

# Millwood Neighborhood Association

## Meeting Minutes

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**Date:** 11/19/2024

**Location:** Kalamazoo Airport Board Room

**Attendees:** Ethan Seguin, Michele Momotiuk, Dave Buskirk, Scott Stokes, Jay Schulebe

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### Website & Online Presence:

- **Mission Statements Feedback:** Michele is still working on updating the website to gather feedback on the mission statements. She needs to advertise that the form is live and available.
- **Website Updates:** Jay recommended updating the website to reduce blogging and make it more informative with brief background information. Everyone shared their backgrounds with Jay, who suggested using the NCO website to increase online visibility.
- **Meeting Information:** Minutes and agendas should be posted on the website ahead of time for transparency. It was suggested that an interpreter (such as from El Cacelino) be invited to meetings, as Spanish forms are available.
- **Neighborhood Activator:** Adding the minutes and agenda to the site ahead of time to encourage attendance. Scott mentioned other associations inviting businesses to speak about their work for advertisement and public knowledge.

### Grant & Funding:

- **Gilmore Foundation Grant:** Michele will work with Dave to set up the cover letter for the Gilmore Foundation grant application. Irving S. Gilmore is another foundation that Dave will explore for potential funding.
- **Business Sponsorship Package:** Discussed creating a package to engage businesses across the city for support and funding. A letter template will be created to streamline reaching out to businesses.
- **Mailer for Residents:** Jay could help fund a mailer to residents, allowing them to request a physical copy of the information. These forms can either be mailed back to Jay or dropped off at city offices.

### Neighborhood Plan:

- **Sustaining Neighborhood Engagement:** Discussed ensuring long-term engagement and sustainability of the neighborhood plan.

- **Jay's Support:** Jay expressed interest in regularly working with the board and providing support in planning and community engagement.
- **2025 Goals:**
  - **Neighborhood History:** Work on creating and building out the neighborhood history as an exercise.
  - **Neighborhood Survey:** Conduct a neighborhood survey to gather demographic and need-based information. Scott suggested introducing the survey at the annual meeting.
  - **THIRA (Hazard and Risk Assessment):** Jay could assist with conducting a THIRA to assess risks in the neighborhood, with input from Brandi, the city's emergency manager. This needs to be completed before the neighborhood plan is finalized.
  - **Emergency Plan:** Dave suggested the neighborhood join the airport's yearly emergency plan.

## Meeting Planning:

- **January Meeting:**
  - Scott will reach out to the Mayor to invite them to attend the January meeting and will update the board on attendance.
  - Both city and county commissioners will also be invited to the January meeting.
  - Jay recommended sending invites as calendar invites for flexibility and to ensure attendance.
  - Scott will work on upgrading the banner for the meeting.
  - The "Meeting on the Go" could potentially be paired with the annual meeting to highlight city-wide issues and how Millwood fits in.
  - The agenda from the "Meeting on the Go" can be used for the annual meeting.

## Community Engagement:

- **Food Drive:** The community is already donating food. Nick from Hardings is enthusiastic about the MNA starting up again and is willing to work with the board moving forward. There is a need to gather more contacts from local businesses.
- **Recruitment:** Recruitment of volunteers and subcommittees is a key goal, with a focus on having reliable individuals who can support the board.
- **Board Membership:** Dave mentioned that Austin technically never resigned but stepped away and is interested in returning to the board. Janet Jones has also expressed interest in joining the board.

## Miscellaneous:

- **Non-Profit Status:** Michele confirmed that the non-profit status is up to date with the State of Michigan.

