 PM, St. Philip Park.

VOLUNTEERS NEEDED

The events of the Oak Grove Neighborhood are FREE to all residents. They are held to bring neighbors together and to promote Oak Grove as a good place to live. Please consider donating an hour or so to help set up or run an event.

Call 857-9832 or email
Oakgroveisgreat@gmail.com

to the south.



NEIGHBORHOOD SPOTLIGHT Alliance Construction



Alliance Construction can handle any size project.

There is no design or construction project that is too big or too small for Alliance Construction. While the company is not physically located in the Oak Grove Neighborhood, the company has a connection through Brandon Selisen, a member of the Board of Directors of the Oak Grove Neighborhood Association. The company has also been a long-time supporter of this newsletter.

"We are a design/build company," said Todd Parczick, company President. "Alliance is a one-stop shop and we offer complete design, code review, architectural drawings, permitting and construction."

Alliance Construction is located in DePere. It will design and design and build any project, be it residential, commercial, agricultural or industrial.

Need a new driveway or an addition to your home? Do you have some structural difficulties with your basement? Are you planning on adding a deck or patio or do you need a garage built? Alliance Construction is a friend in solving these challenges in a professional manner.

RESIDENTS ENJOY "MUSIC IN THE PARK"



"Old Kids On The Porch" were a hit.

Nearly 100 residents of the Oak Grove Neighborhood enjoyed a relaxing evening in listening to music provided by "Old Kids On The Porch" on August 22nd. The "Music In The Park" concert was held at the St. Philip Park and was sponsored by the Oak Grove Neighborhood Association.




Four attendees at the Fall Festival in October volunteered to be judges for the pumpkin pie contest. The contest is held every fall to recognize the culinary expertise in the neighborhood as well as sharing that fall treat with neighbors.

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GENERAL CONTRACTOR

Todd Parczick
President

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todd@alliancebuilds.com 1030 Orlando Dr.
www.alliancebuilds.com De Pere, WI 54115



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Green Bay, WI 54302

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BEAN BAG TOSS TOURNAMENT



Benjamin Thao and Jim Capelle were winners in the kids division of the bean bag toss tournament.

A new fun activity at the Oak Grove Fall Festival this past year was a "bean bag toss" tournament. Supervising the event was Luke Gerrits, a member of the Oak Grove Board of Directors.

Last year the Oak Grove Neighborhood Association received a grant for the construction of two pairs of bean bag toss game boards. Those boards were constructed by volunteers and made available to other neighborhood associations in the city.

PLAN ON ATTENDING BINGO NIGHT !

When: 6:30 PM, Tuesday, February 24th

Where: Sullivan School Commons area (enter through doors on west side of school off of Deckner Avenue)

Why: Great prizes for the winner of each game AND \$100 in cash for the winner of the last game.

RESUMEN DEL BOLETIN EN ESPANOL

Summary by Caitlin Green

1. Planea a asistir a la noche de BINGO el martes 24 de febrero a las 6:30 de la tarde en la escuela Sullivan en el área común. El evento es gratis para todos los residentes del vecindario y puede entrar a través de las puertas en el lado oeste de la escuela. Hay regalos para el ganador de cada juego y \$100 para el ganador del juego final.

2. El Festival de Otoño del vecindario fue 11 de octubre en el parque St. Philip. Vecinos disfrutaron una cena de chili, juegos y la decoración de calabazas.

3. La asociación de vecinos Oak Grove ganó el premio de comunicaciones del Green Bay Neighborhood Leadership Council para boletines excelentes, un sitio de web fenomenal, y comunicación con residentes.

4. ¿Hizo renovaciones a su casa en el año pasado? Si la respuesta es "sí" puede entrar al concurso de "Mejor Cambió en el Hogar." El ganador va a recibir \$50. Para entrar, escríbale su nombre, dirección y descripción del cambio a Shawn Zambarda, 336 Oak Grove, Green Bay, WI 54302.

5. El ganador del concurso de "Mejor Decoración de Navidad" fue Mae y Tony Pigeon de 531 Schoent St. Ellos ganaron \$50 por las mejores decoraciones del vecindario.

6. La asociación de vecinos Oak Grove tiene un nuevo sitio de web para noticias, eventos, información y avisos. Visita el sitio de web www.greenbaywi.gov/oakgrove

Support our local businesses...they build a stronger neighborhood.



Geoffrey Diedrich

Branch Manager
gdiedrich@milwaukeekeepc.com
1683 E. Mason St.
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Tel: 920-465-4430



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PIGEONS WIN "BEST HOLIDAY DECORATION AWARD"



Leah Gaworek, Treasurer of the Oak Grove Neighborhood Association, presents a \$50 check to Mr. and Mrs. Pigeon

The outside home decorations of Tony and Mae Pigeon won the "Best Holiday Display Award" for 2014.

The Pigeons reside at 531 Schoen in a home that Tony built himself back in the 1950's. Their daughter Sue helps the couple every year put up beautiful outside and inside Christmas decorations.

ANNUAL MEETING ANNOUNCED/ BOARD NOMINATIONS DUE

There will be a very short break during the BINGO Night event on February 24th to approve the neighborhood budget for 2015 and nominations for the neighborhood Board of Directors. Individuals interested in being considered for nomination to the Board should indicate their interest to Dan at 857-9832 by February 20th. Nominations are decided by the Neighborhood Nominations Committee.

The Oak Grove Board of Directors meets for about an hour every other month to direct the activities of the association. Board members are unpaid volunteers.

WIN \$50 IN "BEST HOME IMPROVEMENT" CONTEST



You could receive \$50 from the Oak Grove Neighborhood Association for improvements you made to your home.

The Oak Grove Neighborhood Association is offering \$50 to the winner of our "Best Home Improvement Award". You can nominate the property of a neighbor or you can nominate your own home. The selection of the award winner will be done by an independent committee of the neighborhood.

During this past year, did you put new siding on your house, add shutters, fix a porch or do any other project that improved the appearance of your home? The "Best Home Improvement Award" is decided on the basis of improvements to the "curbside appeal", or front outside, of nominated homes.

To enter, send in the entry form below:

ENTRY FORM

Your name: _____

Address Of
Property Nominated _____

Mail by March 15th to:

Shawn Zambarda, 336 Oak Grove, Green
Bay, WI 54302

APPENDIX E

Idea Generation

Green Bay Neighborhoods Breakout Session Idea Generation March 5, 2015

The following list consists of ideas that were brought up during the breakout sessions at the March 5th GBN meeting. There is no promise that these techniques will guarantee results or that these Mini Grant ideas will be funded. Please use this list as a base for generating new ideas for your Neighborhood Association that you can research and develop more fully

Attendance at meetings & events

- Advertise on social media and include pictures of past events
- Put an agenda with clear and concise wording out in advance
- Annual newsletters with meeting dates
- Place and time of meetings/annual events should be consistent, within boundaries if possible
- Keep the duration of your board meetings to a minimum (no more than 1-1.5 hrs)
- Piggy back off other events as far as giving notifications
- Advertise through church bulletins, business associations
- Create signs & flyers
- Knocking on doors to meet, greet and invite neighbors
- Collect emails
- Fostering block captains to communicate and recruit
- Assign tasks to board members to hold them accountable to come to regular meetings
- Rotate facilitators of the board meeting (make sure it complies with your bylaws)
- Network with local businesses for generating attendance and getting the public involved
- Provide transportation
- Task board members for not showing up
- Advertise events through school packets
- HAVE FUN & INTERESTING meetings and events
- Kids play area/child care
- Food, prizes, raffles, etc
- Have well thought out meetings and events, use all the notifications you can think of to get the word out
- Drones
- Invite dignitaries
- Announcements of events at council
- Team up with other Neighborhood Associations

Fundraising

- Brat Barns
- Cold call asks
- Paid newsletter ads
- Rummage sale, everyone donates 10% back to the Association
- Association holds their own rummage sale with food sales as well
- Entrance charge at events with free food or beverages inside (Wine & Cheese event)
- "Flower Power" – internet proceeds to Association
- Restaurant fundraising nights (Pizza Ranch, Chipotle, Buffalo Wild Wings, etc.)

APPENDIX

- Raffle (50/50 and silent)
- Script (Quick trip, grocery stores)
- Dog and car wash
- Silent auction
- Sell concessions at outdoor movies
- Write grants
- Donation jars
- Candy bar and food sales
- Sporting competition (Golf outing, bowling, softball competition, competition for kids, kickball, cribbage)
- Target local business for percent of sales
- Vend at grand opening events
- Packer stadium clean-up, shoveling, vending
- Plant sale, bake sale, book & craft sale

Assessing neighborhood strengths & challenges

- Assess through talking to neighbors
- Community Police Officer interviews
- Form on newsletter for comments
- Census
- American Fact Finder
- Straw poll
- Aldermen interviews
- Take a walk with the purposes of assessing strengths and challenges
- Police call website
- Designate a board member whose role is to collect this type of information and reports
- Break up neighborhood into quadrants to ease analyzing
- Free & reduced lunch data
- Analyze social media newsfeeds and stories for your area
- Ask businesses their opinions of neighborhood strengths and challenges
- Ask realtors what they see as the strengths and challenges of your Neighborhood Association, and also with realtors the positives that you see
- Talk with landlords, share concerns and positives
- Facilitate an asset mapping process with your board
- Work with planners and public works
- Reach out to surrounding associations
- Adding strengths and challenges to your meeting agendas
- Utilize local colleges for research institutes
- Contest in newsletter to get different age groups to share a paragraph on strengths and challenges of their neighborhood, add prizes!
- Surveys and increasing survey response
 - Prepaid postage
 - Drop box
 - Make it short and easy
 - Drawings/prizes
 - Survey monkey
- Meeting with school leaders & PTA
- Avoid judging, focus on feedback

APPENDIX

Mini Grant idea generation

- Art
 - Murals & graffiti art
 - Refurbishing existing works
 - Neighborhood art/monument
 - Artist in residence
- Community Gardens
- Environmental projects
 - Adopt a highway
 - Enhancing neighborhood trails
 - Adding benches, gazebos, semi-permanent garbage cans, dog waste stations
 - Tree planting
- Events
 - Block parties & neighborhood parties
 - Guest speakers, comedians, sports figures
 - Winter carnival
 - Haunted house
 - Music in the park
 - Adding aspects that make your event stand out
 - Talent show or pet talent show
 - Organized competitions (sports competitions, contests for neighborhood beautification)
 - Food focused events- ice cream social, booyah, corn-roast
- Garden walk
- Historic calendar/books, highlighting different architecture styles
- Kayak launch
- Neighborhood Advertising/Branding
 - Yard signs
 - Customized street signs with Neighborhood Association logos
 - Message board
 - Neighborhood Association banners on street lights
 - T-shirts, canvas bags, hats with Neighborhood Association logo
 - Neighborhood Association shirts for volunteers
- Little libraries
- Special Projects
 - Collars & tags for dogs
 - Crime prevention projects
 - Traffic studies (possibly to rally for a East River bridge)
 - Bike registration
 - Project Porch Light
 - Co-sponsoring events (Ex. Flu shot clinic, Habitat for Humanity landscaping on a new build)
 - Workshops
- Magnets/kits with neighborhood information
- Welcome to the neighborhood kits
- Park improvements
 - Playground equipment
 - Benches & woodchips
- Safety measures
 - Security cameras

APPENDIX

- Lighting
 - Fencing around community gardens
- Scholarships

Communications with neighbors

- Social Media (Facebook, Twitter, Instagram, Nextdoor.com, NHA website)
- Newsletter
- Setting up an event on Facebook and inviting neighbors instead of simply making a post about an event
- Personal communication
- Talk to neighbors while delivering newsletters- appoint one person to talk and one person to deliver, deliver early evening and weekends
- Name tags & T shirts for board members so they are recognizable at events
- ACTIVELY get neighbors to sign in, introduce yourself while they sign in
- Post things in your Little Libraries, have copies of your newsletters in your Little Library
- Welcome packet that you hand deliver when someone new moves into your neighborhood, maybe include Bay Beach tickets or gift cards
- Be in contact with realtors to distribute a welcome packet to recently sold homes in your neighborhood
- Use NeighborWorks as a resource to find out about new homeowners in your neighborhood
- Use the Apartment Association of Northeastern Wisconsin as a resource to contact renters in your neighborhood
- Signs made to direct people to your meetings and events, even place in your own yard
- Work with businesses to post your events
- Post your events to Community Connections E-mail Group, send an e-mail to connect@browncountyunitedway.org
- Contact the Press Gazette to post your events and pictures in the community section of the newspaper
- Information box by your identification sign
- Information booth at other events in Green Bay
- Coffee News publication
- Contact area schools, see if they have a newsletter or will accept flyers or Tuesday Envelopes
- Neighborhood walks

Recruiting & managing volunteers

- Give all info (precise dates/times/expectations) ahead of time
- Knock on doors to meet, recruit, and get email addresses
- Offer child care
- First get neighbors involved in projects, later recruit for board
- Recruiting at PTAs
- Volunteer recognition and appreciation events
- Free t-shirts and food
- Make it exciting
- Social media
- Put one person in charge of volunteers
- Partnering with other Neighborhood Associations
- Looking outside your Neighborhood Association for volunteers (schools, scouts, Boys and Girls Club, other organizations)

APPENDIX

- Ask people at events
- Make your website more user friendly, with more contact information and accessibility
- Pass volunteer sheets for specific events around at other events
- Reminder signs
- Take time to explain what a Neighborhood Association is, give them a reason to feel good about being involved
- Know what motivates your current volunteers
- Neighborhood Association business cards
- Start planting the seed early
- Using interns
- Volunteer Center
- Retention through thank you cards
- Be careful of burnout
- Encourage neighbors/volunteers to bring someone with them
- Let volunteers decide what they want to do

APPENDIX F

Helpful Contacts

Helpful Contacts	
City of Green Bay Police Non-emergency	920-391-7450

APPENDIX

City of Green Bay Green Bay Housing/Zoning Inspection	920-448-3300
City of Green Bay Request for Service/File a Complaint	https://rfs.greenbaywi.gov/requestforservice/
City of Green Bay Parks, Recreation, and Forestry	920-448-3365
City of Green Bay Department of Public Works: Sanitation	920-448-3535
City of Green Bay Department of Public Works: Traffic/Engineering	920-448-3100
City of Green Bay Mayor's Office	920-448-3005
City of Green Bay Clerk	920-448-3010
City of Green Bay Public Arts Coordinator	920-448-3142
Green Bay Public Schools	920-448-2000
Brown County Executive	920-448-4003
Brown County Aging and Disability Resource	920-448-3400
United Way Community Resources	211
Volunteer Center of Brown County	920-429-9445
NeighborWorks Green Bay	920-448-3075
Tenant Resource Center	680-257-0006
Red Cross	800-733-2767

APPENDIX

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