

2014 & 2015 Annual Report

This year's CPP Annual Report template and form are designed to streamline the reporting required of neighborhood organizations, cover several NCR reporting needs in one report, and allow us to quickly assemble neighborhood organization feedback, highlights, updates and priorities.

Our goal is to provide neighborhood organizations, local public officials and others with timely reports about work being carried out by organizations, feedback on the services and communications provided by City departments, and a comprehensive look at the priorities neighborhoods share throughout the city.

Although we prefer that you use the survey form we sent out to complete your report, the MS Word template that follows is also an acceptable format.

Report Basics:

- Please report on activities during the 2014 & 2015 calendar year.
- Please keep your answers brief. For example, a paragraph or two should suffice for questions requiring a narrative response.
- For your **2014 & 2015 HIGHLIGHTS**, please think about examples of work that you want to share with other neighborhood organizations.
- Questions?** Please contact your Neighborhood Support Specialist at NCR if you have any questions.

**PLEASE COMPLETE AND SUBMIT YOUR 2015 CPP ANNUAL REPORT
BY FRIDAY, APRIL 29, 2016.**

Neighborhood Organization Name:

Bryn Mawr Neighborhood Association

Organization Contact:

Patty Wycoff

Address

2915 Wayzata Blvd

Organization email address:

info@bmna.org

Organization ZIP:

55405

Organization Phone Number:

612-767-1876

Date of Board Approval:

Please provide the date of the meeting the Board reviewed and approved submission of this report to NCR. **Note:** *Meeting minutes may be requested by NCR.*

March 9, 2016

1. Stakeholder Involvement

A. Which of the following outreach activities did your organization use in 2014 & 2015?

MEETINGS (please check all that apply)

- Held regular committee meetings or discussion groups that are open to all stakeholders.
- Held at least one general membership or community meeting (in addition to the annual meeting) to gather input from residents and other stakeholders for neighborhood specific initiative.
- Hosted at least one general membership or committee meeting in response to a City request for input (such as a development proposal, transit planning or public works project).
- Conducted one or more focus groups.

What more would you like to tell NCR or the community about your meetings? What are you doing that is new or particularly successful to involve residents and others?

Our monthly BMNA meetings are held on the 2nd Wednesday of each month. We have eight committees that meet regularly to work on specific topics/issues. BMNA meetings and committee meetings are on our events calendar in our monthly newspaper.

This past year, we began sending our BMNA monthly meeting agenda through our email, 1 week before our meetings. This has attracted new neighbors to our meetings. Many have joined us because they were interested in a specific topic that was on the agenda or our Park Board Commissioner was coming to speak about and upcoming project in Bryn Mawr.

DOOR-TO-DOOR (please check all that apply)

Door-knocked or dropped flyers door-to-door:

- At least once with goal of reaching a portion of neighborhood.
- At least once with goal of reaching most or all of neighborhood.
- For more than one issue/outreach effort.
- On a routine basis.

Door-knocking/flyering

- Was carried out primarily by paid staff.
- Was carried out primarily by volunteers.

Door-knocking/flyering

- Was carried out primarily to increase participation and membership.
- Was carried out primarily to gather input on specific city or neighborhood issue.

- Was carried out primarily to inform stakeholders of city or neighborhood issue.

Approximately how many households did your organization reach through door-knocking in 2014 & 2015?

1400+

What more would you like to tell NCR or the community about your door-to-door outreach? What are you doing that is new or particularly successful to involve residents and others?

Our annual meeting each May is a comprehensive meeting which highlights our accomplishments for the year and has a presentation explaining our budget. We introduce our executive board and our area representatives. This past year, we created an event flyer and inserted it in our monthly newspaper, The Bugle. The Bugle is delivered to each household in Bryn Mawr by volunteers. Our attendance exceeded 100 attendees.[Click here to enter text.](#)

EVENTS (please check all that apply)

- Staffed a booth or table at neighborhood event or other community event that included sign-up sheets, surveys or information about your organization.
- Organized one or more issue specific event (such as a safety forum, housing fair, Open Organized smaller events for specific outreach to target audiences (e.g., sidewalk tabling to reach renters, lemonade stands, tabling at Farmer's Market, etc.)

What more would you like to tell NCR or the community about your events? What are you doing that is new or particularly successful to involve residents and others?

We staffed a booth at our annual ice cream social in July. 500+ neighbors attended this event. We provided information about BMNA and their committees.

This year, the Chair of SWLRT committee, along with the SWLRT Community Outreach Coordinator, hosted a table at our annual dinner to answer questions about the new LRT. This was very popular table at the event.

OTHER (please check all that apply)

- Conducted at least one community-wide survey (such as a random sample or all-household survey).
- Conducted another form of survey (e.g., intercept survey).
- Developed partnerships with cultural, religious, professional or business associations to expand outreach into under-represented populations.
- Distributed a quarterly or semi-annual newsletter to all households.
- Other activities (please describe):

Conducted surveys at annual meetings for neighborhood projects. Publish a neighborhood newspaper 11 months/year.

B. How did your organization reach out to under-represented groups in your neighborhood?

(please check all that apply)

- Worked on an issue of particular interest to an under-represented group within the neighborhood.
- Provided notices of annual and special meetings in multiple languages.
- Provided newsletter articles or web pages in multiple languages.
- Targeted outreach in apartment buildings or blocks to reach renters.
- Targeted tabling at other events or locations (such as farmers markets, cultural events, etc.).
- Held focus groups or open meeting formats for under-represented communities.
- Met with other agencies in the community that work closely with under-represented constituencies in the neighborhood.
- Included an Americans with Disabilities Act statement on meeting and event notices.
- Reviewed participation activities, and identified new leaders and volunteers for volunteer, committee and board participation.
- Held one-time/pop up events in areas of the neighborhood that don't often have neighborhood meetings
- Other activities (please describe)

The BMNA neighborhood Coordinator is providing Welcome Packets to a local realtor who leases rental property in Bryn Mawr. We have about 10% rental.

What more would you like to tell NCR or the community about your outreach to under-represented groups? What are you doing that is new or particularly successful to involve residents and others?

The BMNA neighborhood Coordinator is providing Welcome Packets to a local realtor who leases rental property in Bryn Mawr. We have about 10% rental. This is new way we are trying to engage our rental population

C. How did you inform the community of discussions, decisions and the status of the organization?**BOARD MEETINGS** (please check all that apply)

- Board meeting minutes and financial reports and summaries are provided on the organization's website and kept current.
- Meeting agendas and minutes are easily available and posted on the organization's website before and after each meeting.
- Meeting notices and agendas distributed to members prior to each meeting with ample notice.
- Time is allowed at board meetings for stakeholders to ask questions or raise issues.

How many new board members were elected/appointed to your board this year?

We had 2 new Area Representatives added to our board.

What more would you like to tell NCR or the community about your board meetings? What are you doing that is new or particularly successful to involve residents and others?

We use several vehicles for communications to engage our resident. We have our monthly newspaper, The Bugle. The Bugle is delivered to each household by volunteers. We have our BMNA email. 682 residents have subscribed to our email. We have a Facebook page with 221 "likes".

COMMITTEE MEETINGS AND GENERAL MEMBERSHIP MEETINGS (please check all that apply)

- Meeting agendas and minutes are easily available and posted on the organization's website before and after each meeting.
- Affected residents and other stakeholders are contacted prior to an issue being discussed at a committee meeting.
- Meeting notices and agendas are distributed to members prior to each meeting with ample notice.
- Other (please specify):

What more would you like to tell NCR or the community about your regular meetings? What are you doing that is new or particularly successful to involve residents and others?

We email our monthly BMNA meeting agenda to residents. This past year, we began sending our BMNA monthly meeting agenda through our email, 1 week before our meetings. This has attracted new neighbors to our meetings. Many have joined us because they were interested in a specific topic that was on the agenda or our Park Board Commissioner was coming to speak about an upcoming project in Bryn Mawr.

SPECIFIC ISSUES

- Affected and interested stakeholders are notified and involved in our organization's decision-making process.

What more would you like to tell NCR or the community about your outreach to under-represented groups? What are you doing that is new or particularly successful to involve residents and others?

We use 3 vehicles of communication to notify our residents about our organization and our decision making process: The Bugle, email, Facebook.

ORGANIZATIONAL INFORMATION (please check all that apply)

- An annual report is available to all residents on the organization's website.

X

- The organization's bylaws, grievance procedures, meeting schedules and contact information are easily available on the organization's website and through other means.

OTHER

- Our community events and meetings regularly advertised in community newspapers.
- We use social media (such as e-democracy or Facebook) to share information.
- We share city news and information on our organization's website or through email, social media or other means.

What more would you like to tell NCR or the community about participation in your organization? What are you doing that is new or particularly successful to involve residents and others?

We have learned that people appreciate a variety of communication vehicles. Some prefer the email, some are communicating with our Neighborhood Coordinator through Facebook and many rely on our monthly newspaper to keep them informed.

2. 2014 & 2015 Highlights

Please describe one or two major highlights:

- What was the issue or opportunity the neighborhood was facing?
- Who was impacted?
- What steps did you take to address the issue or opportunity?
- What was the outcome?

Highlight 1:

Light Rail plans and controversy. Impact on all residents who may use LRT. Invitations and attendance from Met Council LRT representatives to discuss design plans, status of Penn Ave station. Attendees better informed.

Highlight 2:

Bryn Mawr Meadows/Park Board meeting. A session was held with Anita Tabb, our Park Board Representative, regarding delays in initiating repairs and updates to the Bryn Mawr Meadows park area and playground. This was our largest attended meeting of the year.

We'd love to share your highlights with others.

If possible, send digital photos, videos, illustrations or a link to any of these to ncr@minneapolismn.gov with the subject line "**2015 Annual Report Images.**" If you have a large digital file, please make arrangements to mail or deliver a copy directly to your NCR Neighborhood Specialist.



3. Financial Reports

Please provide an income and expense report for your organization for the most recent fiscal year for all funding sources (not just city funding). *Send this via email to:* ncr@minneapolismn.gov, *with a copy to your NCR Neighborhood Specialist.*

4. City Services and Interactions



In addition to your annual report, please take time to describe your interactions with City departments and other jurisdictions. Please be frank with your opinion- this section will be separated from your neighborhood annual report, and will not be put online.

1. IMPACT

What interactions with City departments occupied a major part of your time? What worked well? What could be improved?

Water dept for access to hydrants. Street permits for blocking streets and hosting animals at events. All worked well with good and responsive service.

On a scale of 1 to 5, with 1 being poor and 5 being excellent, how would you rate your overall experience with your interactions with the City? **5** Choose an item.

2. CITY COMMUNICATIONS - EFFECTIVENESS

Is the information that you receive from the City understandable and useful?

Yes

On a scale of 1 to 5, with 1 being poor and 5 being excellent, how would you rate overall communications from the City? **5** Choose an item.

3. CITY COMMUNICATIONS - TIMELINESS

Do you receive adequate notice of City activities in your neighborhood? If not, did your organization inform somebody at the City of this? Did the City respond in a positive manner? Please explain.

Yes

On a scale of 1 to 5, with 1 being poor and 5 being excellent, how would you rate the timeliness of communications from the City? **5** Choose an item.

4. CITY DEPARTMENTS

How can City departments improve the way in which they function in your neighborhood?

No complaints or issues

5. NCR ASSISTANCE

How can the Neighborhood and Community Relations Department improve the assistance it provides to your organization as a community participation group?

Completely satisfied with NCR response.

On a scale of 1 to 5, with 1 being poor and 5 being excellent, how would you rate the assistance provided to your neighborhood by NCR? **5** Choose an item.

6. OTHER COMMENTS?

We greatly appreciate our NCR interface, Stacy Sorenson, for her outstanding response, help, and assistance with all our NCR activities.

5. Engagement Activities and Neighborhood Priorities

NEW ENGAGEMENT ACTIVITIES

What are the major new engagement activities, if any, that you have planned for 2016?

Our new rebuilt and interactive web site with a dedicated webmaster to keep it current, attractive and updated.

NEIGHBORHOOD PRIORITIES

ATTENTION!

If your neighborhood has current or ongoing Neighborhood Priorities approved by NCR, please contact your NCR Neighborhood Specialist to provide a brief update on the status of each. [The Neighborhood Specialist will send you a link to an online report that lists your Priorities and allows you to enter updated information.](#)

Priorities for 2016

Please identify up to five Neighborhood Priorities your organization (staff, board, committees and volunteers) will be working on in 2016 that you would like to communicate to the City and other jurisdictional partners. These can be current or ongoing Neighborhood Priorities already submitted to NCR or new priorities for 2016.

A Neighborhood Priority may:

- be a project, program, service or activity that has broad neighborhood support;
- involve significant time and effort by neighborhood staff and volunteers; or
- require funding from various public, private or non-profit sources, or from the neighborhood organization, itself.

A Neighborhood Priority can focus on a variety of things, including, but not limited to:

- bricks and mortar projects such as housing or commercial development;
- improvements to public facilities or programs;
- a service delivered by a public, private or non-profit entity;
- a public policy, practice, law or ordinance that impacts the neighborhood;
- an issue involving public safety, the environment, land use, etc.; or
- an opportunity or challenge that arises needing timely and coordinated effort.

Neighborhood Priorities must be developed and adopted through a thorough neighborhood participation process. Priorities can identify, preserve and build on the existing assets and positive qualities of a neighborhood, or identify opportunities or problems to be addressed. Priorities may identify possible actions and should identify any potential partners. They can be as simple or as comprehensive as the neighborhood organization desires, covering a single issue, or several.

Formal acceptance of Neighborhood Priorities submitted as part of this annual report will be made through the formal acceptance of the Annual Report by NCR. Neighborhood organizations also may submit new Neighborhood Priorities at other times throughout the year as opportunities or challenges arise.

Major 2016 Priority 1:

Priority Name:

Gateway Sign

Short Description of Priority:

Our neighborhood has a hedge, currently, on Penn Ave at the I394 exit. Since it has begun to deteriorate, we plan to redesign and reconstruct in a more permanent and longer lasting form to give residents and visitors a clear announcement of what part of the city they are entering.

Additional Information for Priority #1

Public or Private Partners Needed to Address the Priority

We will be engaging one of our local landscape businesses to implement

Amount of Neighborhood Priority Reserve Funds Need

\$10,000-\$20,000

Major 2016 Priority 2:

Priority Name:

Bryn Mawr Web site

Short Description of Priority:

We have engaged a professional web design outfit to assist in redesigning and rebuilding our neighborhood web site to make it more attractive, useful, interactive and current with issues of the day and events in the neighborhood.

Additional Information for Priority #2

Public or Private Partners Needed to Address the Priority

Professional web design business

Amount of Neighborhood Priority Reserve Funds Need

\$15,000-\$18,000

Major 2016 Priority 3:

Priority Name:

Build stronger partnership between the association and neighborhood schools

Short Description of Priority:

We desire to work closer and more effectively to assist both schools in our neighborhood, Bryn Mawr Elementary and Anwatin Middle School, engaging with both the school administration and the associated PTA. We will look to co host events or activities.

Additional Information for Priority #3

Public or Private Partners Needed to Address the Priority

Click here to enter text.

Amount of Neighborhood Priority Reserve Funds Need

\$1,000-\$2,000

Major 2016 Priority 4:

Priority Name:

Click here to enter text.

Short Description of Priority:

Click here to enter text.

Additional Information for Priority #4

Public or Private Partners Needed to Address the Priority

Click here to enter text.

Amount of Neighborhood Priority Reserve Funds Need

Click here to enter text.

Major 2016 Priority 5:

Priority Name:

Click here to enter text.

Short Description of Priority:

Click here to enter text.

Additional Information for Priority #5

Public or Private Partners Needed to Address the Priority

Click here to enter text.

Amount of Neighborhood Priority Reserve Funds Need

Click here to enter text.