

INVEST IN neighborhoods

Elizabeth Bartley

Executive Director, Invest in Neighborhoods

bartley@investinneighborhoods.com

513-200-9782

What you need to
KNOW

What you need to
DO

...And all those
acronyms

So you're the Pres...

Know

things you need to understand at a high level relating to 'governance' and 'management'

Do

responsibilities and expectations and in practice

Know
VS
Do

the voice of the neighborhoods

officially -

1. provide neighborhood input into:

- Zoning and variances
- Liquor Licenses
- Developments involving City Incentives
- Misc. as it arises

2. Responsible for submitting

- Community Budget Requests
- Neighborhood Plans

Councils

Neighborhoods

Represent residents to the City

Undertake programs and projects that **enhance the quality of life** in each neighborhood

NSP recognizes that local leadership knows the needs of the neighborhoods better than centralized government

Councils

Intro – Relationship between CC & ...

President

Preside over meetings

Represent the collective decisions of the Board/membership

Know how things “work”

Councils

Intro – Relationship between CC & ...

Invest in Neighborhoods

IIN empowers Community Councils through programs, resources, training, technical assistance, advocacy, representation etc

We are your support organization

Conflict of interest? NO

Councils

Intro – Relationship between CC & ...

President

What does a President need to know and why?

Federal or state requirements, what and when

Responsibilities to City: what and how

Programs Councils participate in

Know

“Fiduciary” responsibilities – **LEGAL**
requirements of all board members to
non-profit corporation

*When in doubt, check **State of Ohio ORC 1702** non-
profit corporation law*

Duty of Care – participate – “I didn’t
know” is not a legal excuse

Duty of Loyalty – organization comes first

- Annual conflict of interest disclosure
- Recuse from votes that have conflict

Legalities
& taxes

Duty of Obedience – comply with fed, state, local laws and adhere to mission

Filings:

State: **Change of agent**, as needed

State: **Certificate of continuing existence** every 5 years

State: **Annual report of financial activity** (if not filing 990)

State: **Charitable registration** – annually with taxes (990) or state financial report

Fed: taxes – 990

Rules about **electronic/virtual meetings** different for each state. No to email, yes to other as long as 'contemporaneous discussion' prior to vote

Legalities
& taxes

CBR – Community Budget Requests. 3 per Council. Every 2 years. Starts in March, applications due October

Budget “season” - Jan – June. Most intense Apr-Jun.

Neighborhood Plans – with Planning. As needed, but there is a queue

ECAT – directly working with City on various engagement processes

<https://www.investinneighborhoods.org/engage/>

Notifications - re: zoning, liquor, development, Planning commission, shared boundary issues

What

! Must keep CC contact info up to date w IIN!!

Know

City Councilmembers and City Council Committees

<https://www.cincinnati-oh.gov/council/council-members/>

Committees:

Budget and Finance Committee, Greg Landsman, Chair
Mondays, 1:00 pm, weekly

Equitable Growth and Housing, Reggie Harris, Chair
Tuesdays, 11 am - every other week starting wk of 18th

Climate, Environment and Infrastructure, Meeka Owens, Chair
Tuesdays, 1 pm - every other week starting wk of 18th

Public Safety and Governance, Scotty Johnson, Chair
Tuesdays, 9:30 am, every other week starting 10th

Healthy Neighborhoods, Jan Michele Lemon Kearney, Chair
Tuesdays, 12:30, every other week starting 10th

Members, schedule, agendas etc

<https://cincinnati.oh.legistar.com/Departments.aspx>

Who

Know

Departments etc

Office of the City Manager

Planning

DCED – Department of Community & Economic Development

DOT – Department of Transportation & Planning

Public Services 591-6000 or 5916000.com

Fixit Cincy

CRC - Cincinnati Recreation Commission/Centers

Permits - <https://www.cincinnati-oh.gov/buildings/permit-guide/>

Parks

OPDA – Office of Performance & Data Analytics

---- **CincyInsights** <https://insights.cincinnati-oh.gov/stories/s/CincyInsights/s59x-yqy3/>

B&I – Building & Inspections

<https://www.cincinnati-oh.gov/buildings/>

--- side menu & bottom menu probably most comprehensive

Who

Invest in Neighborhoods

Annual Programs

AIG – Annual Interest Grant, from GCF Endowment
-- spend through Dec, final report Jan, new checks in spring

IAP – Insurance Aggregation Program
-- Apr-Apr. Annual agreement in Mar

NSP – Neighborhood Support Program
-- Sep – Mar: Proposals; expenditures through Aug, final report Sept

NAF – Neighborhood Activation Fund
-- one off. Applications thru Dec21; expenditures Sep 22, final report Oct 22

What

Know

Invest in Neighborhoods

Recurring Meetings & Events

President's Meetings: 1st Thurs, 5:30

NCAC – Neighborhood Councils Action Coalition – 3rd
Sat, 9 am
--- all board members, committee chairs, other
“leaders”

NCAC Housing & Econ. Development – 2nd Saturday,
9 am

Quarterly Meetings (currently on hold)

Annual Meeting – July. Mandatory for Pres/designee

Neighborhood Summit – every March.

Changing: various programs, training

What

Know

Don't be afraid to ask for help!

Invest:

Resources

<https://www.investinneighborhoods.org/support/>

<https://www.investinneighborhoods.org/members-2/>

<https://www.investinneighborhoods.org/training/>

Or call or email

Your people

Other community council people

Other orgs in community space

Know

#1

President's Do's (and Don'ts)

Technically –

**Community Council President
presides over meetings**

Do?

President's Responsibilities

What does that *actually* mean?

Your job to make sure **everyone has an opportunity to speak** and discuss

The point of meetings

- Share information
- Gather information
- Make collective decisions

How

- Present idea or issue
- Discuss
- Vote on necessary items

Do

Meetings

President's Responsibilities

Board Meetings

The Board's responsibility is to 'move the business of the Community Council along' between member meetings.

Absolutely should be having Board meetings monthly

Member Meetings

Purpose: to share information, to hear what's going on, get ideas from members, and help solve problems that arise - so CC can do what's in the best interest of the neighborhood

Decision making – think of it as Members drive policy and Board implements.

So, no, every operational decision the Board makes does not require a vote of the members.

NSP voting meeting. Open to all residents of the neighborhood AND members.

Meetings

Do

No benevolent dictatorships here!!

President CAN NOT act solely on their own

Actions only ever reflect the COLLECTIVE decision making of the Board

President is **primary point of contact** for City and others, and “face” of the Community Council.

Contact information on the **Public Directory is a REQUIREMENT BY THE CITY** and must be kept up to date (see Invest homepage for Directory & update form)

Don't

Do

Other responsibilities

- “manage” the organization – make sure everyone is doing what they need to do when, and appropriate checks and balances in place
- Familiarize yourself with the roles and responsibilities and make sure everyone is clear on who is supposed to do what when

Importance of bylaws

- Read, understand, familiarize
- Can actually get legally in trouble if not following processes outlined in bylaws
- And no, can't just “waive”/“suspend” bylaws

Guide

Do

Keeping up and sharing

Attend meetings, trainings, events

Read your emails (especially Invest!)

**And bring the information back
to your board and members**

Delegate, delegate, delegate

Conduit

Do

Questions?