



Education and Housing Equity Project Records.

Copyright Notice:

This material may be protected by copyright law (U.S. Code, Title 17). Researchers are liable for any infringement. For more information, visit www.mnhs.org/copyright.

EDUCATION AND HOUSING EQUITY PROJECT
122 West Franklin Avenue, Suit 320
Minneapolis, MN 55404
PH 871-8980
FX 871-8984

DATE: March 25, 1997

TO: EHEP Board

FROM: Dick Little, Coordinator

SUBJECT: Friday's Board Meeting

As you know, our board meeting will be this Friday at 12:00 Noon. I have reserved **Club Room B** at the **Hallie Q Brown/Martin Luther King Center** in St. Paul between **12:00 and 2:00 PM**. (Directions: take I-94 to Dale Street exit, go south 2 blocks to Iglehart, turn left (east) onto Iglehart. The Brown/King Center is at the end of the block. Park in one of the two lots adjacent to the Center.)

I have contacted Cecil's Deli and we can have an assortment of foods delivered to our meeting. I would need to order the food no later than Friday morning, so please let me know your preferences.

The agenda is attached, along with a draft position description for the Executive Director/Coordinator. You should already have received your copy of the revised draft discussion guide. A copy of the draft budget will be faxed to you by Thursday.

EDUCATION AND HOUSING EQUITY PROJECT

122 West Franklin Avenue, Suite 320

Minneapolis, MN 55404

PH 871-8980

FX 871-8984

Board Meeting

March 28, 1997

12:00 - 1:30 PM

Saint Paul, MN

Hallie Q Brown/ML King Center

Club Room B

AGENDA

1. 1997 Budget and Work Plan
2. Selection of a Permanent Director
3. Review of Revised Discussion Guide

Education & Housing Equity Project

Board of Directors

Michael Anderson¹

East Side Neighborhood Development Company
900 Payne Avenue
St. Paul, MN 55101
tel: 771-1152 (w)
774-4683 (h)
fax: 771-7739

Georgina Y. Stevens

Cowles Media Company
329 Portland Avenue
Minneapolis MN 55415
tel: 673-7060 (w)
222-5515 (h)
fax: 673-7020

Barbara Bearman²

NAACP, Minneapolis Branch
4401 Park Glen Rd #201
St. Louis Park MN 55416
tel: 925-0567

Jerry Timian

St. Louis Park School Board
4115 Raleigh Ave So
St. Louis Park MN 55416
tel: 291-8426 (w)
924-9139 (h)
fax: 291-8353

Institute on Race & Poverty

415 Law Center
229 19th Avenue
Minneapolis MN 55454
tel: 625-5344 (Jim Hilbert, Legal Fellow)
645-2607 (Jim at home)
fax: 624-8890

Josie Johnson

400 Groveland Avenue
Minneapolis MN 55403
tel: 874-8172

Matthew Little³

NAACP, Minneapolis Branch
2670 Germain Court
Maplewood MN 55109
tel: 773-8141

Van D. Mueller

University of Minnesota, Department of Education
Policy & Administration
3609 Maplewood Drive
Minneapolis MN 55418
tel: 624-7093 (w)
789-3600 (h)
fax: 624-3377

¹ Treasurer

² Secretary

³ President

**BOARD RETREAT
AGENDA
August 15, 1997**

INTRODUCTION	Board member introductions – a sharing exercise	Board Members & Staff	12 Noon-12:45PM (45 Min.)
	■ 5 Minute Break –		
LOOKING BACK: HISTORY & MISSION	A history of our organization and review of our mission	Matt & Barb Present	12:50PM–1:20PM (30 Min.)
	■ 5 Minute Break –		
LOOKING FORWARD: VISION & DIRECTION	A visioning exercise and discussion	Small Groups - Large Group	1:25PM–2:25PM (60 Min.)
	<p>If we look at our metropolitan community (school & housing) 5 years in the future, how will our community look different? What differences will our work at EHEP have made? What do we agree we want to achieve and how will our efforts result in changing the community?</p>		
	■ 5 Minute Break –		
NUTS AND BOLTS: STATE OF THE COMMUNITY	Current situational analysis of the community	Joy Moderates	2:30PM—4:00PM (90 Min.)
	<p>What is presently going on in education and housing that affects our work? How do we fit into this? Where does EHEP fit in the larger community and scheme of things?</p>		
ASSESSMENT OF PROGRESS	Review and assessment of project and organizational progress to date		
	<p>Organization (1995 – 1997): What are our strengths? What areas need further growth? What have we accomplished?</p>		
	<p>Round I (First half 1997): What has worked well? What has not worked well, and needs changing? What should be kept from Round I? What should be deleted? Added? Changed?</p>		
	■ 5 Minute Break –		

**PLAN &
OBJECTIVES**

Plan for Round II (Second half of 1997
and 1998

Josie
Moderates

What do we want to achieve in the second
round of 1997? What will the product or
result at the end of the year look like?
How do we get there?

**STRATEGIES /
COLLABORATIONS**

Who should we be working with? Who
do we want to involve? How will we cast
a wider net and expand participation in
our project?

Review of the Community Circles approach
and the Community Circle Collaborative as
a strategy for achieving our objectives. Are
there other strategies we should consider using?
How will we link our work to the work of the
Mediation team for the NAACP law suit? The
work of the State Board of Education? The work
of other key decision-making bodies?

**MEASURING SUCCESS /
PLANNED OUTCOMES**

What are our planned or desired outcomes?

How will we measure success in reaching them
(how shall we judge success)?
What should be our performance measures?

■ 5 Minute Break –

**ORGANIZATION:
CLARIFICATION
OF ROLES AND
EXPECTATIONS**

What has to change in our organization to
achieve our strategies and objectives?

Jerry
Moderates

4:05PM-5:05PM
(60 Min.)

Board – Staff Expectations: Roles,
Responsibilities and Relationships

Expectations for staff / executive director;
Job description and 6 month objectives.

Expectations for board members;
“job description” for board members
and officers.

■ 5 Minute Break –

**CLOSING
NEXT STEPS**

Next board meeting – set date
Staff to bring back to the Board -
work plan, timetable and budget
(targeted objectives, time-line,
responsibilities, resources required
and expected products)

Executive
Director
Responds

5:10PM-5:30PM
(20 Min.)

Meeting(s) with key stakeholders?

**REFLECTION /
CELEBRATION**

Round robin – brief assessment of
Retreat experience.

Board and Staff

**BOARD RETREAT
AGENDA
August 15, 1997**

<i>INTRODUCTION</i>	Board member introductions – a sharing exercise	Board Members & Staff	12 Noon-12:45PM (45 Min.)
	■ 5 Minute Break –		
<i>LOOKING BACK: HISTORY & MISSION</i>	A history of our organization and review of our mission	Matt & Barb Present	12:50PM–1:20PM (30 Min.)
	■ 5 Minute Break –		
<i>LOOKING FORWARD: VISION & DIRECTION</i>	A visioning exercise and discussion	Small Groups - Large Group	1:25PM–2:25PM (60 Min.)
	If we look at our metropolitan community (school & housing) 5 years in the future, how will our community look different? What differences will our work at EHEP have made? What do we agree we want to achieve and how will our efforts result in changing the community?		
	■ 5 Minute Break –		
<i>NUTS AND BOLTS: STATE OF THE COMMUNITY</i>	Current situational analysis of the community	Joy Moderates	2:30PM–4:00PM (90 Min.)
	What is presently going on in education and housing that affects our work? How do we fit into this? Where does EHEP fit in the larger community and scheme of things?		
<i>ASSESSMENT OF PROGRESS</i>	Review and assessment of project and organizational progress to date		
	Organization (1995 – 1997): What are our strengths? What areas need further growth? What have we accomplished?		
	Round I (First half 1997): What has worked well? What has not worked well, and needs changing? What should be kept from Round I? What should be deleted? Added? Changed?		
	■ 5 Minute Break –		

**PLAN &
OBJECTIVES**

Plan for Round II (Second half of 1997)
and 1998

Josie
Moderates

What do we want to achieve in the second
round of 1997? What will the product or
result at the end of the year look like?
How do we get there?

**STRATEGIES /
COLLABORATIONS**

Who should we be working with? Who
do we want to involve? How will we cast
a wider net and expand participation in
our project?

Review of the Community Circles approach
and the Community Circle Collaborative as
a strategy for achieving our objectives. Are
there other strategies we should consider using?
How will we link our work to the work of the
Mediation team for the NAACP law suit? The
work of the State Board of Education? The work
of other key decision-making bodies?

**MEASURING SUCCESS /
PLANNED OUTCOMES**

What are our planned or desired outcomes?

How will we measure success in reaching them
(how shall we judge success)?
What should be our performance measures?

■ 5 Minute Break –

ORGANIZATION:

**CLARIFICATION
OF ROLES AND
EXPECTATIONS**

What has to change in our organization to
achieve our strategies and objectives?

Jerry
Moderates

4:05PM-5:05PM
(60 Min.)

Board – Staff Expectations: Roles,
Responsibilities and Relationships

Expectations for staff / executive director;
Job description and 6 month objectives.

Expectations for board members;
“job description” for board members
and officers.

■ 5 Minute Break –

CLOSING

NEXT STEPS

Next board meeting – set date
Staff to bring back to the Board -
work plan, timetable and budget
(targeted objectives, time-line,
responsibilities, resources required
and expected products)

Executive
Director
Responds

5:10PM-5:30PM
(20 Min.)

Meeting(s) with key stakeholders?

**REFLECTION /
CELEBRATION**

Round robin – brief assessment of
Retreat experience.

Board and Staff

EDUCATION AND HOUSING EQUITY PROJECT

Memorandum

Date: August 21, 1997
To: EHEP Board Members
From: Dick Little, Director *RL*
Subject: Board Retreat Summary and Confirmation of Next Board Meeting

I want to thank you for a great job at the board retreat last Friday. The dedication and commitment of our Board is exceptional; your comments were insightful and lay the groundwork for more specific and focused discussions at future board meetings. They also provide guidance for staff action.

Enclosed is a summary of our discussions at the retreat (very thoroughly prepared by Jim McDonough). Please review this draft and return any corrections or additions to our office. Final copies will be distributed at the Board Meeting next Friday.

The Board Meeting is confirmed for Friday, August 29th between 12 noon and 2 PM at the Hallie Q. Brown / Martin Luther King Center. A copy of the suggested agenda with attachments is being sent to you under separate cover and will arrive in another day.

To assure the results we want to see at next week's meeting, please give your attention to the *NEXT STEPS* section of the summary report, which spells out what we agreed to do before the next board meeting. Teams for identifying and recommending candidates for the Board are on the same page, in the *STRATEGIES* section.

I would also appreciate your giving some thought to the questions we were not able to spend time on at the retreat. Obviously this is an ongoing process, but the clearer we can be about our expectations "up front," the more likely it is that we will be successful "down the road."

EDUCATION AND HOUSING EQUITY PROJECT

Memorandum

Date: August 22, 1997

To: EHEP Board Members

From: Dick Little, Director *RC Little*

Subject: Board Meeting Agenda

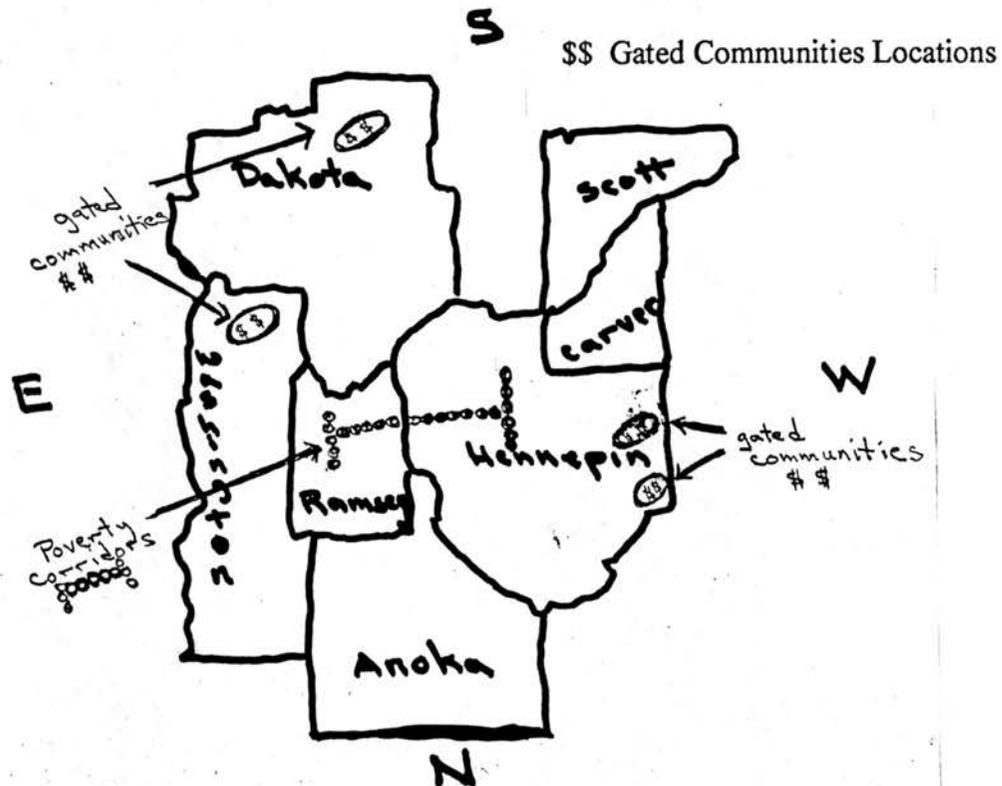
Attached is a copy of the suggested agenda for next Friday's board meeting. Please review and call in any suggested changes or revisions if you have any. Also attached are several items for board reading or review. Products that are on the agenda will either be brought to the meeting or if possible mailed out in advance. I look forward to seeing you all at the meeting.

LOOKING FORWARD: VISION & DIRECTION

(A visioning exercise and discussion – If we look at our metropolitan community (school & housing) 5 years in the future, how will our community look different? What differences will our work at EHEP have made? What do we agree we want to achieve and how will our efforts result in changing the community?)

Jerry asked to diagram the metro, seven county area in a way that represented the establishment of “gated communities” and “concentrations of poverty”. (See Diagram below)

Seven County Metropolitan Area



00 Concentrated Areas of Poverty

Jerry noted that although the Metropolitan Council has oversight for the metropolitan region, we do not have an “urban growth boundary” for the region as has been established in some other parts of the country, such as Portland, Oregon.

The Board members suggested approaching this visioning exercise by addressing the following questions:

What is our vision?

What is the reality of the situation?

What is it that this organization (EHEP) can do?

General Vision for the Community:

- Establishment of an Urban Growth boundary
- Deconcentration of poverty
- Development of a strong coalition of proponents of "Urban Growth Line"
- Expansion of transportation opportunities – public, metro wide
- Development of employment opportunities
- Creation of a metro housing pattern in which everyone would have the "choice" to live in the community where they work
- Creation of an urban "village" – "mixed" housing choices / land uses / full range of services – "redevelop what's there!"
- Development of multiple reception centers for new immigrants & community newcomers

What Will Be Different In 5 Years:

- People will be more at ease talking about race
- There will be more coalitions / collaboratives
- There will be an increased "Pass" rate for 8th grade test
- There will be a lower "Drop Out" rate
- There will be a reduction of suburban zoning barriers
- There will be metro wide accountability, e.g. the Met Council will be elected
- There will be a design for a house – that can be affordably built
- There will be economic equity, without public assistance
- There will be livable wage jobs
- There will be universal health care

Vision for Education / Schools:

- Adults and kids will not be afraid of each other
- More adults of color will be in schools
- Teacher preparation / training will be better
- Student performance on education competencies – Math / Reading levels will improve
- There will be a greater "will" of the community to "pay" for education
| (trade off) |
- There will be greater teacher / administrator accountability
- There will be a greater partnership of parents / teachers / students / businesses
- All adults will be concerned about the success of all kids (including least successful)
- There will be multi-generational involvement
- There will be more teacher assistants
- There will be corporate supported child care
- There will be a belief that education makes a difference and creates hope
- There will be a clearer understanding of the distinction between "assimilation" and "true integration"
- There will be an understanding of what true integration looks like

Vision for Housing:

- There will be more low income housing (distributed throughout the metropolitan area)
- There will be more integrated neighborhoods
- There will be no gentrification
- There will be more rental / multi-family units
- There will be more home ownership by people of color
- There will be a greater relation between Housing <=> Education
- There will be more mixed-income housing

• **A 5 Minute Break**

The Group Decided to Spend 60 Minutes on the *NUTS AND BOLTS* Section and 30 Minutes on the Recruitment of New Board Members

NUTS AND BOLTS: STATE OF THE COMMUNITY

(Current situational analysis of the community - What is presently going on in education and housing that affects our work? How do we fit into this?

Where does EHEP fit in the larger community and scheme of things?)

The Board members felt that the above analysis of the community with geographical diagram of the metropolitan area had succinctly defined what is presently going on in the metropolitan community regarding education and housing.

ASSESSMENT OF PROGRESS

(Review and assessment of project and organizational progress to date - Organization (1995 - 1997): What are our strengths? What areas need further growth? What have we accomplished?

Round I (First half 1997): What has worked well? What has not worked well, and needs changing? What should be kept from Round I? What should be deleted? Added? Changed?)

Who was present at the Community Forum on May 29th, 1997 at Macalester College?
(Staff has prepared A Summary Analysis of the Community Forum Participants & A Survey Summary & Analysis for the Community Circles.)

What have been the concerns and weaknesses over the past 6 months?

- Lack of analysis - where / who was represented (This was corrected by both Summary Analysis of the Community Forum and The Survey Summary Analysis for the Community Circles.)
- Limited representation
- Third ring suburbs were not well represented
- Missing stakeholders: realtors / business / developers / conservatives
- Natural allies were missing e.g. The Urban League
- The St. Paul area was not well represented
- We lack the "Language of Integration" - e.g. Livable Communities Act
- A free form discussion may be "counter productive" (ala john powell)
- Need guided, informed discussion - emphasis on our interconnectedness
- Need focused discussion
- Need moderators who understand the issues
- Need to start from some basic assumptions
- Concern about the applicability of the "Study Circle" model - e.g. neutrality
- Miss the opportunity to capture the emergence of unique, creative solutions

(The group did not address the strengths and accomplishments of the organization.)

EDUCATION AND HOUSING EQUITY PROJECT

BOARD MEETING

Friday, August 29, 1997

12:00 Noon - 2:00 PM

Hallie Q. Brown / MLK Center

Club Room B

Saint Paul, MN

Agenda

1. Review of Board Retreat - Reflections - (all board members and staff)
2. Board Action Thanking Outgoing Board Members Georgina Stephens and Mike Anderson - (Barbara Bearman)
3. Review of Work Program Outline and Project Time-Line - Presentation for Discussion and Action - (Dick Little)
4. Review of Board Recruitment Effort - Recommendations for Discussion and Action - (Board Team Representatives)
5. Responsibilities of Executive Director - Presentation and Discussion - (Jerry Timian)
6. Next Steps?
7. Set Next Meeting Date

EDUCATION AND HOUSING EQUITY PROJECT

**MEMO
(8/29/97)**

TO: EHEP Board Members

RE: Board Meeting Change ** please note date and time change !!!

Date: Friday September 5, 1997

Time: 10:00am – 12:00noon

**Place: Hallie Q. Brown / MLK center
Club Room (to be determined)
St. Paul, MN**

(Hopefully, everyone will have an opportunity to have completed their assignments as suggested at the Retreat (see summary) and report results to staff, so the information can be forwarded to Board Members prior to meeting ... thank you.)

KEY DATES FOR EHEP

September 5, 1997 (Friday) 8AM-10AM EHEP Board Meeting Barb's Residence

September 8, 1997 (Monday) Fax / Mail out List of Board Candidates by Category & one-page description of EHEP Mission and Major Activities
(Board Members to contact their respective candidates to determine their availability & give them copy of EHEP Mission)
(Board Members may want to eliminate names in heavy categories)

September 12, 1997 (Friday) 12:00 noon Conference call to prioritize / select New Board Members & agree on follow-up procedure
(Recommend – Staff prepare letter of confirmation & invitation to Board luncheon & info about Board Training Breakfast at St. Thomas University)

September 29, 1997 (Monday) 11:30AM – 2PM EHEP Luncheon & Orientation with new Board Members

October 10, 1997 (Friday) 11:30AM – 1:30PM EHEP Board Meeting, Hallie Q Brown / MLK Center, St. Paul

Future Recommended Board Meeting Dates (Monthly) – (Suggested by Director)

November 7, 1997 (Friday)
December 5 or 12, 1997 (Friday)
January 9, 1998 (Friday)
February 6 or 13, 1998 (Friday)
March 6 or 13, 1998 (Friday)
April 10, 1998 (Friday)

- Etc. -

Education & Housing Equity Project

Board of Directors

Barbara Bearman²

NAACP, Minneapolis Branch
4401 Park Glen Rd #201
St. Louis Park MN 55416
tel: 925-0567

Institute on Race & Poverty

415 Law Center
229 19th Avenue
Minneapolis MN 55455
tel: 625-1580 (**Marguerite Spencer,**
Legal Fellow)
649-1445 (h)
fax: 624-8890

Jim Hilbert

Attorney at Law
Shulman Law Office
2999 Norwest Center
99 South 7th Street
Minneapolis MN 55402
tel: 338-5221 (w)
645-2606 (h)
fax: 338-5223

Josie Johnson

400 Groveland Avenue
Minneapolis MN 55403
tel: 874-8172

Mathew Little³

NAACP, Minneapolis Branch
2670 Germain Court
Maplewood MN 55109
tel: 773-8141

Van D. Mueller

University of Minnesota, Department of
Education Policy & Administration
3609 Maplewood Drive
Minneapolis MN 55418
tel: 624-7093 (w)
789-3600 (h)
fax: 624-3377

Joy Sorensen Navarre

MICAH (Metropolitan Interfaith
Council on Affordable Housing)
122 W. Franklin Avenue, Suite 320
Minneapolis, MN 55404
tel: 871-8980 (w)
225-9403 (h)
fax: 871-8984

Jerry Timian

St. Louis Park School Board
4115 Raleigh Ave So
St. Louis Park MN 55416
tel: 291-8426 (w)
924-9139 (h)
fax: 291-8353

Staff

Dick Little, Director / Coordinator

Education and Housing Equity Project
122 W. Franklin Avenue, Suite 320
Minneapolis, MN 55404
tel: 871-8980 (w)
724-5662 (h)
fax: 871-8984

(revised September 5, 1997)

¹ Treasurer

² Secretary

³ President

EXECUTIVE DIRECTOR EDUCATION AND HOUSING EQUITY PROJECT

EHEP Mission Statement

The purpose of the Education and Housing Equity Project (EHEP) is to act as a catalyst to build broad-based coalitions and engage the community in public discussions and advocacy for the purpose of promoting racially and economically inclusive communities that give families of all incomes, races, and ethnic backgrounds access to school and housing throughout the metropolitan area.

Qualifications

- Demonstrated ability to work well within a group process that involves individuals from diverse faith, economic, and racial backgrounds
- Knowledge of educational issues in the metropolitan area
- Knowledge of housing issues in the metropolitan area
- Excellent writing and verbal communication skills, including public speaking
- Experience with fund raising and grant writing
- Knowledge of Minnesota's nonprofit sector and philanthropic community
- Experience working with boards and committees
- Financial management skills
- Significant and successful experience in political advocacy and community organizing

Major Job Responsibilities

Community Relations

- Understand and effectively articulate and carry out the EHEP Board's mission, priorities, and policies
- Assist in mobilizing the metropolitan community in efforts to desegregate the schools and promote fair housing practices throughout the metropolitan area
- Build coalitions and relationships with groups and organizations that are promoting and advocating for racially and economically inclusive communities
- Build coalitions and relationships with groups and organizations that work to provide families of all incomes, races, and ethnicities access to schools and housing throughout the metropolitan area
- Keep abreast of programs and policies impacting schools and housing issues in the metropolitan area
- Keep abreast of the NAACP lawsuit and its impact of desegregation in the metropolitan area
- Provide leadership in effectively promoting EHEP activities and policies to the media
- To foster communications, prepare bi-monthly newsletter relating EHEP's activities

Administrative and Personnel Management

- Serve as the EHEP contact for all professional advisers and the general public
- Provide supervision for and performance evaluation of any independent contractors hired to perform services for EHEP
- Ensure that EHEP complies with regulations governing 501C3 organizations as well as EHEP bylaws
- Provide staff support for Board committees
- Manage volunteers, matching their skills and interests with EHEP needs and activities
- Provide written reports of EHEP-sponsored forums and other activities

Financial Management and Grant Writing

- Write and submit grants on behalf of EHEP to foundations and funding organizations
- Report back to funders on the results and outcomes of activities related to grants
- Develop an annual budget for EHEP
- Ensure that accurate expense reports are reviewed by the full board on a bi-monthly basis
- Work with the EHEP Board to monitor the performance of investments
- Ensure an appropriate and successful annual audit

Education & Housing Equity Project
Income Statement
For the Eight Months Ending August 31, 1997

	Current Month		Year to Date	
Revenues				
Foundations & Corporations	10,000.00	100.00	55,800.00	100.00
Individuals	0.00	0.00	0.00	0.00
Earned income	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>
Total Revenues	10,000.00	100.00	55,800.00	100.00
	<hr/>	<hr/>	<hr/>	<hr/>
Cost of Sales				
Total Cost of Sales	0.00	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>	<hr/>
Gross Profit	10,000.00	100.00	55,800.00	100.00
	<hr/>	<hr/>	<hr/>	<hr/>
Expenses				
Wages	2,413.75	24.14	16,635.00	29.81
Payroll taxes	225.70	2.26	1,903.43	3.41
Fringe Benefits	0.00	0.00	0.00	0.00
Professional Services	500.00	5.00	6,233.47	11.17
Local Auto	0.00	0.00	33.41	0.06
Staff Expense	0.00	0.00	17.50	0.03
Fiscal Agent fees	0.00	0.00	1,575.00	2.82
Office Supplies	0.00	0.00	419.29	0.75
Postage	0.00	0.00	987.02	1.77
Conferences & Meetings	0.00	0.00	1,057.90	1.90
Printing	1,325.00	13.25	3,416.85	6.12
Telephone	0.00	0.00	77.39	0.14
Miscellaneous	0.00	0.00	47.58	0.09
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenses	4,464.45	44.64	32,403.84	58.07
	<hr/>	<hr/>	<hr/>	<hr/>
Net Income	\$ 5,535.55	55.36	\$ 23,396.16	41.93
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Education & Housing Equity Project
Balance Sheet
August 31, 1997

ASSETS

Current Assets		
Cash in Checking	\$ 24,030.37	
Total Current Assets		24,030.37
Property and Equipment		
Total Property and Equipment		0.00
Other Assets		
Total Other Assets		0.00
Total Assets	\$	<u>24,030.37</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll taxes payable	\$ 634.21	
Total Current Liabilities		634.21
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		634.21
Capital		
Net Income	23,396.16	
Total Capital		23,396.16
Total Liabilities & Capital	\$	<u>24,030.37</u>

Activity Category	July 1997	August 1997	September 1997	October 1997	November 1997	December 1997	January 1998	February 1998	March 1998	April 1998
<i>Education Activities:</i>	Gather Reports & Rosters	Gather & Review Reports & Rosters (continued)	Compile & Analyze Reports (continued)	Complete Report of Circle Discussions / Review, Publish & Distribute Report on Round I Circle Discussions	Round II Kick-off Events (Sponsors, Facilitators and Participants)	Conduct Round II Discussions / Community Circles (continued)	Conduct Round II Discussions / Community Circles (continued)	Conduct Round II Discussions / Community Circles (continued)	Citizens Summit	
		Compile & Analyze Reports from Round I Discussions	Prepare Report of Circle Discussions	"Blue Ribbon" Committee Studies Report & Survey Results and Makes Recommendations on Making Round II Discussions More Action-Oriented	Pair Circles for Round II Discussions		Gather Preliminary Discussion Results	Compile Reports	Prepare Combined Report Round II	
		Expand Data Base to Include Potential / New / Additional Participants	Convene "Blue Ribbon" Advisory Committee (Include Reps from Round I Circles)	Recruitment of Facilitators; Design Training & Prepare, Organize & Arrange Round II Discussions	Community Circle Inaugural Activities		Conduct Mid-Course Review Meeting with Sponsors & Facilitators	"Blue Ribbon" Group Formulates Questions for Citizens Summit w/ MN Meeting	Community Circle Follow-up Activities	Develop Agenda & Suggested Action Plan(s)
<i>Collaboration & Coalition Building:</i>			Renew Existing and Build New Collaborative Partnerships – Recruit New Sponsors	Meetings with Sponsors – Communicate Results of Round I / Recruitment of Sponsors - Round II						Present Report Results to Partners & Board
<i>Assessment & Evaluation:</i>	Survey Circle Groups	Survey Circle Groups / Revise & Organize into a Composite Survey Report	Complete Assessment & Evaluation of Round I; Hold Focus Group(s) w/ Round I Circles	Design Reporting Format & System for Gathering & Assessing Results for Round II Discussions	Implement Reporting Format for Gathering & Assessing Results		Survey Community Circles		Conduct Project Evaluation – Round II	
<i>Technical Assistance & Resource Development:</i>			Redraft / Modify Discussion / Issue Guide & Develop Instructions for Round II	Prepare Synopses and Abstracts of Selected Resources / Work with Libraries to Make Resources Available	Establish Speakers Resource Panel for Presentations to Community Circles					
<i>Advocacy & Public Information:</i>			Meetings w/ Public Agencies and Participation in Public Events	EHEP & Circle Collaborative Meetings w/ NAACP Law Suit Mediation Team					Provide Input from Community Circle Project into the NAACP Mediation Process	Participation & Input in the NAACP Process (continued)
<i>Funding & Organizational Development:</i>		Hold Board Retreat & Prepare Organization Work Plan	Add New Board Members & Review Work Plan / Approval Exec. Dir. Job Description	New Board Orientation and Training		Funding Inquiries and Proposals				
			Funding Inquiries & Proposals	Prepare/Revise Budget-Work Plan & Budget Approval by Board						

Activity Category	May 1998	June 1998	July 1998	August 1998	September 1998	October 1998	November 1998	December 1998	January 1999	February 1999
<i>Education Activities:</i>	Forum – Community Circle Participants – Presentation of Report & Agenda									
	“Blue Ribbon” Advisory Group to Oversee Transition from Discussions to Actions									
<i>Collaboration & Coalition Building:</i>		Work with Communities & Organizations to Implement Community Action(s) & Change	Work with Coalitions; Support Individual and Collective Actions for Community Change							
<i>Assessment & Evaluation:</i>										
<i>Technical Assistance & Resource Development:</i>										
<i>Advocacy & Public Information:</i>	Review, Discussion & Refinement of Report & Agenda	Presentation of Report to Media, Civic Organizations and Public Officials	Presentation of Report to Interested Publics (continued)	Presentation of Report to Interested Publics (continued)						
	Participation & Input in the NAACP Mediation Process (continued)		Work with Coalitions to Develop & Support Model Proposals and Legislation	Work with Coalitions to Develop Model Proposals & Legislation (continued)	Meetings and Presentations with Various Legislative Committees & Other Public Bodies	Refinements & Presentations of Legislative Agenda to Legislature thru Committees	Refinements & Presentations of Legislative Agenda	Refinements & Presentations of Legislative Agenda (continued)	State Legislation Session	State Legislation Session
<i>Funding & Organizational Development</i>		Funding Inquiries & Proposals / Develop Additional Funding Strategies		Board Retreat & Review Work Plan	Funding Inquiries & Proposals			Funding Inquiries & Proposals		

EDUCATION AND HOUSING EQUITY PROJECT

BOARD MEETING

Friday, September 5, 1997

8:00AM - 10:00AM

Residence of Board V.P. and Secretary, Barb Bearman

4401 Park Glen Road., #201

St. Louis Park Minnesota

Agenda

- | | |
|------------------------|--|
| 8:00AM
(5 minutes) | 1. Review Agenda and Board Retreat Minutes (corrections ?) |
| 8:05AM
(5 minutes) | 2. Recommendations for Board Action to Thank Outgoing Board Members
(Georgina Stephens and Mike Anderson) – Barbara Bearman |
| 8:10AM
(30 minutes) | 3. Board Expansion and Recruitment – Recommendations for Discussion and
Action – Board Team Representatives |
| 8:40AM
(30 minutes) | 4. Job Description for Executive Director – Presentation for Discussion and
Action – Jerry Timian |
| 9:10AM
(45 minutes) | 5. Proposed Work Plan and Project Time-Line – Presentation for
Discussion and Action – Dick Little |
| 9:55AM
(5 minutes) | 6. Set Next Steps and Meeting Date |
| 10:00AM | 7. Adjourn |

FAX MEMO

September 8, 1997

TO: EHEP Board Members

FROM: Dick Little, Executive Director

Please find attached a copy of the "Board Recruitment" List discussed at the Board Meeting on 9/5/97. In addition to the candidate's name and information provided by Team Members, the "categories" of EHEP Board recruitment as discussed at the Board Retreat on 8/15/97 are also listed for each candidate. A copy of our Mission & Activities statement is also enclosed for sharing with potential candidates. Each Team should contact the candidates it identified to determine their availability to serve on our Board. Please review and prepare your top six choices for discussion at our conference call (to be rescheduled).

This list will also be mailed out to Board Members today with the Board Minutes from 9/5/97 and additional copies of the EHEP Mission & Activities statement. Thank you for your attention to these matters, and if you have any questions or suggestions, please do not hesitate to call the office at # 871-8980.

EHEP BOARD RECRUITMENT LIST

The issue of Board recruitment of new members was discussed. The following persons were mentioned as possible candidates:

	Board Categories
(Team 1 – Josie/Joy)	
OK - Keith Hardy – younger, in his 30's, African American man, recently nominated for "11 Who Care" Award, involved with training for SuperValu Co., mentoring children, St. Paul School Board-finance committee, school children, not available at present during work hours, has "heart" for the issues.	Business, Schools, Passion
OK - Carol McGee Johnson – parent program in St. Paul, Black parent advocate program, St. Paul Public Schools, Student of Josie, private consultant.	Schools, Community Leader
OK - Katrina Reed – Minneapolis Public Schools, Interim Superintendent.	Schools, Community Leader
OK - Jim Lenfesty – editorial journalist, Star Tribune, on editorial board, Josie connected with him through Mixed Blood Theater, fundraising connections, has the "right" feeling, yet reservations were expressed, his promotion of voucher program and "misrepresenting" the lawsuit as an "equity" issue rather than an "educational adequacy" issue, very open minded, may have disqualify self because of position on editorial board, his wife Susan might be a good candidate.	Media, Fundraising
(Team 2 – Matt/Barb)	
OK - Alan Johnson – national fundraiser with Vance Opperman, interested in the issues, "organizer at large", worked for Jerry Brown's administration in California. Friend of Josie's.	Fundraiser, Business
✓ - Don Lewis – lawyer, son of Don Lewis Sr. (former NAACP state & St. Paul chair), was with Dorsey & Whitney, recently founded his own firm.	Lawyer, Community Leader
NO - Mitch Pearlstein – "policy maker", quite a standing in certain part of our community, should find some common ground with them in terms of moving toward change.	Policy Maker
NO - Peter Bell – TCF. Matt opposed to Mitch or Peter because would have to "re-debate" the basic suppositions which underlie EHEP with them. Not appropriate for Board, but dialogue is essential.	Banker
✓ - Kathy Tunheim – corporate person, marketing, social justice and equality oriented, hosted & handled PR for 1995 NAACP national convention, successful firm, might be able to provide "pro bono" services to EHEP, husband – Jack is Federal judge, Matt and Josie know her well.	Business, Marketing, Passion
NO - Russ Adams – Alliance for Metro Stability, housing, transportation, & environment issues, his organization is a coalition, might be good for "outreach".	Community Leader (advocate)
NO - Pam Twiss – (SPEAC) St. Paul Ecumenical Alliance of Congregations, community Organizer, Faith community, we may be too focused for her.	Faith Community, Leader
OK - Tom Stanley – African American, from Matt's hometown in North Carolina, Washington, NC, works for Silicon Graphics Computer Systems in Bloomington, met Matt at NAACP lawsuit fundraiser in Rochester when worked for IBM.	Business
(Team 3 – Jerry/Jim/ Marguerite/Dick)	
✓ - Paul Williams – Minneapolis Foundation, formerly with St. Paul Foundation, supportive of Neighborhood Revitalization Programs, Humphrey Institute grad, recommended that KTCA contact Dick about Citizen's Summit tomorrow, can connect with National funders, may have conflict of interest as funder.	Fundraiser, Community Leader
NO - Hal Freshley – Met Council, previously planner and Social development officer, now with the state – aging programs, on St. Paul's First Call for Help Board.	Policy Maker, Understands
✓ - Ken Ford – African American, from Cleveland Ohio, St. Paul Pioneer Press, marketing.	Media, Marketing
NO - Gilbert De LaO – Latino, Neighborhood House, has helped with Lawsuit with Jim Hilbert, West Side activist, St. Paul School Board, also conscious of Asian community issues, involved with Education Summit, active in education.	Community Leader, Schools
OK - Chris Toffolo – University of St. Thomas, Political Science, active with "Teaching Against Racism – transforming curriculum, had Sam Meyers at their meeting, Marguerite knows her.	Schools
NO - Jay Erstling – attorney, business, active in Teaching Against Racism at St. Thomas.	Lawyer, Business
NO - Jan Milnar – Teaching Against Racism, St. Thomas.	Schools
✓ - Frank Hornstein – JCA, active, housing issues, too busy, JCA reps – Rachel Drucker or Rachel Breen	Community Leader, Understands
OK - Myron Orfield – text book author "Metropolitics", State Rep, assistant at MAP, font of knowledge, controversial with some people because of his addressing the issues, fundraiser.	Policy Maker, Understands
NO - Gene Sylvestre – Human Rights activist, started many of the suburban commissions, marketing, retired, involved with Edina & Golden Valley Community Circles, Greater Mpls. Council of Churches, Church, Social Action Committee.	Faith & Community Leader, Marketing
NO - Walter Gray – African American, American Express Financial Advisors, Golden Valley Human Rights Commission, Golden Valley Community Circle Facilitator and Golden Valley representative at Macalester Forum in May.	Business, Community Circle

(missing: Realtors, Developers, Labor)

The Board decided that the next steps would include:

- a) Dick going through the categories listed at the Board Retreat
- b) List candidates according to categories
- c) Fax candidate/category list to Board Members along with EHEP mission statement & PR info (Monday, September 8th)
- d) Board Members will check "availability" and "interest" of candidates
- e) Board and Staff will "conference" by phone on final candidates and prioritize candidates (Friday, September 12th)
- f) New Board Members will be invited to the next Board Meeting on Monday, September 29th

EDUCATION & HOUSING EQUITY PROJECT

Mission Statement

The purpose of the Education & Housing Equity Project (EHEP) is to act as a catalyst to build broad-based coalitions and engage the community in public discussions and advocacy for the purpose of promoting racially and economically inclusive communities that give families of all incomes, races and ethnicities access to schools and housing throughout the metropolitan area.

Current Activities:

(1) Exploring how to build a coalition that can work for racially and economically inclusive communities and respond to the segregation and disparities now developing in the housing and schools of the Twin Cities metro area.

(2) Working in collaboration with other housing, education, religious, and anti-racism organizations to plan and implement a metro-wide study circle and community forum project for 1997 that focuses on the questions: "How does racial and economic segregation of housing affect educational achievement and life opportunities of Twin Cities' children?" and, "What can citizens do individually and collectively to enhance the educational and life opportunities for all children in the Twin Cities metropolitan area?"

Contact Information:

122 West Franklin Ave, #320
Minneapolis MN 55404
tel: 871-8980
fax: 871-8984
e-mail: micah@mtn.org

Staff:
Dick Little, Coordinator

122 WEST FRANKLIN AVENUE, #320 * MINNEAPOLIS, MN * 55404
PHONE: 612-871-8980 * FAX: 612-871-8984 * EMAIL: MICAH@MTN.ORG

THE COMMUNITY CIRCLE COLLABORATIVE

SUMMARY

The Community Circle Collaborative is a metro-wide dialogue project being undertaken by a growing number of organizations and individuals throughout the Twin Cities area for early 1997. We envision a program in which at least 200 people from all walks of life join together - 5-15 at a time - in "community circles" held throughout the metro area to discuss the question: "How does racial and economic segregation of housing affect educational achievement and life opportunities?"

The partners that make up the Collaborative are coming together with a shared belief in the need for civil, informed dialogue and collective analysis - across all racial, economic, and political lines - about the trends and changes taking place in the communities and schools of the Twin Cities metro area today. It is our hope that bringing together such groups will both build understanding and produce practical recommendations for actions that organizations, policy makers, and individuals can take. Our inspiration comes from successful, large-scale programs already launched in a number of communities around the country.

Project Goals

1. To discuss how the community in which we live and our personal experiences as members of that community affect children's education.
2. To educate participants about other communities' perspectives and experiences.
3. To examine the challenges that housing segregation pose for our educational system.
4. To develop and implement strategies to overcome these challenges.

Community Circle Structure

Community circles are small, highly participatory discussion groups that engage people in controversial, political, thought-provoking topics. The community circles model combines the small-group discussion groups known as "study circles" with a model developed by the Minnesota Minority Education Partnership, which stresses providing information and research services to the groups, the cooperative development of strategies by the groups, and subsequent community forums organized by the groups.

A typical community circle will include 5-15 members. Each community circle will be as economically, ethnically, racially, and politically diverse as possible. Each group will meet for approximately 10 hours and be led by a trained facilitator. A common *Discussion Guide* that includes readings, presentations of a range of viewpoints, and discussion questions will be used by all the groups. Beyond these base materials, however, each group is encouraged to set the framework for subsequent circle discussion and request research on specific topics. The community circle approach provides a framework for dialogue that allows participants to address an issue, examine different views on both the problem and possible remedies, and pursue concerns and solutions that interest and motivate them toward action.

Levels of Organizational Involvement

Critical to the success of the project is the effective mobilization of the different organizations that make up the collaborative. To facilitate involvement, the collaborative has identified a specific process and structure. The structure identifies the roles and responsibilities of the project's partners as follows:

Project Coordinators will manage the project by providing the necessary staff support, fundraising, conducting research, and implementing the project evaluation. Organizations that agree to be Project Coordinators will sign a *Pledge of Participation* outlining their roles and responsibilities in the project.

Resource Partners will play an advisory role regarding project design, fundraising, future projects, information/research, in-kind contributions, and/or technical assistance. Resource partners will sign a *Pledge of Participation* outlining their roles and responsibilities.

Sponsors will sponsor community circles by recruiting community members, facilitating community circles, and providing a location for community circle meetings, child-care, and transportation. Sponsors will sign a *Pledge of Participation* outlining their roles and responsibilities in the project.

Timeline

The project intends to kick off in December, 1996 with a forum for potential sponsors. Facilitators will be trained in January 1997. The community circles themselves will begin shortly thereafter. A final conference for all participants -- where community circles share their ideas and solutions -- will take place in Spring, 1997.

EHEP BOARD MEETING

Minutes

9/5/97

In Attendance: Barbara Bearman, Jim Hilbert, Matt Little, Josie Johnson, Joy Sorensen Navarre, Marguerite Spencer, Jerry Timian, Dick Little, Executive Director, Jim McDonough, staff

Matt is going to Ghana for 18 days as part of the Friendship Mission next week.

Dick called the Board Meeting to order at 8:15AM. Introductions were made, and Dick and the Board welcomed the new representative from the Institute on Race and Poverty, Marguerite Spencer, who has been a Senior Research Assistant with the Institute since April, 1997.

Dick asked if there were any additions or corrections to the Retreat Minutes. Barbara stated that she would have preferred that the "personal" introductions had not been recorded and identified by name. Matt also said he agreed.

Dick asked Barbara and Matt to clarify the history regarding the Lawsuit and to clarify if there were "one or two Lawsuits ??". Matt stated that there is only "one" Lawsuit, now known as the "Adequacy" Lawsuit, which was originally initiated by he and Barbara as an "anticipated desegregation Lawsuit, but has now been resolved into the "Adequacy" Lawsuit filed by the NAACP on their behalf. Matt is a past president of the local NAACP and Barbara has been involved with the NAACP Education Committee. Their Lawsuit was the result of their concerns that as regards a 1971 lawsuit in Minneapolis regarding school desegregation. In that Lawsuit, Judge Larson had given the enforcement of the court's mandates to the State. As the result of their concerns that the State had not sufficiently enforced these mandates and followed through as directed by the court, the "Adequacy Lawsuit by the NAACP resulted against the State. The initial "press release" in the Minneapolis paper does a good job of explaining the Lawsuit (we will see if we can get copies for the Board).

Jerry was able to join the Board Meeting this AM because the St. Paul United Way had given him time to do so today.

The Board discussed its appreciation to former Board Members, Georgina Stephens and Mike Anderson. Matt felt that since the Board and the organization is so new that it would be appropriate to have the Board send a letter of appreciation. Josie added that a "certificate of appreciation" would also be a reflection of the Board's acknowledgement of Georgina's and Mike's contributions to EHEP. Jerry said a box of Frango Mints would be nice. Staff will prepare the letters and certificates for Board signatures.

The issue of Board recruitment of new members was discussed. The following persons were mentioned as possible candidates:

(Team 1 – Josie/Joy)

- Keith Hardy – younger, in his 30's, African American man, recently nominated for "11 Who Care" Award, involved with training for SuperValu Co., mentoring children, St. Paul School Board-finance committee, school connections, not available at present during work hours, has "heart" for the issues.
- Carol McGee Johnson – parent program in St. Paul, Black parent advocate program, St. Paul Public Schools, Student of Josie, private consultant.
- Katrina Reed – Minneapolis Public Schools, Interim Superintendent.
- Jim Lenfesty – editorial journalist, Star Tribune, on editorial board, Josie connected with him through Mixed Blood Theater, fundraising connections, has the "right" feeling, yet reservations were expressed, his promotion of voucher program and "misrepresenting" the lawsuit as an "equity" issue rather than an "educational adequacy" issue, very open minded, may have disqualify self because of position on editorial board, his wife Susan might be a good candidate.

(Team 2 – Matt/Barb)

- Alan Johnson – national fundraiser with Vance Opperman, interested in the issues, “organizer at large”, worked for Jerry Brown’s administration in California. Friend of Josie’s.
- Don Lewis – lawyer, son of Don Lewis Sr. (former NAACP state & St. Paul chair), was with Dorsey & Whitney, recently founded his own firm.
- Mitch Pearlstein – “policy maker”, quite a standing in certain part of our community, should find some common ground with them in terms of moving toward change.
- Peter Bell – TCF. Matt opposed to Mitch or Peter because would have to “re-debate” the basic suppositions which underlie EHEP with them. Not appropriate for Board, but dialogue is essential.
- Kathy Tunheim – corporate person, marketing, social justice and equality oriented, hosted & handled PR for 1995 NAACP national convention, successful firm, might be able to provide “pro bono” services to EHEP, husband – Jack is Federal judge, Matt and Josie know her well.
- Russ Adams – Alliance for Metro Stability, housing, transportation, & environment issues, his organization is a coalition, might be good for “outreach”.
- Pam Twiss – (SPEAC) St. Paul Ecumenical Alliance of Congregations, community Organizer, Faith community, we may be too focused for her.
- Tom Stanley – African American, from Matt’s hometown in North Carolina, Washington, NC, works for Silicon Graphics Computer Systems in Bloomington, met Matt at NAACP lawsuit fundraiser in Rochester when worked for IBM.

(Team 3 – Jerry/Jim/ Marguerite/Dick)

- Paul Williams – Minneapolis Foundation, formerly with St. Paul Foundation, supportive of Neighborhood Revitalization Programs, Humphrey Institute grad, recommended that KTCA contact Dick about Citizen’s Summit tomorrow, can connect with National funders, may have conflict of interest as funder.
- Hal Freshley – Met Council, previously planner and Social development officer, now with the state – aging programs, on St. Paul’s First Call for Help Board.
- Ken Ford – African American, from Cleveland Ohio, St. Paul Pioneer Press, marketing.
- Gilbert De Lao – Latino, Neighborhood House, has helped with Lawsuit with Jim Hilbert, West Side activist, St. Paul School Board, also conscious of Asian community issues, involved with Education Summit, active in education.
- Chris Toffolo – University of St. Thomas, Political Science, active with “Teaching Against Racism – transforming curriculum, had Sam Meyers at their meeting, Marguerite knows her.
- Jay Erstling – attorney, business, active in Teaching Against Racism at St. Thomas.
- Jan Milnar – Teaching Against Racism, St. Thomas.
- Frank Hornstein – JCA, active, housing issues, too busy, JCA reps – Rachel Drucker or Rachel Breen
- Myron Orfield – text book author “Metropolitics”, State Rep, assistant at MAP, font of knowledge, controversial with some people because of his addressing the issues, fundraiser.
- Gene Sylvestre – Human Rights activist, started many of the suburban commissions, marketing, retired, involved with Edina & Golden Valley Community Circles, Chair of Social Action Committee of Greater Minneapolis Council of Churches.
- Walter Gray – African American, American Express Financial Advisors, Golden Valley Human Rights Commission, Golden Valley Community Circle Facilitator, Golden Valley representative at Macalester Forum in May.

The Board decided that the next steps would include:

- a) Dick going through the categories listed at the Board Retreat
- b) List candidates according to categories
- c) Fax candidate/category list to Board Members along with EHEP mission and activities statement (Monday, September 7th)
- d) Board Members will check "availability" and "interest" of candidates
- e) Board and Staff will "conference" by phone on final candidates and prioritize candidates (Friday, September 12th)
- f) New Board Members will be invited to the next Board Meeting on Monday, September 29th

Several Board Members indicated interest in Myron Orfield's book "Metropolitix" – e.g. Josie, Jerry, etc.

Jerry presented the "job description" of the Executive Director to the Board for review. Good start and improvement on previous description. Discussion of "who" represents EHEP and the "role" of representing and promoting the organization. The Board also performs this function. Who is the EHEP "spokesperson"? It was suggested that Board Members review the "job description" and vote on its "approval" at the next meeting.

Dick announced the availability of a Board Training seminar at St. Thomas University which would be very helpful for both old and new Board Members Tuesday October 7th 7:30AM – 9:30AM – Breakfast Meeting - St. Thomas Minneapolis Campus, cost: \$25.00 to be paid by EHEP; please let Dick know if you want to be registered. Barbara asked about personal liability of Board Members in a non-profit organization; these and other questions would most likely be addressed at the seminar. Matt suggested that "new" Board Members of EHEP go through an orientation to EHEP prior to the St. Thomas seminar, so that they would have a general understanding of what our organization is about beforehand. The Harvard Business School article on non-profit boards which was distributed to Board Members at the last meeting was also referenced.

An initial presentation of the Work Plan for EHEP was provided by Dick. Jim Hilbert indicated that the Mediation team for the NAACP Lawsuit will be doing their data gathering again between September 22nd – 26th, 1997 in the Twin Cities area.

Dick reported that 25 surveys of Community Circles have been returned to date, most of them included a summary report of their discussion findings, conclusions and recommendations.

The EHEP work "product" and progress toward its development was briefly discussed. Dick asked all Board Members to think about providing feedback on the "product" we are aiming for and on processes we hope to influence decision makers (in addition, to the state legislature and the NAACP mediation team process). The next few months will involve compiling the Study Circle Reports, convening a "Blue Ribbon" panel to advise and support the next steps in the process, reviewing and revising the Discussion Guide with the help of the Institute on Race and Poverty to help develop more focused questions, and the use of "language of inclusivity". Josie stated that the Discussion Guide needs to "address the issues that are out there and that need to be addressed as part of this process". Dick suggested that Board Members review the work done by Len Witt of the MPR Civic Journalism Initiative which provided another approach to guiding the discussion.

Matt asked about the date for the Citizens Summit (scheduled to be held in March 1998 on the Work Plan). If possible, we would encourage a kick-off event for Round II in conjunction with a fall (November ??) meeting with Kaquasi Enfumi as the speaker. Board Members agreed that John Hope Franklin or another representative of the President's Commission on Race should be invited as the speaker for our Citizens Summit. Everyone agreed that it would make more sense to hold the

Summit at the conclusion of the Round II Community Circle discussions rather than at the kick-off in the Fall. This will necessitate talking to the foundations about extending our grant period.

The new Board Member orientation meeting was set for September 29th, 1997 – Monday – 11:30AM – 2:00PM (restaurant / or meeting place to be determined). New Board Members will be invited and lunch will be provided.

The next regular Board meeting was set for Friday, October 10, 1997 – 11:30AM – 1:30PM, at the Hallie Q. Brown / Martin Luther King Center in St. Paul.

Meeting adjourned at 10:05AM.

EDUCATION AND HOUSING EQUITY PROJECT

MEMORANDUM

September 26, 1997

To: Current Board Members
From: Dick Little *Dick*
Subject: EHEP New Board Member Orientation

As you know, we have scheduled the orientation meeting for next Monday, September 29. The meeting will be held in Conference Room 2 at the Church Center, from 11:00 AM to 1:00 PM. I am ordering a variety of box lunches, which will be delivered at noon.

Current board members should make every effort to attend. This meeting is an important opportunity for new board members and current board members to meet one another, and for experienced board members to share their commitment to our mission with new members.

I look forward to seeing you on Monday.

MINUTES: EHEP BOARD OF DIRECTORS—October 17, 1997

Meeting convened at 7:45 AM and adjourned at 9:00 AM

Present: Barbara Bearman, Keith Hardy, Jim Hilbert, Van Mueller, Joy Sorensen Navarre, Marguerite Spencer, Thomas Stanley, Jerry Timian and Chris Toffolo

Staff: Dick Little

Agenda: Approved with no changes.

Minutes of previous meeting: A summary of the September 5th Board Meeting will be mailed out and approved at the next meeting.

Reports:

Executive Director's Report – Dick reviewed staff accomplishments for the past Month (see attached report).

Financial Report – Dick gave a brief status report and funding update. Because of the office move, the financial statement will be presented at the November board meeting. The account currently has approximately \$15,000 of available funds. EHEP has recently been awarded a \$500 grant by the Norwest Bank – Maple Grove branch.

Special Report – Joy Sorensen Navarre reported on the HUD Fair Housing Initiatives Grant recently awarded to MICAH. EHEP will be collaborating with MICAH in the project to be funded by HUD. See attached project description and EHEP letter of support.

Board Business:

Executive Director Job Description – Jerry Timian briefly reviewed the job description presented for review at the September board meeting, and recently faxed to new board members. Discussion followed on the question of “who speaks for the organization – who is EHEP’s spokesperson?” Although there is no single answer to this question, the board agreed that there is ample opportunity for the director to “represent” the organization through the duties and expectations in the job description.

Motion: *To approve the job description for the executive director Position. Moved, seconded and approved.*

Review of Work Plan and Program – The executive director briefly reviewed the work plan. Priorities are 1) to complete the report on the first round of study circle findings and recommendations, 2) to review and revise the discussion guide, and 3) to establish clear expectations for the second round of

discussions. These actions are prerequisites to accomplishing other actions identified in the work plan.

Selection of Treasurer – Although no one present volunteered to serve as treasurer, several board members indicated their willingness to assist with budget matters. The suggestion was made that we create a finance and budget committee. Director Little will follow up with Van Mueller and Tom Stanley to form this committee. He will also follow up with board members not present regarding the board treasurer responsibility (Keith Hardy and Allan Johnson have subsequently confirmed that they are not available to serve as treasurer).

Action: *Convene a finance and budget committee*

Furniture and Equipment for New Office – Dick Little announced that the MICAH/EHEP move to a new and expanded office in the Church Center has been completed. Although EHEP has purchased a new computer, Little indicated that we could use donated or second-hand chairs, a small table, file cabinets, shelves and, if available, a computer desk. Suggestions were made to contact “used” sales centers, such as General Office Products, and donor centers such as the Re-use Center on Lake Street. The director will follow up with Barb Bearman about shelves and Tom Stanley about a desk and file cabinet.

Draft Summary of Community Circle Reports – Dick Little distributed the draft of the report summarizing the community circle discussions, prepared by consultant Joyce Levine. He emphasized that this is an incomplete draft and requested board members to *review it and get comments back to him within two weeks (no later than October 31st)*. Dick will supervise the preparation of the final report.

Action: *Board members will review, comment and suggest additions to the draft report summarizing community discussions.*

New Committee – Dick Little proposed the formation of a working group to review and recommend revisions to the *CHOICES FOR COMMUNITY* conversation guide for use in a second round of public discussions. Jim Hilbert, Marguerite Spencer, Cris Toffolo and Carol McGee Johnson have agreed to serve on the working group. Myron Orfield and John Powell will serve as advisors. The Working Group will be convened by the Executive Director, and agreed to have its first meeting on Wednesday, November 5 at 3:15 PM at the Church Center.

Motion: *To establish a committee to review and revise the discussion guide. Moved, seconded and approved.*

Action: *Committee will review and recommend revisions to the community discussion guide.*

Items for Next Board Meeting:

Pursuit of Additional Funding – The director will mail out to the board a list of local foundations and other organizations that support the kind of work EHEP is doing. Board members will review the list prior to the next meeting and indicate contacts persons they have worked with identify which organizations they are willing to contact regarding fund support. National foundations that are active in the Twin Cities, such as the Lilly Foundation, may be added to this list.

EHEP Budget – A budget will be presented at the next board meeting, after MICAH and EHEP have discussed the necessary budget changes required by the move to a larger space and the acquisition of modernized equipment (new fax, copier and phone system). The director will also consult with those board members who have offered assistance in preparing the budget.

Announcements:

Conference on Increasing Student Achievement – Approaches that Work – Co-sponsored by the Humphrey Institute's Center for School Change, Radisson Metrodome Hotel, Minneapolis, Oct. 27-28th.

Affordable Housing Summit – Joy Sorensen Navarre announced that MICAH will be co-sponsoring a Summit of housing advocacy groups to develop a common agenda on affordable housing for the metropolitan area. Event is scheduled for Friday, November 14, 1997 (all day). EHEP board members are encouraged to attend. Flyer to be sent to board – please call to register.

Conference on "Closing the Income Gap" – Barb Bearman informed the board about an event co-sponsored by the DFL Education Foundation focusing on achievement of a 'livable wage' economy, Saturday (all day), November 22nd at South High School. Flyer to be sent out to the board.

Conference on Barriers to Welfare Reform – Marguerite Spencer talked about the Institute on Race and Poverty's conference on "spatial barriers to welfare reform" scheduled for December 5-6, 1997. More info to follow.

Next Board Meetings:

Friday, November 21, 1997, 7:30 – 9:00 AM, Minnesota Church Center

Friday, December 19, 1997, 7:30 – 9:00 AM, Minnesota Church Center

Adjournment

EDUCATION AND HOUSING EQUITY PROJECT

122 West Franklin Avenue, Suit 310

Minneapolis, MN 55404

(Tel) 871-2519

(Fax) 871-8984

(E-mail) ehep@mtn.org

BOARD MEETING

Friday, October 17, 1997

7:30 – 9:00 AM

Minnesota Church Center

Conference Room 2

AGENDA

1. Welcome and introductions of board members
2. Approval of agenda
3. Approval of minutes (9-5-97 board meeting)
4. Reports
 - a. Executive director's report – update on accomplishments
 - b. Financial report and funding update
 - c. Special report on HUD grant to MICAH
5. Old business
 - a. Job position of executive director – board review and approval
 - b. Work plan – board discussion and approval
6. New business
 - a. Nomination and election of treasurer
 - b. Office move and expansion – equipment needs
 - c. Report from consultant summarizing Community Circle discussions
 - d. Recommendation for working group to review and recommend revisions to the Conversation Guide
7. Agenda and place for next meeting – Friday, November 21, 1997 (7:30 – 9:00 AM)

MINUTES: EHEP BOARD OF DIRECTORS—October 17, 1997

Meeting convened at 7:45 AM and adjourned at 9:00 AM

Present: Barbara Bearman, Keith Hardy, Jim Hilbert, Van Mueller, Joy Sorensen Navarre, Marguerite Spencer, Thomas Stanley, Jerry Timian and Chris Toffolo

Staff: Dick Little

Agenda: Approved with no changes.

Minutes of previous meeting: A summary of the September 5th Board Meeting will be mailed out and approved at the next meeting.

Reports:

Executive Director's Report – Dick reviewed staff accomplishments for the past month (see attached report).

Financial Report – Dick gave a brief status report and funding update. Because of the office move, the financial statement will be presented at the November board meeting. The account currently has approximately \$15,000 of available funds. EHEP has recently been awarded a \$500 grant by Norwest Bank-Maple Grove.

Special Report – Joy Sorensen Navarre reported on the HUD Fair Housing Initiatives Grant recently awarded to MICAH. EHEP will be collaborating with MICAH in the project to be funded by HUD. See attached project description and EHEP letter of support.

Board Business:

Executive Director Job Description – Jerry Timian briefly reviewed the job description presented for review at the September board meeting and recently faxed to new board members. Discussion followed on the question of “who speaks for the organization – who is EHEP’s spokesperson?” Although there is no single answer to this question, the board agreed that there is ample opportunity for the director to “represent” the organization through the duties and expectations in the job description.

Motion: *To approve the job description for the executive director position. Moved, seconded and approved.*

Review of Work Plan and Program – The executive director briefly reviewed the work plan. Priorities are 1) to complete the report on the first round of study circle findings and recommendations, 2) to review and revise the discussion guide, and 3) to establish clear expectations for the second round of

discussions. These are prerequisites to accomplishing other actions identified in the work plan.

Selection of Treasurer – Although no one volunteered to serve as treasurer, several board members indicated their willingness to assist with budget matters. The suggestion was made that we create a finance and budget committee. Director Little will follow up with Van Mueller and Tom Stanley to form this committee. He will also contact board members not present regarding the board treasurer responsibility (Keith Hardy and Allan Johnson have subsequently confirmed that they are not available to serve as treasurer).

Action: *Convene finance and budget committee*

Furniture and Equipment for New Office – Dick Little announced that the MICAH/EHEP move to a new and expanded office in the Church Center has been completed. Although EHEP has purchased a new computer, Little indicated that we could use donated or second-hand chairs, a small table, file cabinets, shelves and, if available, a computer desk. Suggestions were made to contact “used” sales centers, such as General Office Products, and donor centers such as the Re-use Center on Lake Street. The director will follow up with Barb Bearman about shelves and Tom Stanley about a desk and file cabinet.

Draft Summary of Community Circle Reports – Dick Little distributed the draft of the report summarizing the community circle discussions, prepared by consultant Joyce Levine. He emphasized that this is an incomplete draft and requested board members to *review it and get comments back to him within two weeks (no later than October 31st)*. Dick will supervise the preparation of the final report.

Action: *Board members will review, comment and suggest additions to the draft report summarizing community circle discussions.*

New Committee to Review Discussion Guide – Dick Little proposed the formation of a working group to review and recommend revisions to the *CHOICES FOR COMMUNITY* conversation guide for use in a second round of public discussions. Jim Hilbert, Marguerite Spencer, Cris Toffolo and Carol McGee Johnson have agreed to serve on the working group. Myron Orfield and John Powell will serve as advisors. The Working Group will be convened by the Executive Director, and agreed to have its first meeting on Wednesday, November 5 at 3:15 PM at the Church Center.

Motion: *To establish a committee to review and revise the discussion guide. Moved, seconded and approved.*

Action: *Committee will review and recommend revisions to the community circle discussion guide.*

Items for Next Board Meeting:

Pursuit of Additional Funding – The director will mail out to the board a list of local foundations and other organizations that support the kind of work EHEP is doing. Board members will review the list prior to the next meeting and indicate those organizations (and individuals) they have worked with and would be willing to contact regarding fund support. National foundations that are active in the Twin Cities, such as the Lilly Foundation, may be added to this list.

EHEP Budget – A budget will be presented at the next board meeting, after MICAH and EHEP have discussed the necessary budget changes required by the move to a larger space and the acquisition of modernized equipment (new fax, copier and phone system). The director will also consult with those board members who have offered assistance in preparing the budget.

Board Member Job Description – A draft statement of proposed board member and officer responsibilities will be submitted to board members for review and discussion at the next board meeting.

Announcements:

Conference on Increasing Student Achievement – Approaches that Work – Co-sponsored by the Humphrey Institute's Center for School Change, Radisson Metrodome Hotel, Minneapolis, Oct. 27-28th.

Affordable Housing Summit – Joy Sorensen Navarre announced that MICAH will be co-sponsoring a Summit of housing advocacy groups to develop a common agenda on affordable housing for the metropolitan area. Event is scheduled for Friday, November 14, 1997 (all day). EHEP board members are encouraged to attend. Flyer to be sent to board members – please call to register.

Conference on "Closing the Income Gap" – Barb Bearman informed the board about an event co-sponsored by the DFL Education Foundation focusing on achievement of a 'livable wage' economy, Saturday (all day), November 22nd at South High School. Flyer and registration form to be mailed to board members.

Conference on Barriers to Welfare Reform – Marguerite Spencer talked about the Institute on Race and Poverty's conference on "spatial barriers to welfare reform" scheduled for December 5-6, 1997. More info. to follow.

Next Board Meetings:

Friday, November 21, 1997, 7:30 – 9:00 AM, Minnesota Church Center

Friday, December 19, 1997, 7:30 – 9:00 AM, Minnesota Church Center

Adjournment

REPORT OF THE EXECUTIVE DIRECTOR
-EHEP ACCOMPLISHMENTS-
September 5 – October 17, 1997

- Contracted for and supervised preparation of report synthesizing and summarizing Round I community circle conversations
- Arranged for focus group facilitator to hold focus meetings with community circle representatives
- Continued recruitment of potential partners for Round II conversations – EHEP data base has now surpassed 1,000
- Finalized selection of new board members; contacted new board members, held orientation meeting and/or individual meetings with new board members
- Arranged for student intern with the Higher Education for Consortium for Urban Affairs
- Prepared funding proposals to Headwaters Fund and First Universalist Foundation
- Obtained small grant award from Norwest Bank-Maple Grove
- Met with and provided “input” to the NAACP lawsuit mediation consulting team (CMI) and the “Minnesota Milestones” process coordinated by Minnesota Planning
- Represented EHEP at the annual conferences of the Minnesota League of Human Rights Commissions and the Minnesota Coalition for the Homeless
- Delivered presentation (executive director and board member Marguerite Spencer) to the Minnesota Minority Education Partnership at its annual meeting
- Co-sponsored the Twin Cities “town meetings” as part of the National Summit on Race Relations and America’s Schools. Board member Josie Johnson was the presenter for the Minneapolis meeting. Community circle moderators facilitated the Minneapolis and St Paul meetings (apx. 40 participants).
- Prepared article, was interviewed, and arranged additional interviews with community circle partners for the feature article (on issues of race and class in the Twin Cities) of the next issue of the Wilder Foundation’s *Community Matters* (scheduled for publication in November)
- Invited as EHEP Director to participate in KTCA’s “Citizens Summit” on Community-Building in the Twin Cities, to be shown on Channel 2, December 3, 1997
- Invited as EHEP Director to participate in the “Metro Initiatives Forum” sponsored by the Citizens League and various national and local foundations (one of 12 metropolitan forums in the country)
- Formally supported MICAHA’s proposal to HUD for a Fair Housing Initiatives Grant. In the category of “education and outreach—reducing suburban tensions,” MICAHA was one of five organizations in the nation to receive funding (\$100,000). EHEP will be a collaborating partner in this project.
- Assisted in convening the metro Interfaith Action forums on jobs, housing, sprawl, race and poverty; these forums and discussion guide are modeled after EHEP’s community circle project and conversation guide. The forums were organized by Interfaith Action church leaders who had participated in Round I community circle discussions
- Assisted with MICAHA’s Annual Meeting small group discussion process, modeled after and inspired by EHEP’s circle discussion project
- Represented EHEP at forum on “community building” held by the Southwest Roundtable
- Met with Chair of the Metropolitan Council, Curt Johnson, to secure Metro Council participation and cooperation with our initiatives
- Completed board training at the University of St. Thomas (four board members and executive director participated) and began office computer training at the Science Museum of Minnesota
- Completed office move and expansion, and purchased new computer (EHEP remains co-housed with MICAHA but now has its own office, computer and phone line)

Project Abstract

The Metropolitan Interfaith Council on Affordable Housing (MICAH) proposes a new initiative "Neighbors Building Strong Communities" for funding by the 1997 HUD Fair Housing Initiatives Program under the Education and Outreach Initiative/Regional, Local and Community-based/Reducing Community Tension component.

Neighbors Building Strong Communities will be a collaborative between MICAH, the Alliance for Metropolitan Stability, the Housing Discrimination Law Project of the Legal Aid Society of Minneapolis, the Illusion Theater, the Minnesota Fair Housing Center and the Metropolitan Housing Opportunity Program and **will utilize grassroots efforts to reduce community tension that arise as people expand their housing choices.**

Working with religious congregations and in collaboration with community leaders, fair housing organizations and elected officials, Neighbors Building Strong Communities will challenge the patterns of segregated communities in selected areas across the Minneapolis and St. Paul metropolitan region during the 18 month contract period, through education, advocacy, and volunteer service projects.

During the last 4 years, the U.S. Department of Housing and Urban Development (HUD) has moved aggressively to expand housing choices in the Minneapolis and St. Paul metropolitan region. Through these efforts and the *Hollman vs. Cisneros* Consent Decree in the metropolitan region, hundreds of units of segregated, obsolete public housing are being demolished. Residents of these units frequently face community opposition and prejudice as they attempt to use housing certificates or vouchers to move to decent non-segregated housing in other neighborhoods. Similarly, non-profit housing providers who seek to develop scattered site affordable housing in low poverty areas are subject to community resistance.

MICAH is a regional advocacy organization made up of over 100 Catholic, Protestant, Islamic, and Jewish congregations and housing organizations dedicated to ensuring decent, safe and affordable housing for everyone in our metropolitan community. In the nine years since MICAH's inception in 1989, people of all faiths have made abundantly clear their demand for increased housing choice as a solution to the problems across the region. They have made it clear there is a moral imperative for fair .

MICAH's work during the eighteen months of Neighbors Building Strong Communities will use grassroots organizing components of education, advocacy, and service projects, which are tools MICAH has utilized effectively throughout the past nine years.

- **The Education component stimulates concrete actions by individuals and congregations by raising awareness of fair housing through *educational theater productions with the Illusion Theater*, community discussions and forums.**
- **The Advocacy component mobilizes the religious community to promote local initiatives to expand housing opportunities for people with low incomes.**

- **The Service component provides congregations the opportunity to rebuild houses in the core cities. In addition, congregations develop programs which welcome newcomers to suburban communities through HUD's Regional Opportunity Counseling program.**

In collaboration with the nationally acclaimed Illusion Theater, MICAH will produce seven fair housing educational productions for presentation throughout the metropolitan region. Believing that theater has the potential to be a compelling educational tool, Neighbors Building Strong Communities will utilize the medium of theater to be a catalyst of personal, political and social change in the area of fair housing. The persuasive and potent methodology of theater bypasses the indifference and apathy that quantifiable data such as facts and figures can provoke in people. Theater is another means of presenting information on fair housing in a compelling and provocative manner. In light of the inherent difficulty of reducing community tensions, Neighbors Building Strong Communities brings a distinct and unique approach to reducing tensions through fair housing education.

In order to validate and broaden the theater productions' impact, which will be essential to the success of the message of fair housing in suburban areas, Neighbors Building Strong Communities proposes to secure private sector partnership for each theater production. The cost of sponsorship will be \$3,000-5,000 dollars per event. Initial contacts indicate significant interest from corporations, charitable foundations and local small businesses in sponsorship of a production.

The advocacy work of Neighbors Building Strong Communities enables a religious concern for justice to influence public policy decisions that relate to fair housing. The project will expand the network of individuals, congregations and organizations involved in long term solutions to the chronic shortage of fair housing choices on the municipal, regional and state levels.

Volunteer service projects are the traditional avenue that people of faith have chosen to become involved to change neighborhoods. Through experiences in these core cities projects, individuals interact with persons different from themselves, become cognizant of cultural characteristics and begin to build relationships across gender, race and class. Providing a service component will deepen the impact of Neighbors Building Strong Communities.

Through the grassroots tools of education, advocacy, and service work of Neighbors Building Strong Communities, MICAH will strengthen a powerful connection between core city residents and suburban residents that comprise the metropolitan community. It is only through creating mutual respect and a common understanding of issues that substantial strides toward reducing community tensions will be achieved. Neighbors Building Strong Communities will continue to provide opportunities to accomplish this challenge.

- **The Service component provides congregations the opportunity to rebuild houses in the core cities. In addition, congregations develop programs which welcome newcomers to suburban communities through HUD's Regional Opportunity Counseling program.**

In collaboration with the nationally acclaimed Illusion Theater, MICAH will produce seven fair housing educational productions for presentation throughout the metropolitan region. Believing that theater has the potential to be a compelling educational tool, Neighbors Building Strong Communities will utilize the medium of theater to be a catalyst of personal, political and social change in the area of fair housing. The persuasive and potent methodology of theater bypasses the indifference and apathy that quantifiable data such as facts and figures can provoke in people. Theater is another means of presenting information on fair housing in a compelling and provocative manner. In light of the inherent difficulty of reducing community tensions, Neighbors Building Strong Communities brings a distinct and unique approach to reducing tensions through fair housing education.

In order to validate and broaden the theater productions' impact, which will be essential to the success of the message of fair housing in suburban areas, Neighbors Building Strong Communities proposes to secure private sector partnership for each theater production. The cost of sponsorship will be \$3,000-5,000 dollars per event. Initial contacts indicate significant interest from corporations, charitable foundations and local small businesses in sponsorship of a production.

The advocacy work of Neighbors Building Strong Communities enables a religious concern for justice to influence public policy decisions that relate to fair housing. The project will expand the network of individuals, congregations and organizations involved in long term solutions to the chronic shortage of fair housing choices on the municipal, regional and state levels.

Volunteer service projects are the traditional avenue that people of faith have chosen to become involved to change neighborhoods. Through experiences in these core cities projects, individuals interact with persons different from themselves, become cognizant of cultural characteristics and begin to build relationships across gender, race and class. Providing a service component will deepen the impact of Neighbors Building Strong Communities.

Through the grassroots tools of education, advocacy, and service work of Neighbors Building Strong Communities, MICAH will strengthen a powerful connection between core city residents and suburban residents that comprise the metropolitan community. It is only through creating mutual respect and a common understanding of issues that substantial strides toward reducing community tensions will be achieved. Neighbors Building Strong Communities will continue to provide opportunities to accomplish this challenge.

**EDUCATION AND HOUSING EQUITY PROJECT
COMMUNITY CIRCLE COLLABORATIVE**

122 West Franklin Avenue, Suite 320

Minneapolis, MN 55404

Phone: (612) 871-8980

Fax: (612) 871-8984

e-mail: micah@mtn.org

August 14, 1997

HUD Headquarters
ATTN: Maxine B. Cunningham
Fair Housing Initiatives Program Division
Office of Fair Housing Initiatives and Voluntary Programs
451 7th Street SW, Room 5234
Washington, DC 20410-20000

Dear Ms. Cunningham:

On behalf of the Board of Directors of the Education and Housing Equity Project and the partner organizations of the Community Circle Collaborative, I am writing to convey our strong commitment and support for the Metropolitan Interfaith Council on Affordable Housing's proposal, "Neighbors Building Strong Communities," to the U.S. Department of Housing and Urban Development's Fair Housing Initiative Program for 1997.

With a membership base of over 100 congregations located throughout the metropolitan area and a history of proactive leadership on metropolitan housing issues dating back to 1989, MICAH has developed a substantial track record in increasing public support for fair housing and overcoming opposition to affordable housing in suburban communities. MICAH's very creative proposal to work with the Illusion Theater (nationally known for its success in confronting stereotypes and provoking rethinking about major social issues) is a logical extension of its work.

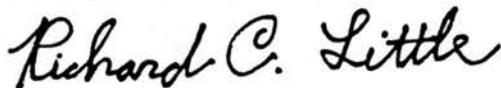
This project will occur at a critical time in efforts by Twin Cities area communities to address issues of housing, schools and race that are polarizing our communities. MICAH's proposal will directly contribute to achieving the objectives of the Minneapolis Housing Principles, the Metropolitan Livability Act, the Regional Housing Opportunity Counseling Program of the Metropolitan Council, the class action settlement of *Hollman v. Cisneros*, and the mediation process for the educational adequacy suit filed by the NAACP against the State of Minnesota. MICAH has the public respect and trust to be *the agent* that can bring people together on the difficult issues of fair and affordable housing facing our metropolitan area, and can do so in a way that will lead to results.

The Education and Housing Equity Project is a collaborator in this proposal. Over the past year, we have engaged hundreds of citizens throughout the metropolitan area in 'community circle' discussions on the questions of how racial and economic segregation of housing has impacted the educational achievement and life opportunities of Twin Cities' children and families, and what we as a community can do to enhance educational success and housing and economic opportunities for *all* children in the region. MICAH has been a principal partner in this project, and many of its member organizations have sponsored the discussions. Through its leadership in our "Choices for Community" project, MICAH has developed a keen awareness of and commitment to connecting affordable housing to the related issues of education, jobs, transit and race relations with which our metropolitan citizens are struggling.

Through the "Choices for Community" project and Community Circle Collaborative, we have built an immense network of partners (including media organizations) that will serve to amplify the ability of MICAH's proposed "Neighbors Building Strong Communities" project to reach and engage a broad cross-section of Twin Cities citizens. We have also advanced the art of using discussion models and developing discussion guides that can be used to support the public conversations that are an essential part of MICAH's proposal. Using our research and the results of community circle discussions already completed, we will also be able to inform the MICAH project's conversations and ideas for action. In these and other ways, our resources will be leveraged to support and complement the "Neighbors Building Strong Communities" project.

In short, we strongly urge you to fund MICAH's "Neighbors Building Strong Communities" proposal.

Sincerely,



Richard C. Little, AICP
Executive Director

CC: Matt Little, President, Education and Housing Equity Project
Joy Sorensen Navarre, Executive Director, MICAH
Jaime Pedraza, Director, Fair Housing and Equal Opportunity Division,
Minnesota State Office, HUD

METRO-WIDE AFFORDABLE HOUSING SUMMIT

Unite with us
for Change



More than 35 housing groups and coalitions will join forces to work on priorities and common ground relating to affordable housing issues in the metropolitan area. To achieve housing goals in housing that cannot be achieved alone.

When: Friday, November 14, 1997

Time: 8:30 a.m. to 4:30 p.m.

Where: Midway Sheraton (I94 at Hamline, St. Paul)

NO COST BREAKFAST AND LUNCH PROVIDED



FREE PARKING

Presented By: MICAH
St. Paul Area Coalition for the Homeless
Minnesota Coalition for the Homeless

For More Information Contact:
Greg Horan 222-5863 or Joy Sorensen Navarre 871-8980

METRO-WIDE AFFORDABLE HOUSING SUMMIT

On Friday November 14, 1997 from 8:30a.m. to 4:30p.m., MICAH, St. Paul Area Coalition for the Homeless, and the Minnesota Coalition for the Homeless will sponsor the first ever metro-wide affordable housing summit. It will be held at the Midway Sheridan located off of I 94 at Hamline Avenue in St. Paul.

The summit will bring together a gathering of people who have or are experiencing homelessness or housing discrimination, services and shelter providers, frontline worker, housing advocates, landlords, tenants, bankers, government officials, elected officials, and developers to begin to address the severe affordable housing shortage in the Twin Cities area.

What separates this event from others is its unique format. After an opening ceremony where the agenda for the summit will be outlined, participants will gather in small groups to begin discussing the problems and challenges of each focus area (see list of focus areas below). After lunch, participants will re-gather to discuss possible short and long term solutions to their specific focus areas. Then all participants will gather together and discuss each group's findings and select 6 areas to focus on. At this time, planning committees and workplans will be formed and information on how to follow-up with one another will be distributed.

Focus areas include:

- lack of affordable housing
- racism and housing
- lack of coordinated housing and shelter plan
- tenant and landlord rights and responsibilities
- problems in obtaining project funding and professional expertise
- large family housing problems
- special needs neighborhood (mental, veteran, disabled)
- neighborhood housing problems
- threatening emergency shelters
- lack of governmental commitment to housing
- section 8 and public housing
- suburban housing shortage

The Summit is free of charge. Breakfast and Lunch will be provided.

METRO-WIDE AFFORDABLE HOUSING SUMMIT

On Friday November 14, 1997 from 8:30a.m. to 4:30p.m., MICAH, St. Paul Area Coalition for the Homeless, and the Minnesota Coalition for the Homeless will sponsor the first ever metro-wide affordable housing summit. It will be held at the Midway Sheridan located off of I 94 at Hamline Avenue in St. Paul.

The summit will bring together a gathering of people who have or are experiencing homelessness or housing discrimination, services and shelter providers, frontline worker, housing advocates, landlords, tenants, bankers, government officials, elected officials, and developers to begin to address the severe affordable housing shortage in the Twin Cities area.

What separates this event from others is its unique format. After an opening ceremony where the agenda for the summit will be outlined, participants will gather in small groups to begin discussing the problems and challenges of each focus area (see list of focus areas below). After lunch, participants will re-gather to discuss possible short and long term solutions to their specific focus areas. Then all participants will gather together and discuss each group's findings and select 6 areas to focus on. At this time, planning committees and workplans will be formed and information on how to follow-up with one another will be distributed.

Focus areas include:

- lack of affordable housing
- racism and housing
- lack of coordinated housing and shelter plan
- tenant and landlord rights and responsibilities
- problems in obtaining project funding and professional expertise
- large family housing problems
- special needs neighborhood (mental, veteran, disabled)
- neighborhood housing problems
- threatening emergency shelters
- lack of governmental commitment to housing
- section 8 and public housing
- suburban housing shortage

The Summit is free of charge. Breakfast and Lunch will be provided.

MINUTES: EHEP BOARD OF DIRECTORS—October 17, 1997

Meeting convened at 7:45 AM and adjourned at 9:00 AM

Present: Barbara Bearman, Keith Hardy, Jim Hilbert, Van Mueller, Joy Sorensen Navarre, Marguerite Spencer, Thomas Stanley, Jerry Timian and Chris Toffolo

Staff: Dick Little

Agenda: Approved with no changes.

Minutes of previous meeting: A summary of the September 5th Board Meeting will be mailed out and approved at the next meeting.

Reports:

Executive Director's Report – Dick reviewed staff accomplishments for the past month (see attached report).

Financial Report – Dick gave a brief status report and funding update. Because of the office move, the financial statement will be presented at the November board meeting. The account currently has approximately \$15,000 of available funds. EHEP has recently been awarded a \$500 grant by Norwest Bank-Maple Grove.

Special Report – Joy Sorensen Navarre reported on the HUD Fair Housing Initiatives Grant recently awarded to MICAH. EHEP will be collaborating with MICAH in the project to be funded by HUD. See attached project description and EHEP letter of support.

Board Business:

Executive Director Job Description – Jerry Timian briefly reviewed the job description presented for review at the September board meeting and recently faxed to new board members. Discussion followed on the question of “who speaks for the organization – who is EHEP’s spokesperson?” Although there is no single answer to this question, the board agreed that there is ample opportunity for the director to “represent” the organization through the duties and expectations in the job description.

Motion: *To approve the job description for the executive director position. Moved, seconded and approved.*

Review of Work Plan and Program – The executive director briefly reviewed the work plan. Priorities are 1) to complete the report on the first round of study circle findings and recommendations, 2) to review and revise the discussion guide, and 3) to establish clear expectations for the second round of

discussions. These are prerequisites to accomplishing other actions identified in the work plan.

Selection of Treasurer – Although no one volunteered to serve as treasurer, several board members indicated their willingness to assist with budget matters. The suggestion was made that we create a finance and budget committee. Director Little will follow up with Van Mueller and Tom Stanley to form this committee. He will also contact board members not present regarding the board treasurer responsibility (Keith Hardy and Allan Johnson have subsequently confirmed that they are not available to serve as treasurer).

Action: *Convene finance and budget committee*

Furniture and Equipment for New Office – Dick Little announced that the MICAH/EHEP move to a new and expanded office in the Church Center has been completed. Although EHEP has purchased a new computer, Little indicated that we could use donated or second-hand chairs, a small table, file cabinets, shelves and, if available, a computer desk. Suggestions were made to contact “used” sales centers, such as General Office Products, and donor centers such as the Re-use Center on Lake Street. The director will follow up with Barb Bearman about shelves and Tom Stanley about a desk and file cabinet.

Draft Summary of Community Circle Reports – Dick Little distributed the draft of the report summarizing the community circle discussions, prepared by consultant Joyce Levine. He emphasized that this is an incomplete draft and requested board members to *review it and get comments back to him within two weeks (no later than October 31st)*. Dick will supervise the preparation of the final report.

Action: *Board members will review, comment and suggest additions to the draft report summarizing community circle discussions.*

New Committee to Review Discussion Guide – Dick Little proposed the formation of a working group to review and recommend revisions to the *CHOICES FOR COMMUNITY* conversation guide for use in a second round of public discussions. Jim Hilbert, Marguerite Spencer, Cris Toffolo and Carol McGee Johnson have agreed to serve on the working group. Myron Orfield and John Powell will serve as advisors. The Working Group will be convened by the Executive Director, and agreed to have its first meeting on Wednesday, November 5 at 3:15 PM at the Church Center.

Motion: *To establish a committee to review and revise the discussion guide. Moved, seconded and approved.*

Action: *Committee will review and recommend revisions to the community circle discussion guide.*

Items for Next Board Meeting:

Pursuit of Additional Funding – The director will mail out to the board a list of local foundations and other organizations that support the kind of work EHEP is doing. Board members will review the list prior to the next meeting and indicate those organizations (and individuals) they have worked with and would be willing to contact regarding fund support. National foundations that are active in the Twin Cities, such as the Lilly Foundation, may be added to this list.

EHEP Budget – A budget will be presented at the next board meeting, after MICAH and EHEP have discussed the necessary budget changes required by the move to a larger space and the acquisition of modernized equipment (new fax, copier and phone system). The director will also consult with those board members who have offered assistance in preparing the budget.

Board Member Job Description – A draft statement of proposed board member and officer responsibilities will be submitted to board members for review and discussion at the next board meeting.

Announcements:

Conference on Increasing Student Achievement – Approaches that Work – Co-sponsored by the Humphrey Institute's Center for School Change, Radisson Metrodome Hotel, Minneapolis, Oct. 27-28th.

Affordable Housing Summit – Joy Sorensen Navarre announced that MICAH will be co-sponsoring a Summit of housing advocacy groups to develop a common agenda on affordable housing for the metropolitan area. Event is scheduled for Friday, November 14, 1997 (all day). EHEP board members are encouraged to attend. Flyer to be sent to board members – please call to register.

Conference on "Closing the Income Gap" – Barb Bearman informed the board about an event co-sponsored by the DFL Education Foundation focusing on achievement of a 'livable wage' economy, Saturday (all day), November 22nd at South High School. Flyer and registration form to be mailed to board members.

Conference on Barriers to Welfare Reform – Marguerite Spencer talked about the Institute on Race and Poverty's conference on "spatial barriers to welfare reform" scheduled for December 5-6, 1997. More info. to follow.

Next Board Meetings:

Friday, November 21, 1997, 7:30 – 9:00 AM, Minnesota Church Center

Friday, December 19, 1997, 7:30 – 9:00 AM, Minnesota Church Center

Adjournment

REPORT OF THE EXECUTIVE DIRECTOR
-EHEP ACCOMPLISHMENTS-
September 5 – October 17, 1997

- Contracted for and supervised preparation of report synthesizing and summarizing Round I community circle conversations
- Arranged for focus group facilitator to hold focus meetings with community circle representatives
- Continued recruitment of potential partners for Round II conversations – EHEP data base has now surpassed 1,000
- Finalized selection of new board members; contacted new board members, held orientation meeting and/or individual meetings with new board members
- Arranged for student intern with the Higher Education for Consortium for Urban Affairs
- Prepared funding proposals to Headwaters Fund and First Universalist Foundation
- Obtained small grant award from Norwest Bank-Maple Grove
- Met with and provided “input” to the NAACP lawsuit mediation consulting team (CMI) and the “Minnesota Milestones” process coordinated by Minnesota Planning
- Represented EHEP at the annual conferences of the Minnesota League of Human Rights Commissions and the Minnesota Coalition for the Homeless
- Delivered presentation (executive director and board member Marguerite Spencer) to the Minnesota Minority Education Partnership at its annual meeting
- Co-sponsored the Twin Cities “town meetings” as part of the National Summit on Race Relations and America’s Schools. Board member Josie Johnson was the presenter for the Minneapolis meeting. Community circle moderators facilitated the Minneapolis and St Paul meetings (apx. 40 participants).
- Prepared article, was interviewed, and arranged additional interviews with community circle partners for the feature article (on issues of race and class in the Twin Cities) of the next issue of the Wilder Foundation’s *Community Matters* (scheduled for publication in November)
- Invited as EHEP Director to participate in KTCA’s “Citizens Summit” on Community-Building in the Twin Cities, to be shown on Channel 2, December 3, 1997
- Invited as EHEP Director to participate in the “Metro Initiatives Forum” sponsored by the Citizens League and various national and local foundations (one of 12 metropolitan forums in the country)
- Formally supported MICAH’s proposal to HUD for a Fair Housing Initiatives Grant. In the category of “education and outreach—reducing suburban tensions,” MICAH was one of five organizations in the nation to receive funding (\$100,000). EHEP will be a collaborating partner in this project.
- Assisted in convening the metro Interfaith Action forums on jobs, housing, sprawl, race and poverty; these forums and discussion guide are modeled after EHEP’s community circle project and conversation guide. The forums were organized by Interfaith Action church leaders who had participated in Round I community circle discussions
- Assisted with MICAH’s Annual Meeting small group discussion process, modeled after and inspired by EHEP’s circle discussion project
- Represented EHEP at forum on “community building” held by the Southwest Roundtable
- Met with Chair of the Metropolitan Council, Curt Johnson, to secure Metro Council participation and cooperation with our initiatives
- Completed board training at the University of St. Thomas (four board members and executive director participated) and began office computer training at the Science Museum of Minnesota
- Completed office move and expansion, and purchased new computer (EHEP remains co-housed with MICAH but now has its own office, computer and phone line)

Education & Housing Equity Project
Balance Sheet
October 31, 1997

ASSETS

Current Assets		
Cash in Checking	\$ 16,220.37	
Total Current Assets		16,220.37
Property and Equipment		
Total Property and Equipment		0.00
Other Assets		
Total Other Assets		0.00
Total Assets	\$	<u>16,220.37</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll taxes payable	\$ 830.53	
Total Current Liabilities		830.53
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		830.53
Capital		
Net Income	15,389.84	
Total Capital		<u>15,389.84</u>
Total Liabilities & Capital	\$	<u>16,220.37</u>

Education & Housing Equity Project
Income Statement
For the Ten Months Ending October 31, 1997

	Current Month		Year to Date	
Revenues				
Foundations & Corporations	0.00	0.00	55,800.00	100.00
Individuals	0.00	0.00	0.00	0.00
Earned income	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	55,800.00	100.00
Cost of Sales				
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	0.00	0.00	55,800.00	100.00
Expenses				
Wages	3,175.00	0.00	22,647.50	40.59
Payroll taxes	291.35	0.00	2,460.10	4.41
Fringe Benefits	0.00	0.00	0.00	0.00
Professional Services	0.00	0.00	6,233.47	11.17
Local Auto	0.00	0.00	33.41	0.06
Staff Expense	0.00	0.00	23.03	0.04
Fiscal Agent fees	0.00	0.00	2,250.00	4.03
Office Supplies	0.00	0.00	484.59	0.87
Equipment	0.00	0.00	0.00	0.00
Postage	0.00	0.00	1,496.54	2.68
Conferences & Meetings	0.00	0.00	1,057.90	1.90
Printing	0.00	0.00	3,527.95	6.32
Telephone	0.00	0.00	148.09	0.27
Miscellaneous	0.00	0.00	47.58	0.09
Total Expenses	3,466.35	0.00	40,410.16	72.42
Net Income	\$ <3,466.35>	0.00	\$ 15,389.84	27.58

Education & Housing Equity Project
Income Statement
For the Nine Months Ending September 30, 1997

	Current Month		Year to Date	
Revenues				
Foundations & Corporations	0.00	0.00	55,800.00	100.00
Individuals	0.00	0.00	0.00	0.00
Earned income	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	55,800.00	100.00
Cost of Sales				
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	0.00	0.00	55,800.00	100.00
Expenses				
Wages	2,837.50	0.00	19,472.50	34.90
Payroll taxes	265.32	0.00	2,168.75	3.89
Fringe Benefits	0.00	0.00	0.00	0.00
Professional Services	0.00	0.00	6,233.47	11.17
Local Auto	0.00	0.00	33.41	0.06
Staff Expense	5.53	0.00	23.03	0.04
Fiscal Agent fees	675.00	0.00	2,250.00	4.03
Office Supplies	65.30	0.00	484.59	0.87
Postage	509.52	0.00	1,496.54	2.68
Conferences & Meetings	0.00	0.00	1,057.90	1.90
Printing	111.10	0.00	3,527.95	6.32
Telephone	70.70	0.00	148.09	0.27
Miscellaneous	0.00	0.00	47.58	0.09
Total Expenses	4,539.97	0.00	36,943.81	66.21
Net Income	\$ <4,539.97>	0.00	\$ 18,856.19	33.79

Education & Housing Equity Project
Balance Sheet
September 30, 1997

ASSETS

Current Assets		
Cash in Checking	\$ 19,749.62	
Total Current Assets		19,749.62
Property and Equipment		
Total Property and Equipment		0.00
Other Assets		
Total Other Assets		0.00
Total Assets	\$	<u>19,749.62</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll taxes payable	\$ 893.43	
Total Current Liabilities		893.43
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		893.43
Capital		
Net Income	18,856.19	
Total Capital		18,856.19
Total Liabilities & Capital	\$	<u>19,749.62</u>



Memo

To: Education & Housing Equity Board of Directors
From: Tim Sullivan
Date: November 12, 1997
Re: Fiscal relationship between MICAHA and EHEP

Some significant changes have occurred in the past few months within MICAHA that warrant a change to our fiscal agent agreement. MICAHA has secured a larger office space with a separate office for EHEP. EHEP now has its own dedicated phone line through MICAHA. Lastly, the rate at which MICAHA pays me has changed significantly. The following is a breakdown of the costs that MICAHA is proposing starting November 1, 1997.

- 1) Administrative support services: Bookkeeping, payroll, producing financial statements, etc.
Cost: Time of administrative director at \$21.20/hour for approximately 7 hours per month
- 2) Office space
Cost: 128 square feet at 1.03 /square foot per month
- 3) Local telephone service
Cost: One business phone line including taxes at \$50.00/month
- 4) Use of office equipment such as phones, voice mail & fax
Cost: 20% of equipment depreciation. There will be no charge to EHEP for this.

Taken together, these costs amount to about \$330 per month. That is what I am proposing as MICAHA's fee for the above services.

In addition, MICAHA will bill EHEP for the following on a monthly basis:

- 1) Copies at \$.05/copy
- 2) Long distance phone calls at cost
- 3) Postage charged to MICAHA's account at cost
- 4) Any office supplies that MICAHA pays for at cost

I have included a new Fund Certification Agreement for your approval. If you have any questions about the agreement, please contact me.

Fund Certification Agreement

Effective Date of Agreement: November 1, 1997

Recitals:

- A. Metropolitan Interfaith Council on Affordable Housing (MICAHA) is a Minnesota nonprofit corporation recognized by the IRS as being organized and operated exclusively for charitable purposes within the meaning of Internal Revenue Code §501(c)(3).
- B. Education and Housing Equity Project (EHEP), with a principal office at 122 W. Franklin Ave., Suite 310, Minneapolis, Minnesota is a Minnesota nonprofit corporation recognized by the IRS as being organized and operated exclusively for charitable purposes within the meaning of Internal Revenue Code §501(c)(3).
- C. EHEP desires to enter into an Agreement to retain MICAHA as EHEP's "fiscal agent" in order for EHEP to carry out one or more of its specific projects, in furtherance of charitable purposes within the meaning of §501(c)(3) of the Internal Revenue code as follows:
Promoting integration of the housing and educational systems in the Twin Cities through education and advocacy.
- D. MICAHA has agreed to act as EHEP's "fiscal agent" in order to support the charitable purposes enumerated in the preceding recital within the terms and conditions outlined herein.

Agreement:

1. Fiscal Agent Services

- 1.1 **Authority.** EHEP hereby appoints MICAHA to act as its fiscal agent and MICAHA hereby accepts such appointment. MICAHA shall have full power and authority to receive, accept, deposit and disburse monies on behalf of EHEP and to otherwise act as EHEP's agent, solely in accordance with this Agreement.
- 1.2 **Responsibilities of MICAHA.** As the fiscal agent of EHEP, MICAHA shall perform the following duties:
 - 1.2.1 MICAHA shall establish and maintain an account for the deposit of monies of EHEP;
 - 1.2.2 MICAHA shall disburse monies of EHEP in accordance with this agreement;
 - 1.2.3 MICAHA shall provide all accounting and payroll services for EHEP, provided, however, that EHEP is the "employer" for all purposes of any persons performing services for EHEP; and
 - 1.2.4 MICAHA shall invest monies of EHEP upon the direction and approval of EHEP, provided, however, that any income or losses from such investments are income or losses of EHEP, and MICAHA shall have no liability therefor.
- 1.3 **Reporting Responsibilities.** MICAHA will prepare reports concerning funds held on behalf of EHEP as reasonably required by donors to EHEP. MICAHA shall not be responsible for performing any auditing functions nor for preparing and submitting tax or other reports which are required to be filed with federal, state or local governments or agencies.
- 1.4 **Distribution of Funds/Documentation.** MICAHA shall disburse funds according to the written request of EHEP, as soon as administratively feasible. Each such request for funds by EHEP shall contain a written description of the purpose of the disbursement as well as documentation as to the purpose of each payment made by MICAHA on EHEP's behalf.

- 1.5 Fiscal Agent Discretion. In its role as fiscal agent, MICAH shall receive and disburse monies of EHEP solely for the purposes described above for which EHEP was organized. If, in the discretion of MICAH, any disbursement is not consistent with the charitable purposes enumerated in Recital C of this Agreement, MICAH may refuse to authorize any such disbursement on behalf of EHEP.
- 1.6 Responsibilities of EHEP.
 - 1.6.1 EHEP shall designate an individual to be the sole authorized contact for MICAH in MICAH's performance of services under this Agreement.
 - 1.6.2 EHEP shall notify MICAH immediately of (a) any changes in EHEP's legal or tax status, or (b) any action by any federal, state or local administrative agency (including, but not limited to, investigations, audits, or examinations) or (c) any changes in EHEP's executive staff or key staff responsible for achieving EHEP's charitable purposes.
 - 1.6.3 EHEP shall pay to MICAH \$330 per month to cover administration, office space use, local telephone service, and use of MICAH's office equipment. Individual items including, but not limited to copies, faxes, long distance phone calls, postage, and office supplies will be billed to EHEP at an agreed upon rate.
- 1.7 Limitation of Liability and Indemnification. In receiving, accepting, depositing, investing and disbursing monies on behalf of EHEP, MICAH assumes no responsibility beyond the exercise of duties set forth in this Agreement. EHEP hereby agrees to defend, indemnify and hold harmless MICAH, and its officers, directors, and employees, from any liability, claims and/or causes of action arising out of or related to the performance of MICAH's duties under this Agreement or arising out of or related to the activities of EHEP.

2. MISCELLANEOUS

- 2.1 Relationship of Parties. In making and performing this Agreement, the parties hereto act and shall act at all times as independent contractors. Nothing in this Agreement shall be construed or implied to create an employment relationship, partnership or joint venture among the parties. Nothing contained in this Agreement shall constitute the naming of MICAH as an agent or legal representative of EHEP for any purpose whatsoever except as specifically and to the extent set forth herein.
- 2.2 Termination of Agreement. This Agreement may be terminated at any time by either party upon 30 days written notice.

MICAH

By: _____

Its: _____

EHEP

By: _____

Its: _____

November 19, 1997

Memo to EHEP Board Members

From Dick Little, Executive Director

Subject: Friday's Board Meeting

Attached for your review are copies of EHEP's **financial report** through the end of October, **proposed revisions** to the **fiscal agreement with MICAH**, and the draft **article** prepared for *Community Matters*, a quarterly publication of the Wilder Foundation.

If you have not already done so, I urge you to call or mail in your registration for the **conference** on *Sharing America's Prosperity: Closing the Income Gap* being held this Saturday at Minneapolis' South High School. This is one conference not to be missed by EHEP Board Members. The conference flyer and registration form have been mailed to you. You may be reimbursed for the conference fee (\$20) by EHEP. Also be on the look out for the flyer from the Institute on Race and Poverty on its **conference** *Tearing Down Walls and Building Lives: A Systematic Approach to Welfare Reform* to be held in December.

One **addition to the agenda** for Friday's board meeting: We will be discussing the **Citizens Summit** and a **speaker** for the Minnesota Meeting event, to be held in 1998. Some other items on the agenda will be postponed to the December meeting. Board members have already received the agenda.

Please bring **your written comments/edits** on the **report on the community circles** and be prepared to discuss this report at the board meeting.

Finally, I would appreciate a phone **RSVP** if you are not able to attend Friday's meeting.

EDUCATION AND HOUSING EQUITY PROJECT

122 West Franklin Avenue, Suit 310

Minneapolis, MN 55404

(Tel) 871-2519

(Fax) 871-8984

(E-mail) micah@mtn.org

BOARD MEETING

Friday, November 21, 1997

7:30 – 9:00 AM

Minnesota Church Center

Conference Room 2

AGENDA

1. Welcome and introductions
2. Approval/revisions to the agenda
3. Approval of minutes (9-5-97 and 10-17-97 board meetings)
4. Reports
 - a. Executive director's report – update on work program
 - b. Financial report
 - c. Special report on Metro-wide Affordable Housing Summit
5. Board Business
 - a. Designation of treasurer
 - b. Office equipment needs
 - c. Review and discussion of summary report of community circle discussions
 - d. Preliminary recommendations for revising the conversation guide – report from the working committee
 - e. Presentation of operating budget and review of fiscal relationship between MICAH and EHEP
 - f. EHEP funding strategies
 - g. Board and officer job descriptions
6. Agenda and place for next meeting – Friday, December 19, 1997 (7:30 – 9:00 AM)

EDUCATION & HOUSING EQUITY PROJECT
122 West Franklin Ave., Suite 310
Minneapolis, MN 55404
871-2519 (phone)
871-8984 (fax)
micah@mtn.org

BOARD MEMO

December 4, 1997

Dates of upcoming meetings:

1. Special Board Meeting – to review and discuss draft Summary Report of Community Circle Discussions

Monday, December 15, 1997, 12:00 noon – 1:30 p.m., Confer. Room 2, Minnesota Church Center. Board members are expected to bring their reviews to the meeting or fax/mail/deliver their comments and recommendations to staff prior to the meeting.

2. Working Committee Meeting – to review and revise Regional Conversation Guide

Monday, December 15, 1997, 1:30 – 3:00 p.m., Conference Room 2, Minnesota Church Center

Members of the Working Committee are: Jim Hilbert, Josie Johnson, Carol McGee Johnson, Myron Orfield, Marguerite Spencer and Cris Toffolo

3. EHEP Board Meeting

Friday, December 19, 1997, 7:30 – 9:00 a.m., Conference Room 2, Minnesota Church Center

EDUCATION & HOUSING EQUITY PROJECT

122 West Franklin Ave., Suite 310

Minneapolis, MN 55404

(612) 871-2519 (phone)

871-8984 (fax)

micah@mtn.org

BOARD MEETING AGENDA

December 19, 1997 (7:30 – 9:00 AM)

MN Church Center (Conf. Rm. 2)

1. Introductions
2. Opening Reflection
3. Approval or Revisions to Agenda
4. Reports
 - a. Secretary's report – minutes of last/past board meetings
 - b. Treasurer's report – financial report through November
 - c. Committee reports
 1. Executive committee
 2. Working group on regional conversation guide
 3. Advisory group on finances, budget and fundraising
 - d. Executive director's report
5. Board Business
 - a. New fiscal services agreement with MICAH
 - b. 1998 budget and revised work plan
 - c. Status of funding and strategies for additional funding
 - d. Discussion of keynote speaker for proposed Citizens' Summit (Minneapolis and Saint Paul Foundation grants)
 - e. Roles of board members – job descriptions
6. Schedule of 1998 Meetings

Education & Housing Equity Project
Income Statement
For the Twelve Months Ending December 31, 1997

	Current Month		Year to Date	
Revenues				
Foundations & Corporations	0.00	0.00	55,800.00	100.00
Individuals	0.00	0.00	0.00	0.00
Earned income	0.00	0.00	0.00	0.00
Miscellaneous	0.00	0.00	0.00	0.00
Total Revenues	0.00	0.00	55,800.00	100.00
Cost of Sales				
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	0.00	0.00	55,800.00	100.00
Expenses				
Wages	360.00	0.00	23,937.50	42.90
Payroll taxes	27.54	0.00	2,558.79	4.59
Fringe Benefits	0.00	0.00	0.00	0.00
Professional Services	1,000.00	0.00	7,233.47	12.96
Local Auto	0.00	0.00	33.41	0.06
Staff Expense	0.00	0.00	23.03	0.04
Staff Development	245.00	0.00	485.00	0.87
Fiscal Agent fees	0.00	0.00	2,250.00	4.03
Office Supplies	0.00	0.00	484.59	0.87
Equipment	0.00	0.00	1,738.00	3.11
Postage	14.14	0.00	1,510.68	2.71
Conferences & Meetings	68.28	0.00	1,126.18	2.02
Printing	322.88	0.00	3,850.83	6.90
Telephone	56.24	0.00	204.33	0.37
Miscellaneous	0.00	0.00	47.58	0.09
Total Expenses	2,094.08	0.00	45,483.39	81.51
Net Income	\$ <2,094.08>	0.00	\$ 10,316.61	18.49

Education & Housing Equity Project Balance Sheet
December 31, 1997

ASSETS

Current Assets		
Cash in Checking	\$	10,548.74
		<hr/>
Total Current Assets		10,548.74
Property and Equipment		
		<hr/>
Total Property and Equipment		0.00
Other Assets		
		<hr/>
Total Other Assets		0.00
Total Assets	\$	<u>10,548.74</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll taxes payable	\$	232.13
		<hr/>
Total Current Liabilities		232.13
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
Total Liabilities		<u>232.13</u>
Capital		
Net Income		10,316.61
		<hr/>
Total Capital		10,316.61
Total Liabilities & Capital	\$	<u>10,548.74</u>