



CHAUTAUQUA PARK

NEIGHBORHOOD ASSOCIATION

Quarterly Newsletter - SEPTEMBER 2023

Election Edition

It's your chance to help choose the leadership and shape the future of the neighborhood association.

Quick Info:

- **Term:** January 1 - December 31, 2024
- **Membership Dues:** Must be a paying member of the association in good standing **to nominate or run** (\$25 per household) between August 2022 and December 31st, 2023. You can pay 2024 dues at the meeting on October 3, 2023.

Board Positions:

- **President** - creates agendas, leads general and board meetings, sends neighborhood meeting reminders, communicates with city staff, serves as second financial representative for the neighborhood association, attends area neighborhood meetings. Responsible for completing reports as required by the city and the neighborhood.
- **Vice President** - supports the board by filling in during absences of other board members, serves as a neighborhood liaison. Communicates with city staff. Will lead the by-laws committee.
- **Secretary** - takes notes at general and board meetings. Is responsible for uploading meeting minutes into Google Drive. Reads meeting minutes in general meetings. Responsible for historical documentation.
- **Treasurer** - oversees and keeps itemized reports of income and expenditures. Receives funds and pays obligations as presented and approved by the board. Makes monthly report to the association. Provides receipts to neighborhood residents for membership dues. Attends city finance workshops as needed.



UPCOMING EVENTS

OCTOBER CPNA GENERAL MEETING

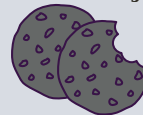
Tuesday, October 3 @ 6:30pm
JF Taylor Education Center
**ELECTIONS WILL BE HELD
FOR 2024 CPNA BOARD.**

NOVEMBER CPNA GENERAL MEETING

Tuesday, November 14 @ 6:30pm
JF Taylor Education Center

DECEMBER CPNA GENERAL MEETING

Wednesday, December 6 @ 6:30pm
JF Taylor Education Center



****Cookie Exchange****

Please bring cookies to share with your neighbors (and recipes if you're willing)! Everyone will leave with a plate of goodies for their families!

Board Positions (continued):

- **At-Large Member** - Is responsible for communicating with committee chairs. Serves as a neighbor liaison in lieu of individual block captains.

Other responsibilities for board members: Attend board meetings (~monthly). Try to have at least one representative at relevant city trainings. Vote on relevant issues. Be present at neighborhood meetings and neighborhood events as available. Update bylaws.

Support (Committee) Positions:

- **Beautification Committee Chair** - Have an eye for detail? Help the association assess and complete projects to improve the general appearance of the neighborhood.
- **Welcome Committee Chair** - Are you friendly and relish meeting new people? Be that person letting newcomers know how special their new community is and how to get involved or ask for help.
- **Events Committee Chair** - Enjoy staging soirées and shindigs? Help your community grow closer and safer through neighborhood outreach events.
- **Communications Committee Chair** - Do you like being a credible source of information? Help us spread the good news of the neighborhood through newsletters, social media and other various outlets.

Other responsibilities for supportive positions: Attend at least 2 board meetings annually. Give updates at general meetings. Lead committees by having at least 4 meetings per year. Set priorities for committees. Keep committee members engaged. Be in regular communication with the At-Large member. Communicate with the At-Large member and other board members on priorities based on neighborhood member feedback.

A couple of other notes:

- We acknowledge we aren't doing this perfectly to the bylaws, but the bylaws are not up to date (created in the 80s). The board is looking to start up a bylaws committee and will have updated bylaws by the end of 2024.
- Self nominations and member nominations will be accepted.
- **Members must be present to be elected (virtually or in-person)**
- No two family members can be on the board at the same time, but partners can serve in a supportive role.
- Current members may serve in the same position for two consecutive terms unless they run uncontested.

If you are unable to physically attend but would like to vote or be elected scan the virtual meeting QR code:



meet.google.com/dmd-ndda-bfw

Need to reach us?

Send an email to chatauquaparkdsm@gmail.com or reach out to anyone on the board!



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