



Education and Housing Equity Project Records.

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EDUCATION & HOUSING EQUITY PROJECT

FACSIMILE TRANSMITTAL SHEET

TO:	FROM:
EHEP Board Members	Dick Little, Executive Director
COMPANY:	DATE:
See attached list	01/09/98
FAX NUMBER:	TOTAL NO. OF PAGES INCLUDING COVER:
See attached list	3
PHONE NUMBER:	SENDER'S REFERENCE NUMBER:
See attached list	
RE:	YOUR REFERENCE NUMBER:
Board Business	

URGENT FOR REVIEW PLEASE COMMENT PLEASE REPLY PLEASE RECYCLE

NOTES/COMMENTS:

Forwarded with this fax is an **updated board roster** and a **proposed board meeting schedule** for 1998. Please review and get back to me or our Secretary, Barbara Bearman, with your reactions and any suggested changes. A schedule of board meetings should benefit the board and staff in 1998.

122 WEST FRANKLIN AVENUE, SUITE 310
MINNEAPOLIS, MN 55404

Education and Housing Equity Project
Board of Directors

Barbara Bearman (Secretary)

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

Keith Hardy

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Fax: 914-5730

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Fax: 338-5223

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The Johnson Group
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Josie Johnson

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Carol McGee Johnson

Multicultural Issues
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Tel/Fax: 823-8370

Jim Lenfestey

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Matthew Little (President)

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Tel: 773-8141

Van Mueller

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Policy & Administration.
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624-7093(w)
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Marguerite Spencer

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Fax: 624-8890

Thomas Stanley

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Eden Prairie, MN 55347
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Jerry Timian

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St. Louis Park School Board
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St Louis Park, MN 55416
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Cris Toffolo

University of St Thomas
1305 Dayton Ave.
St. Paul, MN 55104
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Staff

Dick Little (Executive Director)

Tel: 724-5662(h)
871-2519(w)
Fax: 871-8984

EHEP Board Meeting Schedule – 1998

Proposed Board Meeting Dates

All board meetings will be at the Minnesota Church Center, 122 West Franklin Avenue, Minneapolis, unless otherwise noted. They will begin at 7:30 am and will be finished by 9 am. The Franklin Terrace Café, across from the conference rooms, opens at 7 am and offers free coffee (25 cents for refills) until 9 am.

Friday	January 30
Friday	February 20
Friday	March 20
Friday	April 17
Friday	May 17
Friday	June 19
Friday	July 24
Friday	August
Friday	September 18
Friday	October 23
Friday	November 20
Friday	December 18

If for some reason a meeting has to be canceled, it will normally be rescheduled for the *following* Friday at the same time and place.

Proposed Executive Committee Meetings

The executive committee will meet from time to time with staff to set agendas and conduct organizational business. All board members are welcome to attend executive committee meetings. If the board decided to reduce the number of board meetings (e.g., to one every other month), it could schedule executive committee meetings to alternate with board meetings.

Advisory and Working Groups

These groups will meet as needed and will set their own schedule. Two groups presently meeting are revising the regional conversation guide and advising staff on finances and fund development. Non-board volunteers may be invited to join these groups.

Special Meetings and Annual Meeting/Board Retreat

The board or the executive committee will recommend special meetings as needed and schedule the annual meeting and board retreats.

EHEP Board Meeting Schedule

Proposed Board Meeting Dates for 1998

All board meetings will be at the Minnesota Church Center, 122 West Franklin Avenue, Minneapolis, unless otherwise noted. They will begin at 7:30 am and will be finished by 9 am. The Franklin Terrace Café, across from the conference rooms, opens at 7 am and offers free coffee (25 cents for refills) until 9 am.

Friday, January 30, 1998
Friday, March 20, 1998
Friday, May 17, 1998
Friday, July 24, 1998
Friday, September 18, 1998
Friday, November 20, 1998

Proposed Executive Committee Meeting Dates for 1998

All board members are welcome to attend Executive Committee Meetings. They will be held at the Hallie Q. Brown/Martin Luther King Center, 270 Kent Street, St. Paul, unless otherwise noted. They will begin at 12 noon and will normally be finished by 1:30 pm.

Friday, February 20, 1998
Friday, April 17, 1998
Friday, June 19, 1998
Friday, August 21, 1998
Friday, October 23, 1998
Friday, December 18, 1998

Advisory and Working Groups

These groups will meet as needed and will set their own schedule. Two groups presently meeting are revising the regional conversation guide and advising staff on finances and fund development. Non-board volunteers may be invited to join these groups.

Special Meetings and Annual Meeting/Board Retreat

The board or the executive committee will suggest special meetings as needed and schedule the annual meeting and board retreats.

BOARD PACKET

1. 1998 Board Meeting Schedule (revised)
2. 1997 Progress Report
3. End of the Year Financial Statement
4. Report on Fundraising for 1997 and 1998
5. Draft 1998 EHEP Budget – List of budget policy questions and recommendations to follow
6. Funding Source Directory (list of foundations, etc.)
7. Partial List of Project Partners
8. Proposed Board Member Job Description
9. Alternative Design Concepts for EHEP Logo and Letterhead
10. Board Training Opportunity
11. Handbill For MICAH/Illusion Theatre Performances Promoting Fair Housing (FYI)

Other items (meeting minutes, report from director, draft outline of elements proposed for inclusion in proposed discussion guide, suggested revised timeline for next round community circle discussions, etc.) to be faxed or delivered at meeting

EHEP 1998 Meeting Schedule

BOARD MEETINGS

Board meetings will be held on the 3rd Friday of each month at the Minnesota Church Center, 122 West Franklin Avenue, Minneapolis, unless otherwise noted. They will begin at 7:30 a.m. and will normally be finished by 9 a.m. The meeting room will be posted at the reception desk and identified on the board meeting notice mailed or faxed to board members at least one week prior to the meeting. The Franklin Terrace Café, across from the conference rooms, opens at 7 a.m. and offers free coffee (25 cents for refills) until 9 a.m.

Friday	January 30
Friday	February 20
Friday	March 20
Friday	April 17
Friday	May 15
Friday	June 19
Friday	July 17
Friday	August 21
Friday	September 18
Friday	October 16
Friday	November 20
Friday	December 18

If for some reason a meeting must be canceled, it will normally be rescheduled for the *following* Friday at the same time and place. The board or executive committee may at any time change the schedule for board meetings if they determine a need to do so and adequately notify all board members.

EXECUTIVE COMMITTEE MEETINGS

The executive committee will meet from time to time with staff to review the board agenda and conduct organizational business. All board members are welcome to attend executive committee meetings. If the board decided to reduce the number of board meetings (e.g., to one every other month), it could schedule executive committee meetings to alternate with board meetings.

ADVISORY AND WORKING GROUPS

These groups will meet as needed and will set their own schedule. Two groups presently meeting are revising the community circle discussion guide advising staff on administrative and financial matters. Non-board volunteers may be invited to join these groups.

SPECIAL MEETINGS, ANNUAL MEETING AND BOARD RETREATS

The board or the executive committee will recommend special meetings as needed and schedule the annual meeting and board retreats.

EDUCATION & HOUSING EQUITY PROJECT

122 West Franklin Ave., Suite 310

Minneapolis, MN 55404

(p) 871-2519

(f) 871-8984

micah@mtn.org

Board Meeting

Friday, January 30, 1998

7:30 – 9:00 a.m.

Conference Room 2

Minnesota Church Center

REVISED BOARD AGENDA

1. Approval of agenda
2. Review and approval of minutes
3. Reports
 - a. Financial report
 - b. Executive director's report
 - c. Status report on decision to pursue mediation of NAACP lawsuit (Jim Hilbert)
 - d. Announcement of premier performance of MICAHA's theatre production on fair housing
4. Board business
 - a. 1998 board meeting schedule – approval
 - b. 1998 budget – presentation and referral to committee (Van Mueller)
 - c. Targeting potential funding sources – board members' contacts with foundations
 - d. Revised conversation guide – report from working group (Marguerite Spencer)
 - e. Timetable for 1998 community circle conversations – presentation and discussion
 - f. Additional roles for EHEP within scope of EHEP's mission – discussion/deferral (Barb Bearman and Dick Little)
 - g. Board member job description – review and discussion/approval
 - h. Status of board membership – resignations and possible additions (Dick and Barb)
 - i. Corporate logo for EHEP – selection of preferred choice (Dick Little or Joy Sorensen Navarre)
5. Confirmation of next board meeting and adjournment

AGENDA
EHEP BOARD MEETING, 06-05-98

- | | |
|---|----------------------------|
| 1. Project Status and Financial Reports | Dick Little |
| 2. Orfield Data and Maps | Emily Greenwald |
| 3. Update on Discussion Guide | Kesha Tanabe |
| 4. Funding Initiatives | Keith Hardy |
| 5. Communications | Nikki Carlson |
| 6. Brochure Promoting Community Circles | Jim Lenfestey |
| 7. Recent Events | |
| a. Study Circles Workshop with SCRC, April 25, 1998 | Board Members who Attended |
| b. Premier Performance of MICAH Fair Housing Play, May 19, 1998 | Joy Sorensen Navarre |
| c. Meeting to Build Public Support for Mediation of the NAACP Lawsuit | Barbara Bearman |
| 8. New Project Partners and Project Time-Line (June - December 1998) | Dick Little |

MINUTES: EHEP BOARD OF DIRECTORS – January 30, 1998

Present: Barbara Bearman, Jim Hilbert, Josie Johnson, Jim Lenfestey, Matt Little, Van Mueller, Joy Sorensen Navarre, Marguerite Spencer, Jerry Timian, Cris Toffolo

Excused: Keith Hardy, Myron Orfield, Katrina Robertson-Reed

Staff: Dick Little

Meeting called to order at 7:45 a.m.

1. **Agenda:** Revised agenda approved

2. **Secretary's Report**

Minutes of previous meetings will be presented for approval at next board meeting.

3. **Finance Report**

Motion: To accept December 31, 1997 (end of the year) report as submitted. Moved/Seconded/Approved

4. **Executive Director's Report**

Little reviewed his report to the Board and entertained questions.

5. **Report on CMI recommendation to mediate NAACP educational adequacy lawsuit: Jim Hilbert**

The report of the mediation consultant, Conflict Management, Inc., was briefly reviewed, followed by animated discussion and questions. It was also reported that the Judge has set a new trial date of February 1999.

Motion: To schedule a special meeting of the Board to discuss the CMI report and NAACP lawsuit on Friday, February 13, 1998 at 7:30 a.m. Moved/Seconded/Approved.

6. **Report on MICAH's affordable housing theatre performances: Joy Sorensen Navarre**

The first theatre event has been scheduled for Tuesday, May 19, 1998 to be held at Adav Synagogue in Minnetonka. The objective of the seven performances that will be held around the metropolitan area is "to reduce community tensions and resistance to affordable housing." Discussion and a call to action will follow each performance.

7. **Approve 1998 Meeting Schedule**

Discussion: It was noted that as we get our committees going and project activities underway, we may want to spend less time in board meetings, and less time will be needed for board meetings. The times reserved for board meetings can be used for committee or other working meetings.

Motion: To approve the revised board meeting schedule as presented in the board packet. Timian/Bearman. Passed.

8. **Presentation of draft 1998 Budget: Van Mueller**

Motion: The Executive Committee shall authorize and designate a budget and financial committee to review the staff prepared budget and budget policy questions and recommendations suggested by staff, and bring specific findings and recommendations back to the board at future meetings. Mueller/Sorensen Navaare. Passed.

Van Mueller, Joy Sorensen and Jerry Timian agreed to serve on this committee.

9. Fundraising and foundation support

All board members were requested to review the foundation directory prepared by staff and to designate those foundations with which they have a familiarity, a connection (noting the contact person(s), and which they would be willing to initially contact regarding potential funding.

10. Report on revised conversation/discussion guide: Marguerite Spencer

A report was given on the meetings and work of the working committee for the new discussion guide. Marguerite, Chris Toffolo and Jim Lenfestey are the nucleus of this committee. The committee recommends that the next round of community circle discussions use a "jury model" in which participants would be held accountable for looking at the facts, deliberating on issues, and prescribing actions. This approach should help participants move beyond anecdotal recall of personal experiences to a serious discussion of the system of white privilege and what racism systematically looks like in the Twin Cities area context.

Actions requested of all Board Members:

- 1) *To look for and contribute "nuggets" – data, stories, facts, case studies, anecdotes, visuals (maps or charts), examples, etc., that could be used in the new study guide or as supplementary material to "jar" participants into thinking and talking more deeply about the issues and state of the region. Fax, mail, e-mail or hands deliver them to the office.*
- 2) *To mark up their copies of the existing study guide indicated what should be kept, deleted and revised for use in the new discussion guide.*

Actions that will be taken by specific board members are noted below:

- a. Jim Lenfestey will develop a brochure to assist us in marketing our project. Barbara and Marguerite will review the drafts of his work.
- b. Cris and Jerry will contact 3M and Honeywell to procure in-kind resources to design and print the study guide when it is completed.
- c. Jerry will look into getting 'pro bono' assistance in creating a web site or web page for our project.

11. Timetable for next round of community circle discussions

Dick presented a "first cut" of a timetable for achieving a round of community circle conversations in 1998. He welcomed board feedback now or at any time and indicated that the timetable would be refined and updated on a weekly basis. Speaking for the Working Group/Committee on the Discussion Guide, Marguerite recommended that the next round of conversations be held in the fall beginning in September. Several reasons for this timing included 1) better coordination with the MICAH theatre productions, which begin in May and continue through the summer and fall; 2) coordination with the Citizens Summit event, allowing more time for the Minnesota Meeting to secure the desired speaker; and 3) to allow adequate time to complete the discussion guide and carry out other steps essential to assuring a successful round of discussions. The Board concurred with this recommendation, with the proviso that the study circles be accomplished this year. Joy emphasized that the discussions need to be timely and not further delayed. She suggested setting a specific goal date and working backward to assure a realistic timetable that gets us where we want to be by the end of the year.

12. Approval of Board Member Job Description

Motion: To adopt the staff prepared job description for board members. Spencer/Toffolo. Approved.

13. Board Resignations and Additions

Director Little announced that he received phone messages from Thomas Stanley and Carol McGee Johnson indicating their need to resign from the Board. Both indicated conflicting time and scheduling commitments as a major factor. They continue to be supportive of EHEP's work and want to be informed of other opportunities for being involved in our work. Dick indicated that he spoke to JoAnn Heryla about serving on the board. JoAnn was the principal of Ramsey International Fine Arts School in Minneapolis, noted for its initiatives to address institutional racism in its education practices and school

policies, and was recently appointed the new Southwest Area Superintendent for Minneapolis Public Schools. JoAnn indicated her willingness to serve if asked by the Board.

Motion: To add JoAnn Heryla to the EHEP board. Spencer/M. Little. Approved.

14. EHEP logo

Five logo design alternatives were prepared by the consultant, Feigenbaum Design Group, and presented to board members for review and reactions, and possible selection of a favorite. The board favored the design with the equal sign covered by the organization name, but wanted stronger visual connection to schools and housing. A preference was also expressed for the design showing a circle containing an image of a house and a school; however, most board members associated this design with a church stained glass window. Staff was instructed to get back to the consultant with the board's preferred alternative and desire to see it reworked to include a visual image that reinforces our work in housing and education.

15. Position statement on the proposed state graduation requirements

Motion: To authorize the staff to prepare a position statement, in the form of oral testimony for public hearing or written comments for inclusion in a letter, on the proposed Rules Relating to Graduation Requirements Profile of Learning. Lenfestey/M. Little. Approved.

Barbara expressed her concern that race and the history of slavery were left out of the curriculum standards. Matt pointed out that the history requirements also left out the civil rights movement. Staff suggested that taking positions on public policy questions is a legitimate activity that fits into EHEP's mission and goals for advocacy, but wanted the board's affirmation of this new role. Other examples where EHEP might make public policy statements or issue position papers include the Board of Education's proposed desegregation guidelines and, if revived, the proposed education diversity rule. Board consensus was reached with the understanding that we would take on specific issues on a case by case basis.

16. Fair housing conference for suburban planning officials

Motion: To authorize EHEP co-sponsorship with the Minnesota Fair Housing Center of a proposed fair housing conference for Minneapolis and suburban planning officials in Hennepin County, and to authorize staff assistance in planning and preparing the conference workshops. Lenfestey/M. Little. Approved.

Staff indicated that this activity would also be a new role for EHEP, but one that clearly fits into our mission and goals for collaboration and technical assistance. EHEP has been invited by the Minnesota Fair Housing Center to assist in preparing the conference, which is being funded through a contract with Hennepin County. The conference is planned for May. Staff has already attended the first planning meeting. Other co-sponsors are being sought.

The meeting was adjourned at 9:05 a.m.

MINUTES: EHEP BOARD OF DIRECTORS – January 30, 1998

Present: Barbara Bearman, Jim Hilbert, Josie Johnson, Jim Lenfestey, Matt Little, Van Mueller, Joy Sorensen Navarre, Marguerite Spencer, Jerry Timian, Cris Toffolo

Excused: Keith Hardy, Myron Orfield, Katrina Robertson-Reed

Staff: Dick Little

The meeting was called to order at 7:35 a.m.

1. **Agenda:** The revised agenda was approved.

2. **Secretary's Report**

Minutes of previous meetings will be presented for approval at the next board meeting.

3. **Finance Report**

Motion: To accept December 31, 1997 (end of the year) report as submitted. *Moved/Seconded/Approved*

4. **Executive Director's Report**

Little reviewed his report of accomplishments with the Board and entertained questions. The 1997 annual progress report was also distributed. He noted that the contract writer, Joyce Levine, expected to complete the revisions to the 1997 community circle report in time for the next board meeting.

5. **Report on CMI recommendation to mediate NAACP educational adequacy lawsuit: Jim Hilbert**

The report of the mediation consultant, Conflict Management, Inc., was briefly reviewed, followed by animated discussion and questions. It was also reported that the Judge in this case has moved the trial date back to February 1999, in order to allow time for possible mediation.

Motion: To convene a special meeting of the Board to discuss the CMI report and NAACP lawsuit. *Moved/Seconded/Approved.* The meeting was scheduled for Friday, February 13, 1998 at 7:30 a.m.

6. **Report on MICAH's fair housing theatre performances: Joy Sorensen Navarre**

The first theatre event has been scheduled for Tuesday, May 19, 1998, 7:00 p.m., at Adath Jeshrurun Congregation in Minnetonka. The objective of the seven performances that will be held around the metropolitan area is "to reduce community tensions that arise as people with low incomes choose to move to neighborhoods of greater opportunity." A discussion and call to action will follow each performance. Joy would like EHEP board participation in the focus groups that will be convened to help plan the theatre events. Expect a call from her in March to arrange a meeting

7. **Approve 1998 Meeting Schedule**

Motion: To approve the revised board meeting schedule as presented in the board packet. *Timian/Bearman. Approved*

Discussion: It was noted that as we get our committees going and project activities underway, less time will be needed for board meetings. Board meetings could then be scheduled less frequently, and the additional times reserved for board meetings could be used for committee or other working meetings.

8. **Presentation of draft 1998 Budget: Van Mueller**

Van presented the draft budget and budget questions and recommendations prepared by staff. He recommended that the board delegate review of these items to a committee of the board.

Motion: The Executive Committee shall authorize and designate a budget and financial committee to review the staff prepared budget and budget policy questions and recommendations suggested by staff, and bring specific findings and recommendations back to the board at future meetings. *Mueller/Sorensen Navaare. Approved.* Van Mueller, Joy Sorensen and Jerry Timian agreed to serve on this committee.

OFFICIAL VERSION

FINAL

VERSION

9. Fundraising and foundation support

All board members were requested to review the foundation directory prepared by staff and to *identify those foundations with which they have a familiarity or a connection (noting the contact person(s), and designate foundations they would be willing to contact regarding potential funding.* The finance and budget committee could also serve as the funding committee and help identify strategies for financing the budget.

10. Report on revised conversation/discussion guide: Marguerite Spencer

A report was given on the progress of the working committee on the new discussion guide. *Marguerite Spencer, Chris Toffolo and Jim Lenfestey* are the nucleus of this committee. The committee recommends that the next round of community circle discussions use a "jury model" in which participants would be held accountable for looking at the facts, deliberating on issues, and prescribing remedies. This approach would help participants move beyond anecdotal recall of personal experiences and talk about race relations to a deeper discussion of the system of white privilege and what racism systematically looks like in the Twin Cities area. The revised discussion guide would also be more focused on the costs of segregation in housing and education and on policies and actions to address metropolitan segregation.

Actions requested of all Board Members:

- 1) *To seek out and contribute "nuggets" – data, stories, facts, case studies, anecdotes, visuals (maps or charts), examples, etc., that could be used in the new study guide or as supplementary material to "jar" participants into thinking and talking more deeply about the issues and the state of the region. Please fax, mail, e-mail or hand-deliver them to the office*
- 2) *To mark up your copy of the existing study guide indicating what should be kept, deleted, added or revised for use in the new discussion guide. Note: clean copies of the guide will be exchanged for marked up copies.*

Actions that will be taken by specific board members:

- a. *Jim Lenfestey will develop a brochure to assist us in marketing our project. Board members will be asked to review drafts of his work. Barbara and Marguerite will be charged with leading the review.*
- b. *Cris and Jerry will contact 3M and Honeywell to procure in-kind resources to design and print the brochure and the study guide when each is completed.*
- c. *Jerry will look into getting 'pro bono' assistance for creating a project web site or web page.*

11. Timetable for next round of community circle discussions

Dick presented the "first cut" of a timetable for achieving a new round of community circle conversations in 1998. He welcomed board feedback now or at any time and indicated that the timetable would be refined and updated on a bi-weekly basis. Speaking for the Working Group/Committee on the Discussion Guide, Marguerite recommended that the next round of conversations be held in the fall beginning in September. Several reasons for this timing include: 1) better coordination with the MICAHA theatre productions, which begin in May and continue through the summer and fall; 2) coordination with the Citizens Summit event, allowing more time for the Minnesota Meeting to secure the desired speaker; and; 3) to allow adequate time to complete the discussion guide and carry out other steps essential to assuring a successful round of discussions. The Board concurred with this recommendation, with the proviso that the study circles be accomplished this calendar year. Joy emphasized that the discussions need to be timely and not further delayed. She suggested setting a specific goal date and working backward to assure a realistic timetable that gets us where we want to be by the end of the year.

12. Approval of Board Member Job Description

Motion: To adopt the staff prepared job description for board members. Spencer/Toffolo. Approved.

13. Board Resignations and Additions

Director Little announced that Thomas Stanley and Carol McGee Johnson were resigning from the Board. Both indicated conflicting time and scheduling commitments as major impediments to their service on the board. They continue to be supportive of EHEP's work and want to be informed of other opportunities for being involved.

Dick indicated that he spoke to JoAnn Heryla about serving on the board. JoAnn was the principal of Ramsey International Fine Arts School in Minneapolis, noted for its efforts to address institutional racism in its education practices and school policies. She was recently appointed the new Southwest Area Superintendent for Minneapolis Public Schools. JoAnn confirmed her availability and willingness to serve if asked by the Board.

Motion: To add JoAnn Heryla to the EHEP board. Spencer/M. Little. Approved.

14. EHEP logo

Five logo design alternatives were prepared by the consultant, Feigenbaum Design Group, and presented to board members for review and reactions, and possible selection of a favorite. The board favored the design with the equal sign covered by the organization name, but wanted a stronger visual connection to schools and housing. A preference was also expressed for the design showing a circle containing an image of a house and a school; however, most board members associated this design with a church stained glass window. Staff was instructed to get back to the consultant with the board's preferred alternative and desire to see it reworked to include a visual image that reinforces our work in housing and education.

15. Position statement on the proposed state graduation requirements

Motion: To authorize the staff to prepare a position statement, in the form of oral testimony for public hearing or written comments for inclusion in a letter, on the proposed Rules Relating to Graduation Requirements Profile of Learning. Lenfestey/M. Little. Approved.

Several board members expressed an interest in EHEP taking a position on the proposed state graduation requirements. Barbara expressed her concern that race and the history of slavery were left out of the curriculum standards. Matt pointed out that the history requirements also left out the civil rights movement. Staff suggested that taking positions on public policy questions is a legitimate activity that fits into EHEP's mission and goals for advocacy, but wanted the board's affirmation of this new role. Other examples where EHEP might make public policy statements, or issue position papers, include the State Board of Education's proposed desegregation guidelines and, if revived, the proposed education diversity rules. Board consensus was reached with the understanding that we would consider and select policy issues on a case by case basis.

16. Fair housing conference for suburban planning officials

Motion: To authorize EHEP co-sponsorship with the Minnesota Fair Housing Center of a proposed fair housing conference for Minneapolis and suburban planning officials in Hennepin County, and to authorize staff assistance in planning and preparing the conference workshops. Lenfestey/M. Little. Approved.

Staff indicated that this activity would also be a new role for EHEP, but one that fits into our mission and goals for collaboration and technical assistance. EHEP has been requested by the Minnesota Fair Housing Center to assist in preparing the conference, which is being funded through a contract with Hennepin County. The conference is tentatively proposed for May. Staff has already attended the first planning meeting. Other co-sponsors are being sought.

The meeting was adjourned at 9:05 a.m.

Post Script: At the February 13th special meeting to discuss the NAACP educational adequacy lawsuit and the CMI mediation report, board members agreed that EHEP should encourage parties to the lawsuit and other stakeholders to begin the mediation process. On February 20, in response to a motion presented by its education task force chair Dick Little, the board of directors of the Minneapolis Initiative Against Racism voted unanimously to go on record in favor of the mediation process. At MIAR's direction, Little presented testimony supporting the mediation process at the Minneapolis School Board's public meeting on February 24, 1998.

EHEP BOARD PACKET

January 1998 Board Meeting

1. 1998 Board Meeting Schedule (revised)
2. 1997 Annual Progress Report
3. Report of the Executive Director (accomplishments 10/97 – 1/98)
4. End of the Year Financial Statement
5. Status Report on Fundraising for 1997 and 1998
6. Draft 1998 EHEP Budget – List of budget policy questions and recommendations included
7. Funding Source Directory (list of foundations, etc.)
8. Project Timeline for 1998 Community Circles
9. Partial List of Project Partners / Community Circle Partners
10. Board Member Job Description (Executive Director Job Description previously submitted to Board)
11. Alternative Design Concepts for EHEP Logo and Letterhead
12. Notice of Board Training Opportunity
13. Playbill For MICAH/Illusion Theatre Performances Promoting Fair Housing
14. State Board of Education Proposed Rules Relating to Graduation Rule, Profile of Learning (limited copies made available to board members preparing written responses or testimony)
15. Diagnostic Report, Minneapolis Branch of the NAACP et al, v. State of Minnesota, 26 January 1998, prepared by Conflict Management, Inc. (for February 13th Special Board Meeting)

MARGUERITE L. SPENCER

2117 Dayton Avenue
St. Paul, MN 55104
(612) 649-1445

EDUCATION

- The University of Minnesota Law School, J.D., (1995).
Minnesota Attorney License, (1995).
- The University of Chicago Law School, 1st Year, (1987-1988).
- The University of Chicago Divinity School,
Masters of Arts Degree in Religious Studies, (1990).
- The College of St. Thomas, St. Paul,
Bachelor of Arts Degrees in French and Theology,
Secondary Education License, (1985).

HONORS

- Order of the Coif, Magna Cum Laude, University of Minnesota Law School.
- Summa Cum Laude, College of St. Thomas.

LEGAL EXPERIENCE

- Senior Research Assistant and Grant Writer, Institute on Race and Poverty, (4/97-Present).
- Research Assistant, University of Minnesota Law School, (5/94-9/94).
- Law Clerk, Neighborhood Justice Center, St. Paul, (6/88-8/88).
- Reader for visually-impaired law students, Chicago, (9/87-12/88).

TEACHING EXPERIENCE

- Visiting Instructor in Theology, University of St. Thomas, (8/95-8/96, 8/97-Present).
- Adjunct Faculty in Theology, University of St. Thomas, (5/90-7/95, 9/96-8/97).
- Community Education Instructor, French Conversation and Culture,
Minneapolis Public Schools, (1/90-4/90).
- Day-to-Day Substitute Teacher, City of Chicago, South Side, (1/88-6/89).
- English Assistant, Lycee Corneille, La Celle St-Cloud, France, (9/86-6/87).
- French Teacher, Totino-Grace High School, Fridley, (9/85-6/86).
- French Phonetic Instructor and Tutor, College of St. Thomas, (9/83-5/85).

VOLUNTEER EXPERIENCE

- Gifted and Talented Instructor, St. Mark's Elementary School, St. Paul, (9/95-12/95).
- Religious Education Instructor, St. Mark's Catholic Church,
St. Paul, (9/90-6/91).
- Street Law Instructor, Chicago, (10/87-6/88).
- Facilitator and Discussion Leader, Independent Reading Program,
College of St. Thomas, (8/83-5/85).

ACTIVITIES

- Member, Board of Directors, Twin Cities Natural Family Planning, Inc., (8/95-Present).
- Member, Citizen's Budget & Finance Committee, St. Paul Public Schools, (9/93-6/94).
- Volunteer Counselor, University Life Care Center, (9/91-6/93).
- Founding Member, Health Care Law Society; Member, Chicago Law Foundation,
The University of Chicago, (9/87-6/88).
- Co-Founder and Co-President of Education Club,
SMEA Member, College of St. Thomas, (9/84-6/85).
- Assistant Feature Editor, *The Aquin*, College of St. Thomas, (9/83-12/83).

MEMO

To: EHEP Board Members

From: Dick Little, Executive Director

Date: 2/03/98

Re: Special board meeting to discuss the NAACP v. State of Minnesota Educational Adequacy Lawsuit, and particularly the CMI Report and recommendation for mediation to settle suit and develop remedies

Based on the strong interest expressed at last Friday's board meeting, we are scheduling a special meeting to discuss the educational adequacy lawsuit and the report of the mediation consultant, Conflict Management, Inc. Meeting time and place are confirmed as follows:

**The Minnesota Church Center
Conference Room 1
Friday, February 13, 1998
7:30 – 9:00 a.m.**

The conference room is reserved for our use until 9:30. The meeting will include Jim Hilbert of our board, who works with Shulman Walcott & Shulman, the law firm representing the plaintiffs. Enclosed is your copy of the CMI report released just last week.

Board discussion of the lawsuit and the recommended mediation process is an important aspect of EHEP's business, and will help inform our work. I am pleased that we have the kind of board that will devote a significant part of its meeting time to the societal issues that are at the heart of our organization's reason for existence. I look forward to seeing you (those of you who can attend) at this special meeting.

Education & Housing Equity Project
Balance Sheet
February 28, 1998

ASSETS

Current Assets		
Cash in Checking	\$	27,432.82
Total Current Assets		27,432.82
Property and Equipment		
Total Property and Equipment		0.00
Other Assets		
Total Other Assets		0.00
Total Assets	\$	27,432.82

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll taxes payable	\$	868.14
Total Current Liabilities		868.14
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		868.14
Capital		
Retained Earnings		9,331.61
Net Income		17,233.07
Total Capital		26,564.68
Total Liabilities & Capital	\$	27,432.82

Education & Housing Equity Project
Income Statement
For the Two Months Ending February 28, 1998

	Current Month		Year to Date	
Revenues				
Foundations & Corporations	0.00	0.00	25,000.00	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	25,000.00	100.00
Cost of Sales				
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	0.00	0.00	25,000.00	100.00
Expenses				
Wages	2,771.50	0.00	4,224.00	16.90
Payroll taxes	256.35	0.00	381.59	1.53
Fringe Benefits	0.00	0.00	0.00	0.00
Professional Services	0.00	0.00	0.00	0.00
Local Auto	79.21	0.00	79.21	0.32
Staff Expense	0.00	0.00	0.00	0.00
Staff Development	35.00	0.00	155.00	0.62
Resource Development	105.45	0.00	105.45	0.42
Fiscal Agent fees	0.00	0.00	1,110.00	4.44
Office Supplies	0.00	0.00	23.75	0.10
Equipment	0.00	0.00	1,202.00	4.81
Postage	61.55	0.00	192.96	0.77
Conferences & Meetings	0.00	0.00	0.00	0.00
Printing	0.00	0.00	227.50	0.91
Telephone	0.00	0.00	47.52	0.19
Miscellaneous	0.00	0.00	17.95	0.07
Total Expenses	3,309.06	0.00	7,766.93	31.07
Net Income	\$ <3,309.06>	0.00	\$ 17,233.07	68.93

Memo

To: EHEP Board Members
From: Dick Little, staff
cc: Kesha Tanabe and Tony Spadafora
Date: 03/20/98
Re: Board Meeting – Rescheduled for March 27, 1998

Enclosed is the revised board meeting schedule and board packet. Please note that items on the packet list not included in this mailing will be coming to you early next week. Also, please review the minutes of the last board meeting to identify actions for which you are expected to bring results to next week's meeting.

EHEP BOARD PACKET

March 1998 Board Meeting

1. Minutes of January 30, 1998 Board Meeting
2. Letters to State Board of Education regarding EHEP's position on the proposed graduation rules profile of learning
3. Testimony before the Minneapolis School Board supporting mediation of the NAACP educational adequacy lawsuit.
4. Report of the executive director (accomplishments, February – March 1998)
5. Financial statements (through February 1998).
6. Information about the Community Partnership Initiative, a potential partner to work with EHEP
7. Proposed 1998 budget: recommendations of the budget, finance and funding committee
8. Revised draft of the 1997 community circles report
9. Revised version/suggested revisions to draft EHEP/Community Circles brochure
10. Draft outline of 1998 community circles discussion guide
11. Revised alternative design(s) for EHEP corporate logo
12. Information and registration form for EHEP co-sponsored workshop on study circles

Education and Housing Equity Project

Board of Directors

Revised through March 20, 1998

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SW Area Superintendent
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Fax: 374-9346

Matthew Little (President)

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Tel & Fax: 773-8141

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Fax: 296-4165

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Fax: 871-8984

Marguerite Spencer

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625-1580(w)
Fax: 624-8890

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Cris Toffolo

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962-5724(w)
Fax: 962-6360

Education & Housing Equity Project
Income Statement
For the Two Months Ending February 28, 1998

	Current Month		Year to Date	
Revenues				
Foundations & Corporations	0.00	0.00	25,000.00	100.00
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Education & Housing Equity Project
Balance Sheet
February 28, 1998

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Net Income		17,233.07
		<hr/>
Total Capital		26,564.68
Total Liabilities & Capital	\$	<u>27,432.82</u>

EHEP 1998 ORGANIZATION BUDGET

Adopted by the Board of Directors 3-27-98

<u>Expenses</u>	<u>Base</u>	<u>Priorities</u>
Staff Salary and Wages		
Executive Director	24,000	6,000
Administrative Assistant		15,000
Payroll Taxes	2,640	2,310
Fringe Benefits		3,600
Professional/Contract Services	10,600	3,500
Transportation (Local Auto)	500	800
Staff Expenses		200
Conferences and Meetings		
Citizens Summit	8,000	
Other	1,000	500
Staff and Board Development (Training)	250	250
Educational Resources (Publications, Subscriptions, Memberships)	100	100
Fiscal Agent Fee (MICAH) (incl. rent & utilities, phone and fax lines, use of fax/printer/copier, and payroll, financial reporting and other fiscal management services; audit to be included in 1999 budget)	3,960	
Office Supplies	500	
Equipment	1,800	
Phone and Fax Service (Long Distance)	200	
E-mail Service	240	
Postage	1,500	500
Printing and copying		
Program	3,000	1,000
Non-program	250	250
Insurance	2,000	
Miscellaneous	50	
<u>TOTAL</u>	\$60,590	\$34,010 (\$94,600)

<u>Support and Revenue</u>	<u>Current</u>	<u>Committed</u>
Retained earnings (from 1997) (Minneapolis and Saint Paul Foundations)	9,931	
Otto Bremer Foundation	25,000	
Cowles Media Foundation		10,000
National Council for Community and Justice (Formerly Natl. Council of Christian and Jews)	252.50	
Norwest Mortgage-Maple Grove Branch		500
Individual Donations (Thomas Stanley)	500	
<u>TOTAL</u>	35,683.50	10,500 (46,183.50)

TOTAL PROJECTED EXPENDITURES \$60,590 (minimum) to \$94,600

TOTAL CURRENT AND COMMITTED INCOME \$46,183.50

FUND RAISING TARGET (rounded) \$14,500 (minimum) to \$48,500

EHEP

BD. MTG.

FRI, MAR 20, 1998

7:30 - 9:00 AM

CONF. RM. ~~X~~ 1

MCC

BOARD AGENDA

1. Welcome and intro. of new interns, Keehn Tanabe
2. Approval of Minutes of Jan. 30, 1998 Bd. Mtg.
3. Reports
 - a. Financial Report thru Feb, 1998
 - b. Executive Director's Report
4. Board Business
 - a. Approval of ¹⁹⁹⁸ Budget
 - b. Action on 1997 Community Circle Report
 - c. Action on EHEP/Community Circle Brochure/Flyer
 - d. Review of ^{draft} outline of 1998 community circle discussion guide
 - e. Plans for a ^{Twin Cities} workshop on study circle co-sponsored with the Study Circle Resource Center ^{national}
5. Other Business
6. Agreement on next board meeting and adjournment

- * Minutes of January 30, 1998 board meeting
- * Copy of ltr. to State Bd. of Ed re= grad standards
- * Copy of testimony to MSB re= supporting mediation of the NAACP lawsuit

✓ * Copy of letter and ~~request~~ program registration information on ~~the~~ Study Circles Workshop (4/29/98)
EHEP-sponsored

* Financial statements, 2/28/98.

* Report on EHEP accomplishments, January February and March 1998.

* EHEP 1998 Budget: ~~as recommended~~ Recommendations of the Budget, Finance and Funding Committee

* Revised draft of the 1997 Community circles report

* Revisions to the / Revised draft of EHEP / Community circles brochure / flyer.

* Revised alt. designs for EHEP corporate logo

Fax

Education & Housing Equity Project

122 West Franklin Avenue, #310 Minneapolis, MN 55404
(612) 871-2519 / FAX: (612) 871-8984

Name: To all EHEP Board Members

Board Members:

Barbara Bearman
Keith Hardy
JoAnn Heryla
Jim Hilbert
~~Allan Johnson~~

Josie Johnson
Jim Lenfestey
Matthew Little
Van Mueller
Myron Orfield

Katrina Robertson-Reed
Joy Sorenson Navarre
Marguerite Spencer
Jerry Timian
Cris Toffolo

Organization: Education and Housing Equity Project

From: Dick Little, Executive Director Date: 3/25/98

Subject: EHEP BUDGET Pages: (including cover page) 3

Comments:

Forwarded is a copy of the draft 1998 budget for your review. This is an action item at Friday's board meeting. This recommendations flows from the meetings and work of the finance, budget and funding committee (Van Mueller, Joy Sorenson Navarre and Jerry Timian) and from consultations with MICAH's financial officer Tim Sullivan. A specific description of each line item and pertaining policy assumptions will be available to you at or before the meeting.

EHEP 1998 ORGANIZATION BUDGET
(3-35-98 draft)

Expenses	Base	Priorities
Staff Salary and Wages		
Executive Director	24,000	6,000
Administrative Assistant		15,000
Payroll Taxes	2,640	2,310
Fringe Benefits		3,600
Professional/Contract Services	10,600	3,500
Transportation (Local Auto)	500	800
Staff Expenses		200
Conferences and Meetings		
Citizens Summit	8,000	
Other	1,000	500
Staff and Board Development (Training)	250	250
Educational Resources (Publications, Subscriptions, Memberships)	100	100
Fiscal Agent Fee (MICAH)	3,960	
Office Supplies	500	
Equipment	1,800	
Phone and Fax Service (Long Distance)	200	
E-mail Service	240	
Postage	1,500	500
Printing and copying		
Program	3,000	1,000
Non-program	250	250
Insurance	2,000	
Miscellaneous	50	
TOTAL	\$60,590	\$34,010 (\$94,600)

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<u>TOTAL</u>	35,683.50	10,500 (46,183.50)

TOTAL PROJECTED EXPENDITURES \$60,590 (minimum) to \$94,600

TOTAL CURRENT AND COMMITTED INCOME \$46,183.50

FUND RAISING TARGET (rounded) \$14,500 (minimum) to \$48,500

Education and Housing Equity Project

Board of Directors

Revised through March 20, 1998

Barbara Bearman (Secretary)

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Cris Toffolo

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962-5724(w)
Fax: 962-6360

EDUCATION & HOUSING EQUITY PROJECT

122 West Franklin Avenue, Suite 310

Minneapolis, MN 55404-2452

(612) 871-2519 (Phone)

(612) 813-4501 (fax)

ehp@micah.org (e-mail)

BOARD MEETING

Friday, March 20, 1998

7:30 – 9:00 a.m.

Conference Room 1

Minnesota Church Center

Board Agenda

1. Welcome and introduction of new intern, *Kesha Tanabe*
2. Approval of minutes of January 30, 1998 board meeting
3. Reports
 - a. Financial report (through February 1998)
 - b. Executive director's report
4. Board business
 - a. Approval of 1998 budget
 - b. Action on 1997 community circles report
 - c. Action on EHEP/Community Circles brochure/flyer
 - d. Review of draft outline for 1998 community circles discussion guide
 - e. Revised design for EHEP corporate logo/identity
 - f. Plans for a Twin Cities workshop on study circles co-sponsored with the national Study Circles Resource Center (April 25, 1998)
5. Other business
6. Agreement on next board meeting and adjournment

EDUCATION & HOUSING EQUITY PROJECT

122 West Franklin Avenue, Suite 310

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(612) 871-2519 (Phone)

(612) 813-4501 (fax)

ehp@micah.org (e-mail)

RESCHEDULED BOARD MEETING

Friday, March 27, 1998

7:30 – 9:00 a.m.

Conference Room 2

Minnesota Church Center

Revised Board Agenda

1. Welcome and introduction of our new intern, *Kesha Tanabe*, and new board member, JoAnn Heryla
2. Approval of minutes of January 30, 1998 board meeting
3. Reports
 - a. Financial report (through February 1998)
 - b. Executive director's report
 - c. *Brief* presentation by Tony Spadafora, co-developer of the School Community Partnership Initiative
4. Board business
 - a. Approval of 1998 budget
 - b. Action on 1997 community circles report
 - c. Action on EHEP/Community Circles brochure/flyer
 - d. Review of draft outline for 1998 community circles discussion guide
 - e. Revised design for EHEP corporate logo/identity
 - f. Plans for a Twin Cities workshop on study circles co-sponsored with the national Study Circles Resource Center (April 25, 1998)
5. Other business
6. Agreement on next board meeting and adjournment

I. Tony Spafadora

A. **Community Partnership Initiative**

1. Consists of:
 - citizens as taxpayers and voters
 - (Responsible) advocates/experts
 - Elected/appointed officials
2. Create a citizen-based criteria for evaluating policy-making decisions
 - create units of measure, critical values, etc.
3. Prison Example
 - criteria: critical distance from schools
 - unit of measure: feet, yards, or miles?
 - Critical value: i.e., 10 miles from schools

B. Roundtable Format

1. Efficient/economical way to increase visibility and discussion of an issue
2. 10-15 people per roundtable
3. Use corporate and citizen-driven sponsorship
4. Provides decision-making info for elected officials

II. Review Draft Outline for 1998 Comm. Circles Discussion Guide

A. **Segregation Issue** (Myron Orfield) --> Must answer: Why is this harmful? Emp. **Moral Dimension**

1. Need to address "concrete harms to individuals"
 - "talk about people and their lives"
 - long-range effects of segregation on individuals
 - suggested video; trace development/ compare-contrast opportunities on students in dif districts
2. "Harms to Communities"
 - a. Crime
 - b. Racial Understanding
 - c. School performance
 - d. Private Investment
3. Must challenge contemporary liberal view: "Segregation is voluntary --> send \$\$"

B. Educational Policy

1. Resource Equilization w/n yield results (M. Orfield)
 - a. (Empirically) Mpls spends 125% of suburban average w/ lowest achievement and hi dropouts
 - b. Need to disaggregate various maintenance and actual educ cost in per pupil spending (Toffolo)
 - How much is actually contributed to ed vs. Building maintenance, etc?
 - c. Segregation overwhelms political-financial efforts (Orfield)
 - "need to counteract the desire to stay separate"
2. How to frame the issue?
 - a. Appeal to self-interest? (M. Little)
 - b. Appeal to inner-ring suburbs (M. Orfield)
 - test scores track poverty --> deconcentrate this poverty, not more spending
 - organize data that specifically informs this aspect
 - c. Not just spending issues; concentration of ESL, poverty - talk about mobility (Van)
 - d. What is the priority for EHEP? More Spending or Integration??? (Orfield)
 - e. Not enough parity btw systems to suggest full-integration (Van)
 - again, suggestion to use video to illustrate infrastructure differences
 - f. Utilize empathy --> "Equal Opportunity"
 - definition varies though in urban v suburban opinion

C. Housing Debates

1. Maple Grove incident
 - a. Engage discussion, but
 - b. Also engage progressives --Use moral right and wrong
 - c. EHEP needs outreach:
 1. Progressive Minnesota
 2. Acorn
 3. Green Party
 4. Neighborhood Groups
 5. MAPA

D. General discussion

1. Agreement to use video to explain
 - add to budget
 - Bill Moyers format as example
2. Who to involve in discussion ?
 - Include young people, 5, 6, 7, 8th graders
3. What' s the goal?
 - Threaten to sue, etc -->more \$\$, then endure legislative attempts to reduce \$\$ (issue is cyclical)
 - Or desegregate community (long-term solution)
4. Dialogue vs Activism
 - Activism produces results, gets people pumped up around an issue, but
 - Dialogue produces an intelligent rationale
5. Moral discussion or Enlightened Self-Interest
 - Utilize the undesirability of appearing unjust or discriminatory
 - use MLK's technique of nonviolence to motivate change
 - Press and activism necessary
 - Personalize the effects of segregation - why should we care about this?
 - Build alliances

III. Remainder of Board Business

- A. Approved January 30, 1998 Minutes
- B. Discussed financial reports
- C. Executive Director's Report
- D. 1998 Budget
 - should seek grant to produce a video
 - Refer to Bill Moyers/Ohio schools

EHEP 1998 ORGANIZATION BUDGET

Adopted by the Board of Directors 3-27-98

<u>Expenses</u>	<u>Base</u>	<u>Priorities</u>
Staff Salary and Wages		
Executive Director	24,000	6,000
Administrative Assistant		15,000
Payroll Taxes	2,640	2,310
Fringe Benefits		3,600
Professional/Contract Services	10,600	3,500
Transportation (Local Auto)	500	800
Staff Expenses		200
Conferences and Meetings		
Citizens Summit	8,000	
Other	1,000	500
Staff and Board Development (Training)	250	250
Educational Resources (Publications, Subscriptions, Memberships)	100	100
Fiscal Agent Fee (MICAH) (incl. rent & utilities, phone and fax lines, use of fax/copier, and payroll, financial reporting and other fiscal management services)	3,960	
Office Supplies	500	
Equipment	1,800	
Phone and Fax Service (Long Distance)	200	
E-mail Service	240	
Postage	1,500	500
Printing and copying		
Program	3,000	1,000
Non-program	250	250
Insurance	2,000	
Miscellaneous	50	
<u>TOTAL</u>	<u>\$60,590</u>	<u>\$34,010</u> <u>(\$94,600)</u>

<u>Support and Revenue</u>	<u>Current</u>	<u>Committed</u>
Retained earnings (from 1997) (Minneapolis and Saint Paul Foundations)	9,931	
Otto Bremer Foundation	25,000	
Cowles Media Foundation		10,000
National Council for Community and Justice (Formerly Natl. Council of Christian and Jews)	252.50	
Norwest Mortgage—Maple Grove Branch		500
Individual Donations (Thomas Stanley)	500	
<u>TOTAL</u>	35,683.50	10,500 (46,183.50)

TOTAL PROJECTED EXPENDITURES \$60,590 (minimum) to \$94,600

TOTAL CURRENT AND COMMITTED INCOME \$46,183.50

FUND RAISING TARGET (rounded) \$14,500 (minimum) to \$48,500

EHEP 1998 ORGANIZATION BUDGET
(3-35-98 draft)

Expenses	Base	Priorities
Staff Salary and Wages		
Executive Director	24,000	6,000
Administrative Assistant		15,000
Payroll Taxes	2,640	2,310
Fringe Benefits		3,600
Professional/Contract Services	10,600	3,500
Transportation (Local Auto)	500	800
Staff Expenses		200
Conferences and Meetings		
Citizens Summit	8,000	
Other	1,000	500
Staff and Board Development (Training)	250	250
Educational Resources (Publications, Subscriptions, Memberships)	100	100
Fiscal Agent Fee (MICAH)	3,960	
Office Supplies	500	
Equipment	1,800	
Phone and Fax Service (Long Distance)	200	
E-mail Service	240	
Postage	1,500	500
Printing and copying		
Program	3,000	1,000
Non-program	250	250
Insurance	2,000	
Miscellaneous	50	
TOTAL	\$60,590	\$34,010 (\$94,600)

<u>Support and Revenue</u>	<u>Current</u>	<u>Committed</u>
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TOTAL PROJECTED EXPENDITURES \$60,590 (minimum) to \$94,600

TOTAL CURRENT AND COMMITTED INCOME \$46,183.50

FUND RAISING TARGET (rounded) \$14,500 (minimum) to \$48,500

BUDGET POLICY QUESTIONS & RECOMMENDATIONS

Wages / Salaries

Questions for board:

1. Pay for director - hourly wages or fixed salary or performance-based salary?
2. What are the staff requirements - how many staff / how much staffing do we need, given our activities + objectives?

Exec. Dir. recommendation - add an administrative assistant (or staff-share w/ MICAH if feasible) or office manager.

3. What should EHEP's policies be for - sick leave, vacation, holidays, family / funeral / emergency leave, child care leave (sick child) - if any?
4. Board policy for continuing education / staff development?

Payroll Taxes

Fringe Benefits

Board policy is needed on employee benefits, coverage: health insurance, dental insurance, disability insurance, child care expenses, retirement fund / 403(b) contributions?

Board Compensation

Policies re: reimbursement of board members for certain expenses, board training and development?
Stipends for board work beyond job description?

Staff Expenses

Guideline for dining expenses, if any?
What else might be considered a staff expense?

Local Auto (Mileage + Parking) or Transit Policy for mileage?

Exec. Dir. recommendation: Use the IRS rate as guideline, currently 32.5¢/mile

Professional Services/Contracts

What level of audit should we procure?
Compilation, Review, Full

Recommendation of director - that we budget for a schedule
an audit at the close of grant
year 1998, for 2 years (1997 & 98)

are there firms or organizations, or individuals,
who would be willing to offer "pro bono" services?

How can/should we best use ^{collaborate with} partners (and track
in-kind/collateral support)? Example = Study Circles
Resource Center Ex., Institute on Race and Poverty

Policy + ^{process} procedure + standards for procurement of services/contracts?
~~and selection of services~~ And when to use "outside" services?

Training and

Policy for staff development?
Policy for board development?
What should the budget/org. reimburse/cover?

Conferences and Meetings

Expenses associated with a conference, meeting or
workshop sponsored or co-sponsored by EHEP

~~meetings~~
Subscriptions and Memberships and Publications
Suggestions for EHEP Library? Guidelines?
Recommendations for subscriptions (e.g., Race & Poverty)

Office Supplies

Supplies worth less than \$500.
EX., paper for faxes, copying, printing

Additional services? Beeper phone or cell phone?

Newspaper service - MICAH currently subscribes to the Star Tribune (daily)

Equipment

Includes capital purchases & maintenance agreements/expenses. Usually items worth more than \$500.

Printing & Copying

Should we distinguish - show separately expenses for routine office copying and profession printing?

Should we separate categories for program (project or activity-specific) ~~copying~~ printing and non-program printing (general applicability - printing for letterhead, bus card, envelopes, brochures, general reports, fund raising materials, etc)

Rent & Utilities

Postage & Delivery

Director's recommendations - That we look into non-profit org. or education rate
- That we look into rules for using bulk rate

Communications Services

Telephone - Should we incorporate and use conference call services/features?

NOTE - EHEP used conference call services on a one-time basis when reviewing candidates for addition to the Bd.

E-Mail - Should we obtain this service separately or through/with MICAH?

Director's recommendation - Through MICAH (and add to our fiscal services agreement)

Would EHEP want to eventually design a "web page" frame on the internet?

Insurance

The board needs to set policy + take action to pursue appropriate insurance (some education would be helpful here) - general liability, professional liability / board liability, employee dishonesty, and possibly property coverage.

Director's recommendation - we should pursue a package policy w/ one agent rather than separate policies w/ separate agencies.

Fiscal Agent Fees: Are there other areas where we should work with or through MICAH?
These presently include: e.g., investment services, tax services, etc.

1. Adm. support services

(book-keeping, payroll, financial statements, processing and paying/depositing \$ for withholding, unemployment insurance, workman comp, etc., and check payment services)

2. Office and storage space + utilities

3. One business phone line (local phone service)

4. Use of office equipment (phone, voice mail, fax and *e-mail)
* to be added to financial mt.

EHEP is also able to make long distance calls, use meter postage charged to MICAH's account and use office supplies that MICAH bulk purchases at cost.

We are able to use the MN Church Center Conference + Meeting Rooms at no cost, parking is free, cafeteria is located in the building, along with postal pick-up and express mail service. The MN Council of Churches provides the postage meter. Their fax + copies are available on an emergency basis.

SUPPORT

Foundations & Corporations - • Who should we talking to?

- See list prepared for Bd. members.
- Should we pursue some # jointly w/ MICAH or

Individual & Org. Donors or Memberships - • Should we pursue this potential support base?
 income from
 sub-contract?

Fees and Sales - • Should we set a policy or policy re: distribution of our products or services beyond our circles project

(e.g., requests for copies of our discussion guide from local human rights commission for use in a local discussion/educ. program)

Fundraisers/Events -

- Need a policy regarding availability of our publications
- Board direction or initiative would also be helpful here.

(e.g., book signing + sale event w/ Bd. Mbr. Myron Orfield and his book Metropolitica)

Partnerships and "In Kind" / Non-Cash Support from Organizations.

- What kind of agreement/arrangement should we develop for expense sharing or reimbursement
- Internships, Viste Volunteers, etc. any ideas?

Government Grants or Contracts -

Investment / Interest Income -

- need criteria for making decisions about where we "park" our grant funds.

Miscellaneous

- TIME - LINE

①

FEB

MAR

APRIL

MAY

JUNE

JULY

AUGUST

- * Draft outline Discussion Guide
 1. Research
 2. Organizing
 3. Framing/Outline
 4. Rough Draft



- Draft DISCUSSION GUIDE
- 1. Draft Instructions + Guidelines for Discussion
- 2. Draft Issues Guide

Edit & Design Discussion GUIDE

PRINT DISCUSSION GUIDE +

DISTRIBUTION OF ~~MEETINGS~~ GUIDE ~~WITH~~ SPONSORS

SUPPORTING MATERIALS (To inform Discussions)

* Procure Professional Services for Discussion Guide

Design + Procure Facilitator Training + procure Training Resources

Plan + Organize Moderator + Facilitator Training

* Develop/Renew/Involve Partnerships

SELECTED REVIEW & PARTNERSHIPS FEEDBACK

PARTICIPANT & MEDIA

RECRUITMENT COVERAGE

* Complete & Approve Community Circles Report

Publish Report

DISTRIBUTE Report

* Initiate Fundraising & Fund Dev. Inquiries

Grant Proposals

* PUBLICITY ABOUT NEXT ROUND OF COMMUNITY CIRCLES / RECRUITMENT OF SPONSORS, FACILITATORS / PLAN + ORGANIZE SPONSOR KICK-OFF EVENTS

SPONSOR MEETINGS

SPONSOR MEETINGS

FACILITATOR TRAINING

FACILITATOR TRAINING

(TIME-LINE, CONTINUED)

SEPT

OCT

NOV

DEC.

JANUARY

COMMUNITY
CIRCLES
BEGIN

COMMUNITY
CIRCLES
CONTINUE

COMMUNITY
CIRCLES
FINISH

CITIZENS
FORUM
(NOVEMBER
OR
DECEMBER)

REPORTS,
ASSESSMENT,
EVALUATION

MONITORING, ASSISTANCE, RESOURCING
TROUBLE SHOOTING, PREPARING FOR FORUM

PUBLIC
ACTION AGENDA
&
RECOMMENDATIONS
FOR LEGISLATORS,
OTHER DECISION
MAKERS

EDUCATION & HOUSING EQUITY PROJECT
122 West Franklin Avenue, Suite 310
Minneapolis, MN 55404-2452
(612) 871-2519 (Phone)
(612) 813-4501 (fax)
ehep@micah.org (e-mail)

RESCHEDULED BOARD MEETING

Friday, March 27, 1998
7:30 – 9:00 a.m.
Conference Room 2
Minnesota Church Center

Revised Board Agenda

1. Welcome and introduction of our new intern, *Kesha Tanabe*, and new board member, JoAnn Heryla
2. Approval of minutes of January 30, 1998 board meeting
3. Reports
 - a. Financial report (through February 1998)
 - b. Executive director's report
 - c. *Brief* presentation by Tony Spadafora, co-developer of the School Community Partnership Initiative
4. Board business
 - a. Approval of 1998 budget
 - b. Action on 1997 community circles report
 - c. Action on EHEP/Community Circles brochure/flyer
 - d. Review of draft outline for 1998 community circles discussion guide
 - e. Revised design for EHEP corporate logo/identity
 - f. Plans for a Twin Cities workshop on study circles co-sponsored with the national Study Circles Resource Center (April 25, 1998)
5. Other business
6. Agreement on next board meeting and adjournment

Education & Housing Equity Project Balance Sheet
March 31, 1998

ASSETS

Current Assets		
Cash in Checking	\$	23,071.26
		<hr/>
Total Current Assets		23,071.26
Property and Equipment		
		<hr/>
Total Property and Equipment		0.00
Other Assets		
		<hr/>
Total Other Assets		0.00
		<hr/>
Total Assets	\$	<u>23,071.26</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll taxes payable	\$	812.68
		<hr/>
Total Current Liabilities		812.68
Long-Term Liabilities		
		<hr/>
Total Long-Term Liabilities		0.00
		<hr/>
Total Liabilities		812.68
Net Assets		
Retained Earnings		9,331.61
Net Income		12,926.97
		<hr/>
Total Net Assets		22,258.58
		<hr/>
Total Liabilities & Net Assets	\$	<u>23,071.26</u>

Education & Housing Equity Project
Income Statement
For the Three Months Ending March 31, 1998

	Current Month	Year to Date
Support		
Foundations & Corporations	0.00	25,000.00
Individuals	752.50	752.50
Earned income	0.00	0.00
Miscellaneous	0.00	0.00
	<hr/>	<hr/>
Total Support	752.50	25,752.50
	<hr/>	<hr/>
Expenses		
Wages	2,316.00	6,540.00
Payroll taxes	537.24	918.83
Fringe Benefits	0.00	0.00
Professional Services	2,000.00	2,000.00
Local Auto	26.36	105.57
Staff Expense	0.00	0.00
Staff Development	95.00	250.00
Resource Development	0.00	105.45
Fiscal Agent fees	0.00	1,110.00
Office Supplies	61.70	85.45
Equipment	0.00	1,202.00
Postage	21.50	214.46
Conferences & Meetings	0.00	0.00
Printing	0.80	228.30
Telephone	0.00	47.52
Miscellaneous	0.00	17.95
	<hr/>	<hr/>
Total Expenses	5,058.60	12,825.53
	<hr/>	<hr/>
Net Income	\$ <4,306.10>	\$ 12,926.97
	<hr/>	<hr/>

EDUCATION & HOUSING EQUITY PROJECT

FACSIMILE TRANSMITTAL SHEET

TO

**Barbara Bearman
EHEP Board Member**

FROM:

Dick Little, Staff

COMPANY:

DATE:

04/20/98

FAX NUMBER:

374-4964

TOTAL NO. OF PAGES INCLUDING COVER:

2

PHONE NUMBER: SEE ATTACHED

SENDER'S REFERENCE NUMBER:

RE:

Upcoming Board Meetings

YOUR REFERENCE NUMBER:

URGENT FOR REVIEW PLEASE COMMENT PLEASE REPLY PLEASE RECYCLE

NOTES/COMMENTS:

Board Meetings in April and May:

Special Board Meeting: Next Friday, April 24, 1998, 7:30 – 9:00 a.m., Conference Room 1, Minnesota Church Center.

This will be a special meeting of the Board with Matt Leighninger, Associate Director of the Study Circles Resource Center in Pomfret, Connecticut. SCRC has agreed to be a national partner in our community circles project. The meeting will focus on their assistance to us in preparing and publishing our discussion/study guide and on other opportunities for collaboration, including SCRC endorsement of our funding proposals to foundations. We will also discuss the study circles training event that SCRC is co-sponsoring with us on Saturday, April 25th at Hamline University.

Next Regular Board Meeting: Friday, May 15, 1998, 7:30 – 9:00 a.m., Minnesota Church Center, Conference Room 1. This will be our next business meeting. The agenda will be sent out in May.

**Education & Housing
Equity Project**

Memo

To: Katrina Reed
From: Dick Little
CC: EHEP Board Members
Date: 05/05/98
Re: Date for next Board Meeting - PLEASE REPLY (See below)

Several board members have called to inform me that they have a conflict with the scheduled May 15th board meeting date. This, coupled with low attendance at the last board meeting (special meeting in April) prompts me to query board members about the best meeting time in May. We will continue to honor board members' wishes that meetings be held at the beginning of or before the normal workday. At our next meeting, we will focus on the discussion guide (being drafted as I write to you) and plans/partners for the fall metro-wide community circles on schools and housing.

Please indicate your availability to attend the next EHEP Board meeting which will be held from 7:30 - 9:00 a.m. on one of the following dates. Which of the following dates work for you?

Friday, May 15th I would / would not be able to attend.

Friday, May 22nd I would / would not be able to attend.

Friday, May 29th I would / would not be able to attend

Please circle your response for each, above and return to me via fax (813-4501) or phone (voice mail) ASAP. Upon receiving your responses, I will send out the notice for the next board meeting.

JIMFEST

15TH

NO

22nd

NO

29TH

NO

5th

YES

JIM - OFF. FX.

FX: 630-2849

Memo

To: Mathew Little
From: Dick Little
CC: EHEP Board Members
Date: 05/05/98
Re: Date for next Board Meeting – **PLEASE REPLY (See below)**

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Friday, May 15th	I would / would not be able to attend.
Friday, May 22nd	I would / would not be able to attend.
Friday, May 29th	I would / would not be able to attend

Please **circle** your response for each, above and return to me via **fax (813-4501)** or phone (voice mail) ASAP. Upon receiving your responses, I will send out the notice for the next board meeting.

Math, for good measure, let me also know whether FRIDAY, June 5, also works.

**Education & Housing
Equity Project**

Memo

To: Marguerite Spencer
From: Dick Little
CC: EHEP Board Members
Date: 05/05/98
Re: Date for next Board Meeting -- **PLEASE REPLY (See below)**

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- Friday, May 22nd I would / would not be able to attend.
- Friday, May 29th I would / would not be able to attend

Please **circle** your response for each, above and return to me via **fax (813-4501)** or phone (voice mail) **ASAP**. Upon receiving your responses, I will send out the notice for the next board meeting.

June

I would

M. L. Spencer

Memo

To: EHEP Board Members *Joy*
From: Dick Little, Staff *DICK*
CC: Keshia Tanabe, Intern
Date: 05/05/98
Re: Brochure advertising the fall community circles

Here is the brochure we are using to promote the fall study circles. We first used it at the Study Circles Workshop, which we co-sponsored on April 25. We will be reprinting it shortly; if you have any questions or comments, let me know by next Wednesday, May 13.

JOY, I AM TIMING THIS SO WE CAN HAVE
PLENTY OF BROCHURES AVAILABLE AT OUR TABLE

AT THE MICAH PREMIER PERFORMANCE, DICK

PROGRAMME. (MAY 19TH)

Do you have time to work on wording $\frac{1}{2}$ for
an "ad?" let's talk Wed. *Joy*

do we want to make any reference to
the MICAH Play - 7 over next year? 2-3
during next Fall's cycle of discussion?

Thanks for suggesting mention of the MICAH play,
however, I believe it would detract from the
best focus of the brochure, which are the circle
conversations!

Memo

To: Joy Sorensen Navarre
From: Dick Little
CC: EHEP Board Members
Date: 05/05/98
Re: Date for next Board Meeting – **PLEASE REPLY (See below)**

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Please indicate your availability to attend the next EHEP Board meeting which will be held from 7:30 – 9:00 a.m. on one of the following dates. Which of the following dates work for you?

This will be a busy day for me. Prefer not to meet. (Annual mtg 5/19)

- Friday, May 15th I would / would not be able to attend.
- Friday, May 22nd I would / would not be able to attend.
- Friday, May 29th I would / would not be able to attend

Please **circle** your response for each, above and return to me via **fax (813-4501)** or phone (voice mail) ASAP. Upon receiving your responses, I will send out the notice for the next board meeting.

or Friday, June 5th yes →

1041 0. 1/1

1041 0. 1/1

**Education & Housing
Equity Project**

Memo

To: Mathew Little
From: Dick Little
CC: EHEP Board Members
Date: 05/05/98
Re: Date for next Board Meeting - **PLEASE REPLY (See below)**

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Please indicate your availability to attend the next EHEP Board meeting which will be held from 7:30 - 9:00 a.m. on one of the following dates. Which of the following dates work for you?

- ~~NO!~~ Friday, May 15th I would would not be able to attend.
- Friday, May 22nd I would would not be able to attend.
- Friday, May 29th I would would not be able to attend.

Please circle your response for each, above and return to me via fax (813-4501) or phone (voice mail) ASAP. Upon receiving your responses, I will send out the notice for the next board meeting.

Matt, for good measure, let me also know whether FRIDAY, June 5, also works.

**Education & Housing
Equity Project**

Memo

To: Myron Orfield (Emilly Greenwald)
From: Dick Little
CC: EHEP Board Members
Date: 05/05/98
Re: Date for next Board Meeting – **PLEASE REPLY (See below)**

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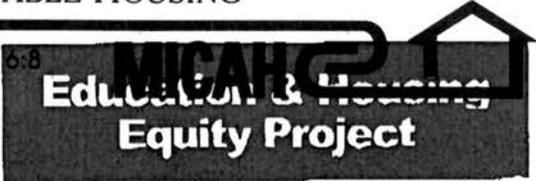
Friday, May 15th I would / would not be able to attend.
Friday, May 22nd I would / would not be able to attend.
Friday, May 29th I would / would not be able to attend

Please **circle** your response for each, above and return to me via **fax (813-4501)** or phone (voice mail) ASAP. Upon receiving your responses, I will send out the notice for the next board meeting.

Friday, June 5, WOULD NOT BE ABLE TO ATTEND.

METROPOLITAN INTERFAITH COUNCIL ON AFFORDABLE HOUSING

"Do justice, love mercy, walk humbly with your God." Micah 6:8



Board of Directors

President
Sue Watley Phillips
Elim Transitional Housing

Vice President
Reverend David [unclear]
Minnesota Catholic Conference

Treasurer
Dick Little
Education and Housing Equity Project

Secretary
Denise Miller
Progressive Missionary Baptist Church

Sister Mary Ellen Foster, CSJ
Sisters of St. Joseph

Thomas Fulton
Family Housing Fund

Kristine Gentilini
Parish Community of St. Joseph

Reverend Robert Hazel
Ascension Catholic Church

Joseph Holmberg
CommonBond Communities

Rabbi Harold Kravitz
Minnesota Rabbinical Society

Ron Latz
Jewish Community Relations Council

Dan Lieberman
Adath Jeshurun Congregation

Ali Newman
Masjid An-Nur/Islamic Centers of Minneapolis and St. Paul

Carolyn Olson
Greater Minneapolis Metropolitan Housing Corporation

Reverend Donald Rudrud
Evangelical Lutheran Church in America - Minneapolis Synod

Reverend Wade Schemmel
St. Paul's United Church of Christ

Reverend Arthur Tredwell
Exodus Development Company

Reverend Steve Van Kuiken
Presbyterian Church of the Apostles

Larry Winans
Minnesota Fair Housing Council

Staff
Joy Sorensen Navarre
Executive Director

Memo

To: Van Mueller

From: Dick Little

CC: EHEP Board Members

Date: 05/05/98

Re: Date for next Board Meeting – PLEASE REPLY (See below)

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Please circle your response for each, above and return to me via fax (813-4501) or phone (voice mail) ASAP. Upon receiving your responses, I will send out the notice for the next board meeting.

Friday, June 5th yes

**Education & Housing
Equity Project**

Memo

From **To:** Keith Hardy
 TO **From:** Dick Little
CC: EHEP Board Members
Date: 05/05/98
Re: Date for next Board Meeting – **PLEASE REPLY (See below)**

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- Friday, May 29th I would / would not be able to attend

Please circle your response for each, above and return to me via fax (813-4501) or phone (voice mail) ASAP. Upon receiving your responses, I will send out the notice for the next board meeting.

*Friday, June 5th yes?

**Education & Housing
Equity Project**

Memo

To: Hope Melton

From: Dick Little

CC: EHEP Board Members

Date: 05/05/98

Re: Date for next Board Meeting – PLEASE REPLY (See below)

Several board members have called to inform me that they have a conflict with the scheduled May 15th board meeting date. This, coupled with low attendance at the last board meeting (special meeting in April) prompts me to query board members about the best meeting time in May. We will continue to honor board members' wishes that meetings be held at the beginning of or before the normal workday. At our next meeting, we will focus on the discussion guide (being drafted as I write to you) and plans/partners for the fall metro-wide community circles on schools and housing.

Please indicate your availability to attend the next EHEP Board meeting which will be held from 7:30 – 9:00 a.m. on one of the following dates. Which of the following dates work for you?

- Friday, May 15th I would / would not be able to attend.
- Friday, May 22nd / would / would not be able to attend.
- Friday, May 29th I would / would not be able to attend

Please circle your response for each, above and return to me via fax (813-4501) or phone (voice mail) ASAP. Upon receiving your responses, I will send out the notice for the next board meeting.

June 5th → (OK) yes

MAY BD. MTG.

Jim Hilbert → any of 3 dates will work

OK - June 5, Hope M

Education & Housing Equity Project
Income Statement
For the Five Months Ending May 31, 1998

	Current Month	Year to Date
Support		
Foundations & Corporations	0.00	25,000.00
Individuals	0.00	752.50
Earned income	0.00	0.00
Miscellaneous	0.00	0.00
Total Support	<u>0.00</u>	<u>25,752.50</u>
Expenses		
Wages	4,000.50	12,991.50
Payroll taxes	370.06	1,515.63
Fringe Benefits	0.00	0.00
Professional Services	0.00	2,348.00
Local Auto	0.00	217.74
Staff Expense	0.00	2.70
Staff Development	0.00	270.00
Resource Development	0.00	105.45
Fiscal Agent fees	0.00	1,110.00
Office Supplies	0.00	108.88
Equipment	0.00	1,803.00
Postage	0.00	217.46
Conferences & Meetings	0.00	0.00
Printing	0.00	480.67
Telephone	0.00	47.52
Miscellaneous	0.00	17.95
Total Expenses	<u>4,370.56</u>	<u>21,236.50</u>
Net Income	<u>\$ <4,370.56></u>	<u>\$ 4,516.00</u>

Grant \$ → Citizen Summit

Jerry - 3M

Jim L. - Honeywell

Keith - Super Value

Education & Housing Equity Project Balance Sheet
May 31, 1998

ASSETS

Current Assets		
Cash in Checking	\$ 15,041.60	
Total Current Assets		15,041.60
Property and Equipment		
Total Property and Equipment		0.00
Other Assets		
Total Other Assets		0.00
Total Assets	\$	<u>15,041.60</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll taxes payable	\$ 1,193.99	
Total Current Liabilities		1,193.99
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		1,193.99
Net Assets		
Retained Earnings	9,331.61	
Net Income	4,516.00	
Total Net Assets		<u>13,847.61</u>
Total Liabilities & Net Assets	\$	<u>15,041.60</u>

Education & Housing Equity Project
Income Statement
For the Five Months Ending May 31, 1998

	Current Month	Year to Date
Support		
Foundations & Corporations	0.00	25,000.00
Individuals	0.00	752.50
Earned income	0.00	0.00
Miscellaneous	0.00	0.00
	<hr/>	<hr/>
Total Support	0.00	25,752.50
	<hr/>	<hr/>
Expenses		
Wages	4,000.50	12,991.50
Payroll taxes	370.06	1,515.63
Fringe Benefits	0.00	0.00
Professional Services	0.00	2,348.00
Local Auto	0.00	217.74
Staff Expense	0.00	2.70
Staff Development	0.00	270.00
Resource Development	0.00	105.45
Fiscal Agent fees	0.00	1,110.00
Office Supplies	0.00	108.88
Equipment	0.00	1,803.00
Postage	0.00	217.46
Conferences & Meetings	0.00	0.00
Printing	0.00	480.67
Telephone	0.00	47.52
Miscellaneous	0.00	17.95
	<hr/>	<hr/>
Total Expenses	4,370.56	21,236.50
	<hr/>	<hr/>
Net Income	\$ <4,370.56>	\$ 4,516.00
	<hr/> <hr/>	<hr/> <hr/>

Education & Housing Equity Project Balance Sheet
May 31, 1998

ASSETS

Current Assets		
Cash in Checking	\$ 15,041.60	
Total Current Assets		15,041.60
Property and Equipment		
Total Property and Equipment		0.00
Other Assets		
Total Other Assets		0.00
Total Assets	\$	<u>15,041.60</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll taxes payable	\$ 1,193.99	
Total Current Liabilities		1,193.99
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		1,193.99
Net Assets		
Retained Earnings	9,331.61	
Net Income	4,516.00	
Total Net Assets		<u>13,847.61</u>
Total Liabilities & Net Assets	\$	<u>15,041.60</u>

Minnesota Church Center, Suite 310
122 West Franklin Avenue
Minneapolis, MN 55404-2452
Phone: (612) 871-2519
Fax: (612) 313-4501
E-mail: ehep@micah.org

**Education & Housing
Equity Project**

Fax

To: KEITH HARDY From: DICK LITTLE
Fax: 914 - 5730 Pages: 6 incl. cover sheet
Phone: Date: 6-5-98
Re: CC:

Urgent For Review Please Comment Please Reply Please Recycle

Here is our 501 (c)3 determination, for your grant proposal. I read your proposal and thought it looked good. Good luck!

Education & Housing Equity Project
Income Statement
For the Four Months Ending April 30, 1998

	Current Month	Year to Date
Support		
Foundations & Corporations	0.00	25,000.00
Individuals	0.00	752.50
Earned income	0.00	0.00
Miscellaneous	0.00	0.00
	<hr/>	<hr/>
Total Support	0.00	25,752.50
	<hr/>	<hr/>
Expenses		
Wages	2,451.00	8,991.00
Payroll taxes	226.74	1,145.57
Fringe Benefits	0.00	0.00
Professional Services	348.00	2,348.00
Local Auto	112.17	217.74
Staff Expense	2.70	2.70
Staff Development	20.00	270.00
Resource Development	0.00	105.45
Fiscal Agent fees	0.00	1,110.00
Office Supplies	23.43	108.88
Equipment	601.00	1,803.00
Postage	3.00	217.46
Conferences & Meetings	0.00	0.00
Printing	252.37	480.67
Telephone	0.00	47.52
Miscellaneous	0.00	17.95
	<hr/>	<hr/>
Total Expenses	4,040.41	16,865.94
	<hr/>	<hr/>
Net Income	\$ <4,040.41>	\$ 8,886.56
	<hr/> <hr/>	<hr/> <hr/>

Education & Housing Equity Project Balance Sheet
April 30, 1998

ASSETS

Current Assets		
Cash in Checking	\$ 18,814.45	
Total Current Assets		18,814.45
Property and Equipment		
Total Property and Equipment		0.00
Other Assets		
Total Other Assets		0.00
Total Assets	\$	<u>18,814.45</u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll taxes payable	\$ 596.28	
Total Current Liabilities		596.28
Long-Term Liabilities		
Total Long-Term Liabilities		0.00
Total Liabilities		596.28
Net Assets		
Retained Earnings	9,331.61	
Net Income	8,886.56	
Total Net Assets		<u>18,218.17</u>
Total Liabilities & Net Assets	\$	<u>18,814.45</u>

Education and Housing Equity Project (EHEP)
Strategic Plan
April 13, 1998
Prepared by Keith Hardy

My name and position. Keith Hardy, EHEP board member

My goals. I want to help improve the quality of housing and education for all residents of the Twin Cities, particularly those who currently live in areas with inequitable housing and educational opportunities.

My objectives. I want to:

- contribute ideas to the board of directors that will mobilize us into action on behalf of residents who need a voice or a helping hand to improve their housing and educational choices.
- participate in activities and discussions that focus on improving housing and educational opportunities in the Twin Cities

EHEP mission. EHEP will promote racially and economically inclusive communities that give families of all incomes, races, and ethnicities access to schools and housing throughout the Twin Cities metropolitan area.

EHEP goals. EHEP's goals are to:

- serve as a catalyst to build broad-based coalitions between citizens and leaders
- engage the community in public discussions and advocacy of issues related to equitable housing and educational opportunities
- assist communities in becoming more inclusive and integrated

EHEP objectives. To accomplish its goals, EHEP will:

- collaborate with other housing, education, religious, and anti-racism organizations to plan and implement metro-wide community circle groups
- increase awareness of public policy makers about the new segregation in the Twin Cities
- coordinate community circles for small -group discussions
- coordinate a Citizens Summit for a large-group dialogue
- provide training in areas related to racism, segregation in housing and education, and other related areas
- encourage community circle participants to take action on problems

Organizational characteristics. The following is a synopsis of EHEP's organization.

- **Leadership.** EHEP has an executive director and a board of directors who work closely together. The executive director provides direction in areas of initial ideas and proposed action, but the board gives final approval all actions and moneys spent to support those actions. As an emerging organization, EHEP has a very active board of directors who not only provide input but who make active contributions such as creating literature and serving as an audit team.
- **Staff.** EHEP is currently a one-person staff with an intern, a part-time assistant and 15 volunteers on the board of directors. The board includes many experts in the fields of education, housing, public policymaking, law and race relations along with concerned citizens.

- Physical assets. EHEP currently has a computer, bookcases and cabinets for files, and office space it sublets. It shares other office equipment with its parent organization MICAH such as fax machine, photocopier, printer and electronic mail.
- Financial resources. EHEP operates on a budget of \$60,000 currently, which includes grants from the Otto Bremer and the Cowles Media foundations. The operating income includes retained earnings from the Minneapolis and St. Paul Foundations. EHEP is governed by fiscal policies the board created and its fiscal agent is MICAH.
- Recognition. EHEP has received local, statewide, and national recognition including *Star Tribune* newspaper, *U. S. News and World Report*, National League of Cities, and Study Circles Resource Center.

Organizational strengths. EHEP's strengths include:

- Completion of one round of community circle conversations. The participation in and publicity from these meetings were great for a new organization like EHEP. The foundation was laid for greater work in the community this year.
- An active, diverse and experienced board of directors. The board has members with many years of mature experience in their fields and who are recognized leaders in their community.
- A passionate executive director who started as a volunteer for EHEP and has grown with the organization.
- Foresight in being a step ahead of the president's agenda. When President Clifton called for national discussion of issues related to race relations, EHEP was already 18 months into its community activities.

Organizational problems. EHEP's challenges/problems include:

- Staffing. EHEP needs at least one more full-time staff person, but preferably two to four more.
- Financial strength. EHEP is doing good work with a five-figure budget, but much more can be done with a larger budget.
- Culturally challenge. Studies show that Minnesota has increasing areas of segregation in education and housing, yet residents are reticent to openly discuss this problem. This hinders EHEP's goal of getting residents to talk about this problem in community circles.

Organizational activities. The following activities and projects will help EHEP accomplish its mission and overcome its challenges.

- Citizens Summit. Scheduled for fall 1998, this event will bring together many of the participants in the community circle conversations to discuss some of the issues in-depth. Funding requests for 1998 will center around support of this large-scale effort.
- Community Circle Conversations. About 100 of these will be conducted throughout the Twin Cities this year with the goal of involving more citizens, community leaders and policy makers.
- Public release of summary of 1997 community circle conversations. The summary of the 1997 discussions will be released to the public via various media including newspapers and television. This will help other residents see and hear the concerns that have been raised and will generate interest in the 1998 meetings.

**Draft of Evaluation Ideas
Citizens Summit project
by Keith Hardy**

Methods to evaluate Citizens Summit project

Goal and mission

1. Is EHEP's mission clear to all participants?
2. Did the moderators do an effective job of describing the summit's goals?

Objectives

1. Were participants clear about the objectives of the summit?
2. Were participants aligned with the overall objectives or did they have their own agenda?

Information requirements

1. Have bio information on each participants: name, city/neighborhood, profession, etc.
2. Is enough background information related to the summit available (study circle summaries, recent studies related to housing and education, HUD information, Department of Education information, etc.)

Summit resources-how did they help?

1. EHEP board members
2. MICAH staff and board members
3. Study Circle Resource Center
4. Minnesota Meetings

How well did the summit meet EHEP's goals?

1. Number of participants
2. Quality of dialogue
3. Degree of action steps for participants
4. Level of proposals to present to policymakers

What are the action steps/timelines for the community?

1. methods of addressing segregation in housing
2. methods of addressing segregation in education
3. Individual vs. community action

What are the action steps/timelines for policymakers?

1. Legislation to address segregation in housing
2. Legislation to address segregation in education

What's happening from this day forward?

1. Proposed legislation
2. Community involvement
3. Community leaders' involvement
4. EHEP's plans

Comments from participants

1. How effective was the summit?
2. Did you feel comfortable contributing to the dialogue?
3. Did you gain ideas and action steps that you want to share with your community?
4. What else can we do to influence policymakers to address issues of segregation?

Need for Funding for Citizens Summit

The city of Minneapolis conducted a survey of real estate agencies in 1947 and found that 40 percent of those surveyed stated that they did not want to deal with Negroes, Orientals or Jews. The survey also indicated that housing covenants prohibiting minorities and Jewish people from renting or buying homes were prevalent throughout Minnesota. ¹

Now in 1998 many Minnesotans would like to believe that our state is progressive, open-minded, and leading the pack of American states in acceptance of all people. Unfortunately this isn't true. Instead of being open-minded and open to all people, evidence shows that Minnesota is among the leading states in areas of discrimination and inequality in key areas such as education and housing.

The Stark Truth about Separate but Unequal

A recent *Star Tribune* report shows that in 1997 children of color made up 68.1 percent of the 48,706 students enrolled in Minneapolis public schools. However, more and more schools have high concentrations of all-Caucasian students and all-students of color. ²

This pattern correlates directly to the racial makeup of the neighborhood where the schools are located. The mostly Caucasian neighborhoods in the suburbs tend to have mostly Caucasian students and the neighborhoods that have mostly people of color--primarily the inner city neighborhoods--tend to have higher concentrations of children of color in the schools. ³ Judy Farmer, the longest-serving member of the Minneapolis school board, says that while metrowide desegregation is a nice idea, the political reality is altogether different. She said she has a hard time believing that suburban families are going to want to bus their children into the city and vice versa. "The question I have..is how would you get that done in this state? Somebody would have to make that happen. Who? The governor? The Legislature? The State Board of Education?" ⁴

There is concern that with schools in Minneapolis and throughout the Twin Cities becoming more racially polarized that the quality of education will become unequal. The Minneapolis branch of the NAACP says that the issue isn't about race, but because race and poverty are linked closely, having lots of students of color in the same school usually means lots of poverty and its related challenges. ⁵

Neighborhood Housing Falls Along Racial Lines

Along with the challenges of potential inequality in public education, the Twin Cities face a challenge of inequality in housing. A 1992 report published by the Metropolitan Council states people of color in Minneapolis and St. Paul are more likely to live in poverty than are minorities in any of the largest 25 metro areas in the United States. The 29 percent gap between Minneapolis-St. Paul and suburban poverty rates for minorities is the largest among the 25 metro areas. People of color in Minneapolis are over twice as likely to live in poverty as people in the suburbs. ⁶

An April 1997 study by the Institute on Race and Poverty reconfirmed that the Twin Cities area remains one of the most highly segregated in the country. In the absence of other explanations, the concentration of minority populations in the core cities of Minneapolis and St. Paul must be attributed to individual and systemic discriminatory housing practices. ⁷

Studies have shown that concentrated poverty is intricately connected with racial segregation and a variety of social problems. Concentrated poverty multiplies the severity of problems faced by communities and people with low incomes. According to *There Goes the Neighborhood*, a 1996 publication of the neighborhood Planning for Community Revitalization and the Center for Urban and Regional Affairs, "Living in areas of concentrated poverty has been shown to have an adverse effect on a range of life experiences, from isolating youth from employment opportunities to consigning youth to inferior education, dangerous neighborhood conditions and harmful environmental conditions." ⁸

Along with the effects of poverty and concentrating people of poverty in certain areas, there is evidence of intentional discrimination in housing, primarily rental housing and mortgage loan approvals. In fall 1996 the Minnesota Fair Housing Center conducted fair housing rental audits in two predominantly white Minneapolis neighborhoods. Carefully matched testers of color were treated less favorably 49 percent of the time in northeast Minneapolis and 61 percent of the time in the southwest part of the city than were comparable white testers.⁹

Another method of discrimination that is becoming more prevalent among suburban landlords is the drop in percentage of them that accept Section 8 housing. The 1997 Suburban Hennepin Landlord Survey found that "the percentage of units surveyed that both qualify for Section 8 and accept Section 8 has dropped from an already low 27 percent in 1995 to a disturbing 17 percent in 1997." This is somewhat unexpected in a time when Section 8 program requirements are being significantly relaxed to benefit owners and managers.¹⁰

For people of color who try to buy rather than rent their home, discrimination is prevalent in the Twin Cities, also. An analysis of the Home Mortgage Disclosure Act in 1993, cited by the *St. Paul Pioneer Press*, found that in the Minneapolis-St. Paul metropolitan region African-Americans were turned down nearly three times as often as whites and Hispanics twice as often as whites for home loan assistance.¹¹

How the Citizens Summit will help

In November 1998 the Education and Housing Equity Project will host its inaugural Citizens Summit. The program will be co-hosted by the Community Circle partners and the Minnesota Meeting. The Citizens Summit will have two main parts.

1. A citizens forum with about 200 Twin Cities residents participating in dialogue to present their ideas for action steps to address the rising discrimination in education and housing in the Twin Cities. This will be a fully interactive session, with the participants having the ability to electronically vote on or rate the various ideas presented. George Latimer, former St. Paul mayor and Jayne Marecek, president of EXPRESS Communications, will moderate the forum. Andrew Cuomo, Secretary of HUD, will host the forum.
2. A Minnesota Meeting address by Secretary Cuomo. A large group of community leaders will join the 200 summit participants for Secretary Cuomo's presentation on his understanding of the discussion from the summit dialogue.

The goal of the Citizens Summit is to begin to eradicate discrimination in education and housing in the Twin Cities. This goal will be accomplished by meeting these objectives:

1. Encourage citizens and leaders to engage in frank discussion of the current environment for education and housing opportunities in the Twin Cities.
2. Help citizens and leaders develop action steps to address identified inequities in education and housing.
3. Create documents that recap the findings and recommendations from the summit for policymakers.
4. Empower summit participants with the information and resources they need to take action steps back to their communities.

Bibliography

- 1 MICAH, "FHIP Funding Proposal." (1998): 3.
- 2 O'Connor, Anne. "Community Schools." *Star Tribune*, May 15, 1998.
- 3 *ibid.*
- 4 *ibid*
- 5 *ibid*
- 6 Metropolitan Council. "Trouble at the Core." 1992.
- 7 MICAH, "FHIP Funding Proposal." (1998): 3.
- 8 *ibid*
- 9 *ibid*
- 10 *ibid*
- 11 *ibid*

Education and Housing Equity Project
Problem-Need Statement
April 13, 1998
Prepared by Keith Hardy

Background. Imagine you're a young person of color living in a north Minneapolis or west St. Paul neighborhood. You attend a public high school. When you travel through other neighborhoods, the houses are bigger and the surroundings are "prettier" than yours. When you compare your classes with friends who go to a private or a more prestigious public school, their classes are more advanced. What would you think?

These scenarios are unfortunately part of the new segregation of housing and education in many parts of the Twin Cities, and are the thrust behind the mission of the Education and Housing Equity Project (EHEP). Created in early 1995 by a group of education and housing advocates, EHEP's mission is to act as a catalyst to build broad-based coalitions and engage the community in public conversations and advocacy to promote racially and economically inclusive communities.

A key element in reaching this mission is community education and public conversation. To this end EHEP created the Community Circle Collaborative in 1996 and held community circle meetings throughout 1997. These meetings were a collaborative effort of many Twin Cities organizations from church, government and the community. About 500 people participated in these meetings.

Problem need and definition. In fall 1998 EHEP is hosting the Citizens Summit for Twin Cities residents. This meeting gives residents of all racial and ethnic as well as socioeconomic backgrounds an opportunity to discuss successes and challenges that face communities in the Twin Cities for better schools and affordable housing. The main goal for this dialogue is that citizens will share ideas, offer solutions to problems, and create strong recommendations that will be passed on to Minnesota representatives and senators to act on by creating legislation and providing funding.

To make the Citizens Summit a success, the following resources are crucial:

- an administrative assistant
- a stipend for the moderators and for some participants
- multilingual interpreters for non-English speaking participants
- anti-racism training for participants

Request. As a supporter of our mission as indicated by your financial and moral support of programs and laws that create better housing and schools, I ask that you support EHEP's great community effort through the planned Citizens Summit. It's evident that this summit will be a major force in giving citizens a voice in tearing down the new segregation that is creeping up in the Twin Cities and to ensure all citizens get equal housing and education.

To help us reach our goal to improve life for Twin Cities residents, I request \$50,000 from your foundation to cover the expenses for the four key areas I discussed. EHEP will provide your organization with a detailed budget for the summit as well as a final expense sheet. EHEP will also provide a synopsis of the summit and updated reports as we follow the ideas generated by the citizens through the Minnesota legislature into laws and other actions. As a funder you are welcome to be an observer or participant in the summit as well.



A division of **SUPERVALU**
 6533 Flying Cloud Drive Suite 100
 PO Box 1377
 Eden Prairie MN 55344
 P.H. (612) 814-5900 FX. (612) 814-5730

FAX TRANSMITTAL

DATE:	6/1	
TO:	Dick Little	PHONE:
COMPANY:		FAX: F134501
FROM:	Keith Hardy	PHONE: 612-914-5938
		FAX: 612-914-5730
RE:		

NUMBER OF PAGES (including transmittal)

Dr. Anita Pampusch, ^Ppresident
Bush Foundation
E-900 First National Bank building
332 Minnesota Street
St. Paul MN 55101

May 1, 1998

Dear Dr. Pampusch:

Post-it® Fax Note 7671		Date 5/12	# of pages 23
To KEITH HARDY	From DICK LITTLE		
Co./Dept.	Co.		
Phone # 914-5938	Phone # 871-2519		
Fax # 914-5730	Fax # 813-4501		

~~My name is Keith Hardy and again~~ It was a pleasure to meet you on April 25 at our Toastmasters convention. Congratulations again on receiving our district's Communication and Leadership award.

I want to introduce you to an agency for which I serve on the board of directors and ask that you consider our funding proposal for inclusion in the next Bush Foundation board meeting.

About the agency. *Education + Housing Equity Project.*

Imagine you ^{are} a young person of color living in a north Minneapolis or west St. Paul neighborhood. You attend a public high school. When you travel through other neighborhoods, the houses are bigger and the surrounds are "prettier" than yours are. When you compare your classes with friends who go to a private or a more prestigious public school, they have more variety in classes or more advanced classes. What would you think?

These scenarios are unfortunately part of the new segregation of housing and education in many parts of the Twin Cities, and are the thrust behind the mission of the Education and Housing Equity Project. Created in early 1995 by a group of education and housing advocates, EHEP's mission is to act as a catalyst to build broad-based coalitions and engage the community in public conversations and advocacy to promote racially and economically inclusive communities.

A key element in reaching this mission is community education and public dialogue. To this end EHEP created the Community Circle Collaborative in 1996 and held community circle meetings throughout 1997. This effort was the first study circle in ~~America~~ ^{the United States (see note on back)} that brought citizens of an entire region together to deliberate on difficult regional issues. These meetings were organized by the Community Circle Collaborative, which is comprised of 30 Twin Cities organizations from churches to government officials to social agencies. About 500 people participated in these meetings to discuss and create initial action steps to address issues surrounding educational and residential segregation.

EHEP is led by an executive director, Dick Little, and 15 people serving on the board of directors. All of us come from varied professional and community service backgrounds ranging from noted civil rights leaders Matt Little and Josie Johnson to state representative Myron Orfield to other noted leaders and citizens.

the Citizens Summit...
About our program.

In November 1998 EHEP is hosting the Citizens Summit for Twin Cities residents. This gathering will give participants of the 1997 and 1998 community circles plus other residents an opportunity to further discuss successes and challenges that face communities in the Twin Cities for better schools and affordable housing.

The main goal for this dialogue is that citizens will share ideas, offer solutions to problems, and create strong recommendations that will be passed on to Minnesota policymakers through the 1999 Twin Cities Metropolitan Agenda for Action to act on by creating legislation and providing funding.

awkward

- 3rd page -

Using "America" to refer just to the part of North America, Central America + South America that is U.S.A. can be offensive to citizens of those regions living here. It has the effect of making their country/area invisible.

EHEP will work with Minnesota Public Radio and other organizations to host this event. We will have moderators who are experienced in leading large group dialogue and who are known in the Twin Cities community.

About our need.

To make the Citizens Summit a success, the following resources are crucial:

- an administrative assistant
- a stipend for the moderators and for some participants
- multilingual interpreters for non-English speaking participants
- anti-racism training for participants / *facilitators/moderators*

1. An administrative assistant *will* to help the EHEP executive director organize the community circles and to ensure all details are in place. Currently EHEP's executive director is a staff of *one* and needs this added assistance to ensure quality meetings for attendees.
2. Stipends *will* to compensate quality moderators for their knowledgeable assistance. EHEP is seeking moderators known and trusted in the community to serve as moderators. Combining the topic matter with some name recognition *the only the org* will be most helpful in attracting residents to these events. Also, these moderators will be experienced at leading large-group discussion to ensure all people are heard. If potential moderators are offered an honorarium, that can help cement their commitment to the importance of this discussion.

Also, stipends can be offered to residents who may otherwise be hesitant about getting involved in a Citizens Summit because of pressures on their primary--or in many cases, second--job. By offering some compensation, EHEP can help ensure residents have no financial barriers to taking part in this event.

3. Multilingual interpreters to act as a liaison to non-English speaking residents. These interpreters are crucial to this process because EHEP doesn't want any residents to avoid participating in the summit because they *are not* able to speak or understand English. The interpreters will also be helpful with follow-up with residents who may want to pursue further action such as talking with legislators or working within their home community.
4. Anti-racism training. This training will help participants recognize various forms of racism so that they can ensure all citizens are treated equally, primarily in areas of education and housing, following the summit.

change rationale

As a supporter of our mission as indicated by your financial and moral support of programs and laws that create better housing and schools, I ask that you support EHEP's great community effort through the planned Citizens Summit. It's evident that this summit will be a major force in giving citizens a voice in tearing down the new segregation that is creeping up in the Twin Cities and to ensure all citizens get equal housing and education. *will the proposal do this?*

policies

the Bush Foundation consider a grant

To help us reach our goal to improve life for Twin Cities residents, I request \$50,000 *from your* foundation to cover the expenses for the four key areas I discussed. EHEP will provide your organization with a detailed budget for the summit as well as a final expense sheet. EHEP will also provide a synopsis of the summit along with a copy of the 1999 Twin Cities metropolitan Agenda for Action when it is completed. As a funder, representatives of the Bush Foundation are welcome to ~~be an observer or participant~~ in the Citizens Summit, too.

provide support

Thank you for considering this request for your foundation's assistance. Please let me know if you would accept a proposal for funding for our project.

Sincerely,

Keith Hardy
 Preliminary Planning for Seeking Funding
 Education & Housing Equity Project (EHEP)

p. 26

3 major organizational challenges EHEP faces.

Limited full-time staff resources: need two to four more employees

Financial strength: Current budget is \$60,000--could provide more community activities to promote the mission with a six-figure operating budget (\$200,000 or more).

Culturally challenged. EHEP needs to help Minnesotans move beyond the general perception that there is no segregation here.

How my proposed idea helps these challenges? With funding for the Citizens Summit, EHEP can assure the time spent in dialogue and creating action steps will translate into specific results through policy makers and community leaders.

Who else in EHEP can be helpful on my proposal team? Dick Little, executive director and Joy Sorenson-Navarre, board member and executive director of MICAH.

What can they do to help me prepare the proposal? They'll ensure I use the correct wording, that my requests are specifically needed, and that I approach the best organizations to support our mission.

What role would they play if I get funded? Primarily, Dick will ensure the funds are used appropriately and the three of us could work together to write follow-up reports and other documentation the funders may require.

p. 27

Resources I already have to help with my proposal:

People - Dick Little, Joy Sorenson-Navarre, fellow EHEP board members

Facilities - the location for the Citizens Summit will be ___ EHEP also leases office space from MICAH.

Equipment - EHEP currently shares office equipment with MICAH: photocopier, fax machine, printer, and electronic mail.

Special knowledge or skills - Both Dick and Joy have vast experience in the issues EHEP will address in the Citizens Summit. Both have been active professionally and personally through their communities in seeking equitable housing, education and other human services for Twin Cities residents.

Experience with similar projects - Since the Citizens Summit is an extension of the community circle collaboratives that EHEP conducted in 1996-97, Dick and Joy along with many of the EHEP board members have experience with this type of project. I'll draw on their experience in creating the proposal.

p. 28

Resources I still need

People - at least one additional staff person, an administrative assistant. Additional staff can include an assistant director or program manger, or ___

Facilities - ?

Equipment -

Special knowledge or skills -

p. 29

Steps to implementing my idea.

To implement the Citizens Summit, EHEP needs to do the following:

Task	Person responsible	By when?
Select date of summit	EHEP	Already done
Select location	Dick Little	Already done
Invite participants		
Select moderators		
Plan program		
Prepare participant packages		

Prepare moderator materials		
Prepare logistics		
Plan initial outcomes of summit		
Solicit funding	Dick Little, Keith Hardy	June 1

p. 30
External collaborators

B. Preliminary Planning for Seeking Funding

What kind of preliminary planning should you do?

Briefly describe your initial thoughts about the following elements in relation to your proposed idea and the organization that you work for. Which of these elements do you already feel comfortable with and which would you need to learn more about?

Identify two or three major organizational challenges or problems that your organization is currently facing.

How does your proposed idea relate to or help resolve these problems or challenges?

Who else in your organization would be useful to have on your proposal team?

What could they do to help you prepare the proposal?

What role would they play if you get funded?

C. Resources Available

What are the resources that you already have?
Describe the resources you already have that could help you to implement your idea.

People:

Facilities:

Equipment:

Special skills or knowledge:

Experience with similar projects:

D. Resources Needed

What resources do you need?

Describe the resources you would still need to implement your idea.

People:

Facilities:

Equipment:

Special knowledge or skills:

E. Steps for Implementation - *timetable for tasks for writing the proposal*

What steps do you have to take to implement your idea?

Describe generally what you would do now to implement your idea. Keep in mind all the questions that you have answered so far. Who should you talk to? Whose agreement do you need?

1.

2.

3.

4.

5.

F. External Collaborators

Who might be possible external collaborators on your project?
What strengths might external collaborators add to your proposed project?

What benefits would they accrue by collaborating with you on this project?

What would be the advantages and disadvantages, to your organization, of collaborating with the external collaborators you identified?

With whom should you make initial contact in your collaborator's organization?

Who from your organization should make this initial contact?

JOY

I will be talking to Keith Hardy tomorrow afternoon regarding the draft funding proposal / funding memo. Your review / comment to me or to Keith directly would be greatly appreciated. I can see he took your suggestions from the first conversation he had with you seriously. Thanku.

DICK

P.S., now that Kesha (as of today) is working on the discussion guide, I plan to devote major time to grant pursuit (starting next week).

DL -
Some brief
comments!
J.



A division of **SUPERVALU**
 6533 Flying Cloud Drive Suite 100
 PO Box 1377
 Eden Prairie MN 55344
 P H. (612) 914-5900 FX. (612) 914-5730

FAX TRANSMITTAL

DATE:	5/4	
TO:	Dick Little	PHONE: 871 2575
COMPANY:	ETHER	FAX: 813 4501
FROM:	Keith Hardy	PHONE: 612-914-5938
		FAX: 612-914-5730
RE:		

NUMBER OF PAGES (including transmittal) 10

Dick

Please review this and call
 me with comments ~~before 4 pm~~
 if you can. by 1 PM Wed.

Keith

Memo

To: EHEP Board Members
From: Dick Little, Executive Director
CC: Kesha Tanabe, staff
Date: May 8, 1998
Re: MICAH FAIR HOUSING PLAY – INVITATION TO THE EHEP BOARD

Enclosed is your invitation to the premier performance of the MICAH/Illusion Theatre fair housing play "Like Waters Rolling Down." I am encouraging as many of you as possible to attend the Play. It is important that EHEP be well represented at this event, which we have helped to make possible.

Please note that the theatre event will be take place on Tuesday evening, May 19, 1998, from 7 to 9 p.m., at the Adath Jeshurun Congregation in Minnetoka (directions are in your invitation).

Also enclosed is a copy of the special notice we sent to over 200 Community Circle participants and project partners from the west suburbs.

Attendance is expected to approach 1,000. EHEP will be in the program and will have an information table. Following the performance, the audience will be encouraged to participate in an open discussion and visit the information tables.

Please RSVP to me if you plan to attend the performance (Voice: 871-2519. Fax:: 813-4501, E-mail: ehep@micah.org)

122 West Franklin Avenue, Suite 310
Minneapolis, MN 55404-2452
Phone: 871-2519
Fax: 813-4501
E-mail: eh@micah.org

**EDUCATION &
HOUSING EQUITY
PROJECT**

Fax

To: EHEP Board Members

From: Dick Little

Fax:

Pages:

Phone:

Date: June 5, 1998

Re: Next Board Meeting

CC: Kesha Tanabe

Urgent **For Review** **Please Comment** **Please Reply** **Please Recycle**

Notice of Next Board Meeting

Friday, June 26, 1998

7:30 – 9:00 a.m.

Minnesota Church Center

Conference Room 2

(free parking in rear of building)

(free coffee from 7 to 9 a.m.)

*The meeting of board members to review the draft discussion guide will follow
the board meeting and will run until 12:00 noon.*

FAX MEMO

To: EHEP Board Members
From: Dick Little, staff
CC: Keshia Tanabe, EHEP Intern
Date: 05/08/98
Re: Notice of Next Board Meeting

Thank you all for getting back to me so quickly regarding your "choice" of date for the next board meeting. Based on your schedules, the next full board business meeting will be on:

Friday, June 5, 1998

7:30 – 9:00 a.m.

Minnesota Church Center

(Conference Room to be determined)

I will expect to see all board members who indicated that they would be able to attend on this date.

Memo

To: EHEP Board Members
From: Dick Little, Executive Director
CC: Kesha Tanabe, Intern
Date: 05/29/98
Re: EHEP Board Meeting, June 5, 1998

This is a reminder that the next Board Meeting will be next Friday, June 5, 1998, from 7:30 to 9:00 a.m., in Conference Room 1 at the Minnesota Church Center, 122 West Franklin Avenue. I look forward to seeing you there. RSVP only if you will not be able to attend (871-2519).

Topics to be discussed include but are not limited to:

- The discussion guide (Kesha Tanabe) and Orfield data and maps (Emily Greenwald)
- Funding initiatives (Keith Hardy)
- Communications plan and web page (pro bono services of Nikki Carlson)
- New project partners (e.g., Metropolitan Area Leagues of Women Voters, Minneapolis Community Education, Society of Professionals in Dispute Resolution)
- Study Circles Workshop held at Hamline, co-sponsored with the Study Circles Resource Center, on April 25th (Board members who attended)
- MICAH premier performance of fair housing theatre event "Like Rolling Waters" held in Minnetonka on May 19th (Joy Sorensen Navarre)
- Brochure promoting fall 1998 community circles (Jim Lenfestey)
- Meeting of stakeholders to develop strategies for building public support for the mediation of the NAACP educational adequacy lawsuit (Barb Bearman and Matt Little)

AGENDA

EHEP BOARD MEETING, JUNE 5, 1998

1. Project Status and Financial Reports Dick Little
2. Onfield Data and Maps Emily Greenwald
3. ~~Discussion Guide~~
Update on Discussion Guide Keche Tanabe
4. Funding Initiatives Keith Hardy
~~on deck~~
5. Communications Plan Nikki Carlson
7. Brochure ^{Promoting} Community Circles Jim Lenfestey
8. Recent Events
 - a. Study Circle Workshop with SCRC, April 25, 1998 Board Members who attended
 - b. Premier Performance of MICAH Fair Housing Play, May 19, 1998 Joy Sorensen Navarre
 - c. Meeting to Build Public Support for Mediation of the NAACP Lawsuit Barbara Bearman
9. New Project Partners and Project - Time - Line (June - December 1998) Dick Little

Topics to be covered include:

- * New project partnerships (e.g., Metro Area League of Women Voters, Society of Professionals in Dispute Resolution, Mpls. Community Ed.)
 - * Funding initiatives (Board member Keith Hardy)
 - * Community Circles discussion guide (Intern Keefe Tanabe and Orfield data/maps from Emily Greenwald and Web Page)
 - * Communications Plan for EHEP (pro bono services of Nikki Carlson) (includes web page)
 - * MICAH Fair Housing Theatre events (first event performed in Minnetonka, report from Joy Dorema Navare)
 - * Report on study Circles Workshop with the Study Circles Resource Center (EHEP board ^{co-sponsored} and staff attendees)
 - * Update on project timetable (Dick Little)
 - * Stakeholders meeting to support the mediation process for the education lawsuits (Matt Little and Barbara Bearman)
 - * Brochure promoting Round II Community Circle Conversations (Board Members Jim Lenfantay)
- Included in your packet ^{is} ~~are~~ the first version of the ~~EHE~~ brochure unofficial version of the report on the Round I Community Circle Conversations

INCLUSIONARY ZONING MTG. W/ TOM McElveen, Metro Council / HRA
5-29-98

Key to successful section 8 is healthy rental vacancy rate

Voucher program working but not Certificate program due to FMR

** TO DO - Get Oak Park Heights material + names to MFHC, Larry Winans before Friday, June 5th

* Connect w/ ED, CCHT

** Pursue issuer ident. w/ HUMPHREY WILKENS CHAIR.

** Add membership into Alliance for Metro Stability to BHP Agenda

* McElveen welcomed more educat. of policy makers on / of issues of equity + fairness; how the systems tend to favor one gp. over another.

ave. aff. hmg. project has 8 sources of funding in it.

Here are some models we know have worked nationally.

Importance of issue of public ed.; MC - linking aff hmg. hsk to skillpers. for liv. wage jobs Value of dialogue & being realistic in our approaches.

McElveen

Conf. w/ advocating goals that are ^{compatible w/} based on adeq. of resource
Goals tied to resource.

MHFA project underwriting req. prohibitive

Most important part of LCA rt. now is the dialogue.
LCA is a valuable construct for the metro area.

LCA is not a fair share concept. We don't have fair share in the TCMA, like Portland, etc.

Implom. of Holman so far has been better in suburbs than in city of Mpls
Make → link hmg. to our (Metro's) other investment decisions

We need to articulate the needs better
We need to articulate the resources better

Dan Macalony's proposal for a metro strategy
for land use + development, tied to local govt.
grants-in-aid.

AMM Director, Gene Rencire
North Metro Mayor, Phil Cohen

Big picture
thinking

Need for a region-wide approach

Wellfare to Work Paradigm

Econ. Dev. Paradigm

NOTES ON ITEMS FOR BO. MTG.

NAME -
AFFILIATION
e-mail address

Budget

Budget Notes

Director's Salary - hourly wage to straight salary
Classified as "a salaried exempt employee"

Internship Costs

\$ 1,000 for summer

UST - Feb/Mar - May (4 mo.)

EHEP - June - Aug (3 mo.)

HECVA - Sept. - Dec. (4 mo.)

Financial Reports - New Sav./Inv. Acct. w/ Franklin Bank

Communications Plan

Time-Table / Work Plan

Funding - Grant Proposals

St. Paul ^{Company} Foundation Grant App.
✓ Short application to Fredrickson + Bryson
✓ Letter of Intent to McKnight F.

Grant Writing Course + Project - Keith Hardy

Discussion Guide - Kesha Tanabe

~~Orfield~~ Orfield Data + Maps - Emily Greenwald

Update on Project Partners

Brochure
Report on 1799
Community Circles Discussion
- List of new partners
* Membership into Alliance for Metro-Stat.

- Board Agenda
- Board Minutes, March Mtg.
- Reports
 - Executive Director's Report - Dick
 - Report on Study Circle Workshop, 4/25
 - Report of Accomplishments
 - Financial Report
 - Report on MICAH Fair Hwy. Theatre premier performance - Joy
- Presentation + discussion of Orfield Data + Maps
 - ~~List of new partners~~



PRODUCTS

COPIES / EXHIBIT

- * Board agenda
 - * Budget Detail / Budget
 - * Report of Accomplishments
 - * Work Program Update / ~~Final~~ Project - Time-line
 - * List of new project partners
use bus. cards
 - * Board Meeting Minutes (from last board meeting (March))
Find your notes + Keshai notes
 - + McKnight Letter of Intent
 - + Grant proposal to Fred. + Byron
- Outline of DG
St. Paul Co. applic.
Keith's grant proposal
Orfield date / map
Brochure
Unoff. Draft of
~~Draft~~ Report on 1997 CC Disc.
+ Financial Report

✓ Get a
Find guidelines for
joining AMS.

Also

- * Get packet of Oak Park materials to Larry Winans

Thank You Board Members

Barbara Bearman

Writer,
Reviewer and criticizer of
EHEP work. Founder of EHEP

Keith Hardy

Grant Proposal
Furniture + equipment donations

Jo Ann Heryla

EHEP reg. in celebrating success
in Educating African Am. Students

Jim Hillbert

Assistance in preparing testimony
support mediation of NAACP lawsuit
(Co-writer of original DG with
Barbara Bearman)

Jim Lenfesty

Brochure promoting 1998
community circles

Matt Little

Founder of EHEP and leader
for EHEP in the community

Van Mueller

Assistance preparing EHEP
budget and as suggesting adv
financial guidelines + policies

Myron Orfield / Emily Greenwald

Maps and Research / Data
on metro disparities in schools
and housing.

Joy Sarason Navarre

Friend, mentor, advisor,
reviewer, cheerleader, MICAH
partner.

Marguerite Spencer

Assistance dev. the discussion
guide and presenting at MMSO
annual conference

Jerry Timian

Exec. Director and Board
Member Job Descriptions

Cris Toffolo

Assistance dev. the
discussion guide and brochure

Hope Melton

Leadership on the Comm. Circle
Collaborative Working Group

- * Convene Community Circle working Collab. Work 999 @ (Org. Part)
- * Revise and distribute brochure highlighting Fall Community Circles.
- * Prepare, review + submit grant proposals. Select best funders.
- * ~~edit and~~ Prepare, review, edit + revise + finalize discussion guide
- * Complete evaluation of first round circles
conduct focus groups
Bd. + CWG review of survey results
- * Finalize and publish report on results of first 1997 round conversations ^{+ distribute}
- * Recruit new partners (organizers, resource aces, media partners, sponsors, facilitators. Negotiate commitments, pledges, agreements.
- * Design and deliver ~~conduct local~~ training + orientation meetings for sponsors + facilitators. Recruiting participants
- * ~~Hold~~ ^{Hold} a public "kick off event for 1998 Fall Community Circles as an organizing + media event.
- * Conducting and supporting community circle discussions
Design of reporting forms + evaluation forms
- * Provide Anti-Racism training for all facilitators and sponsors + participants as space and is available
- * Hold a ~~mid point~~ ^{session with} review meeting of facilitators and sponsors/reports
- * Conduct an action forum to look at promising practices and connect citizen with action opportunities + organizations.
- * Sponsor citizen summit with Minnesota Meeting and MPR
- * Obtain + synthesize reports into summary report on 1998 circle conversation results
- * Prepare ^{policy} action agenda for 1998; Policy findings + recommendations of decision-makers.
- * Complete evaluation of round two and prepare report to ^{committees and funders}

unfaithful action

TRANSPORTATION

Transit for Livable Communities

BASED
SPEAC

Catholic Office of Peace and Social Justice
Jewish Community Action?
Unit Univ. Metro Stability Project

CIVIC ORGS

League of Women Voters

MICAH / Member Congregation

Citizen League

MN Fair Housing Center

LABOR

United auto Workers

Jobs and Affordable Housing Campaign

TENANTS - ^{Local} Food Bank
Community Stabilization Project

MN Housing Partnership

MN Coalition for Affordable Housing

Housing Discrimination Law Project, Legal Aid Society of Minneapolis

BUSINESS

MN Center for Corporate Responsibility

EDUCATION ORGS

MMEP

Mpls. Public Schools, Community Ed

HHH Center for school change,
Twin Cities Charter School Initiative
Pacer Center

ACADEMIC INST:

Institute on Race + Poverty

WMEP

achievement Plus

Simpson Housing Services

Southside Neighborhood Housing Services

Active Citizenship School

Humphrey Center for Citizenship + Democracy

Humphrey Forum

CULTURE-SPECIFIC

GROUPS
REP.
COMM.
OF
COLOR

Urban Coalition

Urban League

Mpls. NAACP?

Committee of Color Institute

{ Seed Academy / Harriet Prep. School

HUMAN RIGHTS

Eden Prairie Human Rights Commission

(and metro area human rights commission)

Mpls. + St. Paul Civil Rights Commission

SOCIAL SERVICE
CHILDREN +
FAMILY
PROGS.

Ramsey Action Programs

Hennepin County Child + Family Services

Family & Childrens Services

Greater Mpls. Day Care Association

Northwest Hennepin Human Service Council

MUNICIPAL + GOVT
FRONTSTREET INST
COMM. ORGS
Mpls NRP

Mayors Group

Process Groups

SPDR

MFN

SCRE

AGENDA
EHEP BOARD MEETING, 06-05-98

1. Project Status and Financial Reports Dick Little
2. Orfield Data and Maps Emily Greenwald
3. Update on Discussion Guide Kesha Tanabe
4. Funding Initiatives Keith Hardy
5. Communications Nikki Carlson
6. Brochure Promoting Community Circles Jim Lenfestey
7. Recent Events
 - a. Study Circles Workshop with SCRC, April 25, 1998 Board Members who Attended
 - b. Premier Performance of MICAH Fair Housing Play, May 19, 1998 Joy Sorensen Navarre
 - c. Meeting to Build Public Support for Mediation of the NAACP Lawsuit Barbara Bearman
8. New Project Partners and Project Time-Line (June - December 1998) Dick Little

Education & Housing Equity Project

122 West Franklin Avenue, Suite 310

Minneapolis, MN 55404-2452

Phone: (612) 871-2519

Fax: (612) 813-4501

E-mail: ehp@micah.org

Board Meeting Agenda

Friday, June 26, 1998

7:30 – 9:00 a.m.

MN Church Center

Conf. Rm. 2

1. Welcome and Introductions
2. Approval of Board Agenda
3. Approval of Past Board Minutes
4. Acceptance of Financial Report (Report through May 1998)
5. Report of Executive Director
6. Board Business
 - a. *Confirmation of new/replacement board members – discussion and action*
 - b. *EHEP membership in the Alliance for Metropolitan Stability - discussion and action*
 - c. *Draft discussion guide – review and discussion (written feedback would also be appreciated)**
 - c. *Office move – discussion and suggestions of alternatives**
7. Confirm next board meeting date and adjourn

* Items which require major time and attention from the board

- Held a reception with past and prospective project partners of the Community Circles Project at the Minnesota Church Center to meet visiting representatives of the Study Circles Resource Center and to announce plans for the 1998 circles project (April 24).
- Co-sponsored with the SCRC an all-day Training Workshop on Study Circles for Twin Cities area and neighboring area organizations. Over 100 people representing different groups participated. Training tracks focused on organizing study circle programs and facilitating study circles. Many of the attending organizations expressed interest and/or commitment to participating in the Fall 1998 Community Circles project (April 25).
- Secured commitment by the Minneapolis Public Schools to hold community circles at five different sites in the City corresponding to the five different sub-areas within the school district. The District is collaborating with other organizations in the city to convene these circles.
- Attended and helped convene meetings with various housing advocacy organizations to introduce the Community Circle project to housing advocates; examples include the Fair Housing Network, the Right to Housing Campaign, the Interfaith Action Housing Roundtables, the CURA Housing Forums and the Inclusionary Zoning Coalition.
- Participated in the MMEP Forum on Strategies to Increase Achievement of Students of Color, the Urban League's Meeting on Parent Involvement in the School Reform Process, and the Center for School Change meeting on new charter school opportunities for the Twin Cities; at each meeting we explored opportunities for collaboration using the Community Circles project (May 6).
- Attended the Premier Performance of the MICAH/Illusion Theatre fair housing play "Like Waters Rolling Down," at Adath Jeshurun Congregation, Minnetonka (May 19). EHEP sent invitations to all community circle partners, participants and prospects on our data base in the West Metro area; EHEP also had an information table at the event. Staff and several board members attended the event and at least one board member participated in a follow-up action meeting.
- EHEP staff and board officers have begun meeting with other stakeholders supporting mediation of the NAACP lawsuit, in sessions convened by SPEAC and Interfaith Action.
- Secured "pro bono" services from consultant (Nikki Carlson, President of Eidyia) to develop a communications plan for EHEP. A draft communications plan has been prepared for board and staff use.
- Developed and submitted a grant proposal to the Saint Paul Companies; also worked with board member Keith Hardy on a model grant proposal to submit to other funding sources.
- Met with the Council of Metropolitan Area Leagues of Women Voters at its annual meeting in Stillwater to encourage League of Women Voter support and involvement in the Fall 1998 Community Circles (May 21).
- Arranged to continue Kesha's internship with EHEP over the summer months to prepare the community circles discussion guide and to help prepare for the fall Community Circles. Kesha will continue to work with EHEP to the end of 1998 through an internship with the HECUA Metro Urban Studies Program. A draft of the discussion guide has now been submitted to the Board for review and comment.
- Secured the volunteer services of Jessica Larson, University of St. Thomas student, to organize EHEP's library and develop an annotated bibliography of publications and articles on education contained in the EHEP library. A similar initiative is needed for EHEP's publications on housing.
- Completed a staff development training workshop on "Grant Proposal Planning and Writing" offered by Marquette University (June 15).
- Secured from Myron Orfield's office maps and data on metro area and central city education disparities and housing segregation for use in the fall community circle discussions.
- The EHEP director has met with the MICAH director on several occasions to discuss joint collaboration on the community circles and the fair housing plays. MICAH will include a half-page article about the community circles in their next newsletter. They are also developing a "faith perspective" compendium to the discussion/study guide that EHEP is preparing, and will encourage MICAH member congregations to participate in the fall Community Circles project. All community circle participants will be invited to the MICAH fair housing plays.
- The draft discussion/study guide continues to be further developed and refined with board review and comment and reviews by community circle partners.
- Meetings have been arranged with Barbara Blackstone of SPDR to conduct focus groups with 1997 community circles participants and to make plans for facilitator recruitment and training for the 1998 circles.
- Invited Julian Bond, Chair of the national NAACP, to be the speaker for the Citizens Summit and Minnesota Meeting Luncheon to be held at the conclusion of the 1998 community circles and broadcast live by Minnesota Public Radio.



ALLIANCE FOR
METROPOLITAN
STABILITY

ALLIANCE MEMBERSHIP CRITERIA

The Alliance for Metropolitan Stability is a grass roots coalition of religious, environmental, and social change organizations advocating for reform in our region's land-use, housing, transportation, economic development and environmental policies. Founded in 1994, the coalition's member organizations place a strong emphasis on community reinvestment and responsible land-use decisions. The Alliance is based on the belief that true stability for the Twin Cities metropolitan area can only be achieved through a comprehensive approach to regional problems.

The purpose of the Alliance is to amplify the many voices and organizations calling for a more equitable region. As the Twin Cities metropolitan area continues to grow and develop, the Alliance is building a broad base of support for public investment policies and practices that promote environmental sustainability, social and economic opportunity, and fiscal responsibility. The Alliance has a particular interest in eliminating social and economic inequities for low income people and people of color in central cities.

Membership in the Alliance is a simple process. We ask prospective organizations to meet with the Director of the Alliance for a discussion of the goals and mission of both organizations. Prospective member groups must agree to support the ***Principles*** of the Alliance, typically through a Board resolution, and agree to attend Alliance quarterly meetings. All requests for Alliance membership are decided by the Alliance's Steering Committee, which consists of representatives from each coalition member. Actual involvement and constituency participation on Alliance policy initiatives, although strongly encouraged, is a decision left to the individual member organizations. No membership fee is required at this time.

GOALS

As an activist coalition, the Alliance supports the following goals:

Public Education: To educate community members in the central cities and suburbs about inter-related regional problems, in particular, concentrated poverty, lack of affordable housing, and rapid development of the outer-ring suburbs.

Capacity Building: To build the capacity of communities in the inner city, first-ring suburbs and developing suburbs to address the issues in their own community and to join together to improve the entire metro area.

Advocacy and Action: To organize a grassroots constituency that is supportive of metropolitan stability and that is trained to advocate and work for public policy change.

PRINCIPLES

The Alliance for Metropolitan Stability is a coalition of organizations seeking to build grassroots support for the changes necessary to create greater economic and social equity in the region.

Through education, advocacy, organizing and action at the grassroots level, the Alliance identifies the critical linkages among metro area issues, increases public debate on solutions, and serves as a catalyst for public policy reform.

Member organizations of the Alliance support the following *core principles*:

- Ensure that metropolitan government is representative, accountable, and has the necessary power to further the purposes of community, stability, equity, and renewal.
- Modify financing and tax structures to create greater tax base equity.
- Target economic development and reinvestment to low-income people and low-income communities
- Reduce barriers to affordable housing where they exist; make housing available in all communities to diverse racial and economic groups.
- Promote land-use planning that balances growth *with* conservation and creates opportunities for greater economic equity and social justice.
- Develop and fund a reliable regional transportation system that promotes access to job and housing choices while placing a greater emphasis on mass transit, carpooling, cycling and walking.
- Promote high quality, fully-funded integrated schools throughout the metropolitan area.

CHART OF ACCOUNTS

ASSETS

5001	Cash (Riverside Bank)
5002	Petty Cash
5003	Equipment

LIABILITIES

2001	Accounts Payable
2201	Federal Income Tax Withheld
2202	FICA Withheld
2203	EFICA Withheld
2204	State Income Tax Withheld

REVENUE

4001	Grants
------	--------

EXPENSES

5001	Consulting
5002	Office Supplies
5003	Telephone/Fax
5004	Postage
5005	Copying
5006	Printing
5007	Publications
5008	Equipment
5009	Dues, Fees, Registration
5010	Conferences and Meetings
5011	Travel
5012	Mileage
5013	Miscellaneous
5014	Office Rental
5015	Insurance
5016	Staff Development
5201	Director Salary
5202	Clerical Salary
5203	Accounting Services
5204	EFICA Expenses
5205	State Unemp Insurance
5301	Program Training Events

Education & Housing Equity Project
Income Statement
For the Six Months Ending June 30, 1998

	Current Month Actual	Year to Date Actual	Year to Date Budget	Yearly Budget	Percent YTD Actual to
Revenues					
Foundations & Corporations	0	25,000	0	0	0.00
Individuals	0	752	0	0	0.00
Earned income	0	0	0	0	0.00
Miscellaneous	0	0	0	0	0.00
Total Revenues	<u>0</u>	<u>25,752</u>	<u>0</u>	<u>0</u>	0.00
Expenses					
Wages	2,390	15,382	12,000	24,000	128.18
Payroll taxes	221	1,737	1,320	2,640	131.59
Fringe Benefits	0	0	0	0	0.00
Professional Services	1,000	3,348	5,300	10,600	63.17
Local Auto	21	239	250	500	95.60
Staff Expense	2	5	0	0	0.00
Staff Development	284	554	125	250	443.20
Educational Resources	0	105	50	100	210.00
Fiscal Agent fees	1,650	2,760	1,980	3,960	139.39
Office Supplies	43	152	250	500	60.80
Equipment	0	1,803	900	1,800	200.33
Postage	125	343	750	1,500	45.73
Conferences & Meetings	74	74	4,500	9,000	1.64
Printing	287	767	1,625	3,250	47.20
Telephone	121	169	220	440	76.82
Insurance	0	0	1,000	2,000	0.00
Miscellaneous	0	18	25	50	72.00
Total Expenses	<u>6,218</u>	<u>27,456</u>	<u>30,295</u>	<u>60,590</u>	90.63
Net Income	<u>\$ <6,218></u>	<u>\$ <1,704></u>	<u>\$ <30,295></u>	<u>\$ <60,590></u>	<5.62>

Education & Housing Equity Project Balance Sheet
June 30, 1998

ASSETS

Current Assets		
Cash in Checking	\$	<u>8,601.84</u>
Total Current Assets		8,601.84
Property and Equipment		<u> </u>
Total Property and Equipment		0.00
Other Assets		<u> </u>
Total Other Assets		0.00
Total Assets	\$	<u><u>8,601.84</u></u>

LIABILITIES AND CAPITAL

Current Liabilities		
Payroll taxes payable	\$	<u>973.02</u>
Total Current Liabilities		973.02
Long-Term Liabilities		<u> </u>
Total Long-Term Liabilities		0.00
Total Liabilities		973.02
Net Assets		
Retained Earnings		9,331.61
Net Income		<u><1,702.79></u>
Total Net Assets		<u>7,628.82</u>
Total Liabilities & Net Assets	\$	<u><u>8,601.84</u></u>

NOTICE

To: EHEP Board Members: B. Bearman, K. Hardy, J. Heryla, J. Hilbert, J. Johnson, J. Lenfestey, M. Little, H. Melton, V. Mueller, M. Orfield / E. Greenwald, T. Ross, J. Sorensen Navarre, M. Spencer / G. Kearney, J. Timian, C. Toffolo

From: Dick Little, Staff (871-2519 or fax 813-4501)

CC: Kesha Tanabe

Date: 07/03/98

Re: July Board Meeting and Special Meeting to Review Draft Discussion Guide

Special Board Meeting

Friday, July 10, 1998, 7:30 a.m. up to 12:00 noon

Minnesota Church Center, Conference Room 2

The latest draft of the discussion guide will be faxed, e-mailed or U.S. mailed to you by close of business this coming Tuesday.

Monthly Board Meeting

Friday, July 17, 1998, 7:30 – 9:00 a.m.

Minnesota Church Center, Conference Room 2

The meeting agenda will be transmitted to you prior to the meeting – if you have something you to be placed on the agenda, please notify staff as soon as possible.

REPORT OF THE EXECUTIVE DIRECTOR EHEP ACTIVITIES & ACCOMPLISHMENTS February through June, 1998

- Participated in a public conversation with Michael Pyatok about integrated, mixed use, mixed tenure, mixed income housing, sponsored by the University of Minnesota's Design Center for the American Urban Landscape (February 6).
- Conducted an EHEP Board discussion of the NAACP v. State of Minnesota educational adequacy lawsuit and the proposed mediation and report by CMI (February 13).
- Presented a report to CURA on their grant in 1997 allowing use of a Humphrey Institute graduate student to help conduct background research and prepare the first community circles discussion guide for EHEP.
- Prepared and submitted EHEP's position statement and comments to the State Board of Education on the proposed State Graduation Standards Profile of Learning.
- Testified before the Minneapolis School Board in support of mediation of the NAACP v. State of Minnesota educational Adequacy lawsuit (February 24).
- Convened EHEP's budget and finance committee and EHEP's working group on the proposed new discussion guide. Products included an organizational budget and a draft outline for the discussion guide.
- Secured EHEP intern, Kesha Tanabe, from the University of St. Thomas with the assistance of board member Cris Toffolo.
- Assisted and participated in the Minneapolis League of Women Voters and Minneapolis Public Schools Middle School Achievement Project. Shadowed a Latina student at Emerson Spanish Immersion Learning Center (March 10).
- Agreed with the Minnesota Fair Housing Center to co-sponsor a conference for suburban housing officials, planning commissioners and human rights commissioners on "Building Inclusive Communities" scheduled for fall of 1998. Helped to secure presenters on case studies and successful practices elsewhere in the country.
- Prepared an organizational budget for EHEP, adopted by the board; also prepared a board member job description to complement the executive director job description.
- Submitted and secured board approval of the revised report on the 1997 community circle conversations, subject to appropriate "finishing" revisions by the executive director.
- Secured board agreement on the "preferred version" of EHEP's corporate logo.
- Participated in focus groups to help plan the proposed MICAH/Illusion Theatre fair housing play; secured selected board member participation in the focus groups.
- Attended a 3-day Dismantling Racism Workshop delivered by the staff of Crossroads and the Minnesota Churches Anti-Racism Initiative (March 20-22).
- Secured agreement with the Minnesota Churches Anti-Racism Initiative (MCARI) to provide an training workshop on institutional racism for community circle sponsors and facilitators in the fall of 1998. Funding will be pursued for this training.
- Began meeting and recruiting new Community Circle project partners; held meetings with Pacer Center, Minneapolis Community Education, Minneapolis Neighborhood Revitalization Program, the Humphrey Institute Center for School Change and Twin Cities Charter School Initiative, Minneapolis Urban League, Society for Professionals in Dispute Resolution (SPIDR), the Family Housing Fund, Minnesota Minority Education Partnership, the HHH Center for Democracy and Citizenship, the Minneapolis Initiative Against Racism, and others.
- Participated in Minneapolis Public School's Conference on Successes in Educating African American Children at Augsburg College (April 17-18); developed contacts with numerous education-oriented organizations interested in working with us on our project.
- Developed with board assistance a brochure promoting the 1998 Community Circles.
- Visited the Study Circles Resource Center (SCRC) in Pomfret, CT; secured SCRC as a national partner in our project. SCRC has helped EHEP by reviewing and editing the report on the 1997 community circles and the brochure on the 1998 community circles, writing letters of support for EHEP grant proposals, and assisting EHEP staff to prepare the discussion guide for the 1998 conversations. SCRC also agreed to co-sponsor a workshop on study circles in the Twin Cities.
- Convened a meeting of the EHEP Board with the Program Director of the Study Circles Resource Center (April 24).

- Held a reception with past and prospective project partners of the Community Circles Project at the Minnesota Church Center to meet visiting representatives of the Study Circles Resource Center and to announce plans for the 1998 circles project (April 24).
- Co-sponsored with the SCRC an all-day Training Workshop on Study Circles for Twin Cities area and neighboring area organizations. Over 100 people representing different groups participated. Training tracks focused on organizing study circle programs and facilitating study circles. Many of the attending organizations expressed interest and/or commitment to participating in the Fall 1998 Community Circles project (April 25).
- Secured commitment by the Minneapolis Public Schools to hold community circles at five different sites in the City corresponding to the five different sub-areas within the school district. The District is collaborating with other organizations in the city to convene these circles.
- Attended and helped convene meetings with various housing advocacy organizations to introduce the Community Circle project to housing advocates; examples include the Fair Housing Network, the Right to Housing Campaign, the Interfaith Action Housing Roundtables, the CURA Housing Forums and the Inclusionary Zoning Coalition.
- Participated in the MMEP Forum on Strategies to Increase Achievement of Students of Color, the Urban League's Meeting on Parent Involvement in the School Reform Process, and the Center for School Change meeting on new charter school opportunities for the Twin Cities; at each meeting we explored opportunities for collaboration using the Community Circles project (May 6).
- Attended the Premier Performance of the MICAH/Illusion Theatre fair housing play "Like Waters Rolling Down," at Apath Jeshurun Congregation, Minnetonka (May 19). EHEP sent invitations to all community circle partners, participants and prospects on our data base in the West Metro area; EHEP also had an information table at the event. Staff and several board members attended the event and at least one board member participated in a follow-up action meeting.
- EHEP staff and board officers have begun meeting with other stakeholders supporting mediation of the NAACP lawsuit, in sessions convened by SPEAC and Interfaith Action.
- Secured "pro bono" services from consultant (Nikki Carlson, President of Eidyia) to develop a communications plan for EHEP. A draft communications plan has been prepared for board and staff use.
- Developed and submitted a grant proposal to the Saint Paul Companies; also worked with board member Keith Hardy on a model grant proposal to submit to other funding sources.
- Met with the Council of Metropolitan Area Leagues of Women Voters at its annual meeting in Stillwater to encourage League of Women Voter support and involvement in the Fall 1998 Community Circles (May 21).
- Arranged to continue Kesha's internship with EHEP over the summer months to prepare the community circles discussion guide and to help prepare for the fall Community Circles. Kesha will continue to work with EHEP to the end of 1998 through an internship with the HECUA Metro Urban Studies Program. A draft of the discussion guide has now been submitted to the Board for review and comment.
- Secured the volunteer services of Jessica Larson, University of St. Thomas student, to organize EHEP's library and develop an annotated bibliography of publications and articles on education contained in the EHEP library. A similar initiative is needed for EHEP's publications on housing.
- Completed a staff development training workshop on "Grant Proposal Planning and Writing" offered by Marquette University (June 15).
- Secured from Myron Orfield's office maps and data on metro area and central city education disparities and housing segregation for use in the fall community circle discussions.
- The EHEP director has met with the MICAH director on several occasions to discuss joint collaboration on the community circles and the fair housing plays. MICAH will include a half-page article about the community circles in their next newsletter. They are also developing a "faith perspective" compendium to the discussion/study guide that EHEP is preparing, and will encourage MICAH member congregations to participate in the fall Community Circles project. All community circle participants will be invited to the MICAH fair housing plays.
- The draft discussion/study guide continues to be further developed and refined with board review and comment and reviews by community circle partners.
- Meetings have been arranged with Barbara Blackstone of SPDR to conduct focus groups with 1997 community circles participants and to make plans for facilitator recruitment and training for the 1998 circles.
- Invited Julian Bond, Chair of the national NAACP, to be the speaker for the Citizens Summit and Minnesota Meeting Luncheon to be held at the conclusion of the 1998 community circles and broadcast live by Minnesota Public Radio.

BOARD MEETING TO REVIEW DISCUSSION

GUIDE

7-10-98

JOANN H.	
JIM L.	9
MATT L.	FLEX
EMILY G.	9:30
THOMAS R.	12 noon
JOY SN	9
JERRY T.	9
HOPE M.	9:30
G. KERNY	9:30
B. BEARMAN	12 noon

BARB

We don't have expertise guiding this writing -
Turn over to Rose Coenen; some one who has
read extensively the literature of the field.

Superficial, not getting at

It takes an expertise of knowledge based on
reading + research. Rose has sociological background.

HOPE

Critical underst. relat. of pow. + race discrim. in
global economy

EMILY

Real context + understand isn't there.

JIM L.

Segregation is not defined

Need real Mpl. - St. Paul Comm. stories or facts

HOPE

Unidirectional

Doesn't ^{even} say how school div. against school
how students of color react to that

LOW EXPECT.

LACK OF HOME SUPPORT

NOT AS SIMPLE AS WE STATE IN GUIDE
MOR

INSTITUTIONAL NOT JUST RACIAL

Important we understand the complexity
of the issues.

JIM

Need to relate TP

Enough info. but not too much

MATT

* need to set a deadline
Jim is right.

* need to decide -- how much info.

* either is collaborative:
Not have more sensitivities + understanding
we have

Got to decide on something vs. going thru iterations

JERRY

Disagree w/ Barb about Rom

↳ stories tell people — go get the stories
need to define the term —
need to document —
But this is to spur the conversation

EMILY

needs to be user friendly

2 main comments

Guide seem to be written for facilitator.
not the participants

Writing needs to assist discussion —
short sent; bullets highlighted

needs to be short + readable

HOPE

What is key in the questions

Why...? That gets to the complexity

HOPE

Gave K. some quotes.

GAVIN

People will respond to stories

But must be tied to larger structural issues
explicitly

Design discussion questions, not questions which are already a reality

EX., Is there segregation in the T.C.?
That's a fact.

How seg. has shaped your experience + background

MATT

We have 2 audiences

1. Facilitator
2. Large aud. of varying degree of comm. + knowledge

Possible 2 guides

Like a teacher's manual
Or like a bible.

JOANN

getting people to coalesce around an action

My reality of '60s + '90s, not same reality of people coming thru different decades. Realities don't match up.

a diff generation of kids who didn't live thru the reality.

DO - just a tool

2 Tasks

1. Get people talking together about what their reality is
2. Get them to coalesce around action on their reality.

City Home Pr - people own this issue on/at a different level

need to own this on a "gut level" -

QC model - is a little messy

Need very good facilitation -
listen to emotion

Glean from emotion the issues

Questions - make crystal clear

Then trace out a action or agenda that
could be shared w/ decision-makers.

BARB

Questions + how fac. handle quest. is crucial
Gut to feel something in the gut.

Have to come to terms w/ or sense what my /
our values are.

JPS piece on assimilation + integration

Jerry

There is an active strategy by br ring who
to get rid of affordable home.

Thomas

How to do us homeowners re-renters
need to work toward homeownership

Joy

- 1) People couldn't understand the ~~set~~ study guide not at a level, above the level

Language must be simple

Additional info → for facilitator

- 2) need to have our goal together from very beginning

If this is to result in an action, put it up front

JOANN

If this was successful, what would be 5 to 10 things that would ~~so~~ be made to happen because of this project.

Things that would have a significant impact

What success look like?

There will be an action specified - - -

JIM L.

- Process Description

- Facts: Did you know that...? ^{for the} _{what aspect} Do these raise for you + TC.

- What alternatives are there for addressing...

- What can we as our group tell our

1. Identify those people

2.

3.

4.

* How should this shape your feelings about race, etc.

Appreciate their exper. w/ context of

larger controlling influences

How their insights fit w/ larger whole? These things are happening for a reason.

JIM + BARB

alternatives -

Anecdotal

KUSHNA

Interactive piece way info. piece

Unbiased - needs to be

a way of letting people

Problem-solving approach

~~give~~ Guide them along w/o steering them

People don't like ambiguity

Need direction from us.

BARB

Need to have some common understanding of
racism = advantage of being white

Jerry

Need to be explicit w/ the war on Iraq.

What youth doing that?

Hope

2 diff pieces

1. Informational

2. Questions, Stories

JIM'S FORMAT - LIKES

BRING ROSS CORSEN IN - FEWER, CLEARER QUESTIONS

More important than act - \rightarrow is redefining ^{the} way world ^{are} having change in the 1990s
Ready, Aim Fire! mentality

Need not just action

THOMAS

Create win-win solutions

Benefits \rightarrow both sides

Why should I care?

BARBAR

How do we deal w/ fear that gets in way of discussion.

JIM L.

USE

"racial + economic segregation (and isolation)"

What are the words of the 1990's.

FACTS TO USE

"Gee, I didn't know that!" *

Did you know that?

Get from board members + others

* Get summary of Myroni book / points for discussion

Need to get broader participation - not just

Pull sponsors in to sponsor this.

GROUP

We should bring in somebody w/ background

Appx. \$2500 to 3,000

Outcome - get "clarity"

1) Properly trained facilitator

2) Getting the sponsors

EMILY

What are we really going to do vs. what's the theory of comm. circle?

The national discussion - cut out.

GAVIN

Larger structural forces + issues

Structure people's emot. + concern + care about those issues -

Viewpts - need something in them to be more control

CUT TO THE CHASE

Commit w/ Ron Courser Re =

1. Key facts - Did you know
2. Bridge piece - relate how those facts relate to the participants + affect them
3. Key quest. come out of 1st 2 about the

Adopt genl model we are working w/ -
accept the body of discussion guide; w/ understanding
Ron would review it.
Have him look at the form

Have two guides

Per-participation based line ->

MARKETING OF PROJECT

Getting the right part - + broad understand of what this about - needs to be marketed w/ great clarity.

THOMAS

info. + knowledge - moves this whole process

1. TURN IN WRITTEN → WED NEXT WK

2. USE COMMENTS OF TODAY IN MODIFYING
THE DOCUMENT

Education & Housing Equity Project
122 West Franklin Avenue, Suite 310
Minneapolis, MN 55404

Board Meeting
Friday, July 17, 1998
7:30 – 9:00 a.m.
Church Center
Board Room

AGENDA

- 7:30 Brief introductions and review of agenda
- 7:35 Follow-up and update on discussion guide – review of meeting with Ross Corson
- 7:45 Teleconference with Matt Leighninger, Study Circles Resource Center
- 8:05 Presentation and discussion – Representative Myron Orfield
- 8:25 Budget item – scholarship pay for Kesha Tanabe
- 8:30 Search for new office space – status report and request to finalize selection with executive committee
- 8:40 Progress report and discussion
- Pursuit of additional funds – The St. Paul Companies, Grotto Foundation, St. Paul United Way Community Investment Fund
 - Co-sponsorship of “Building Inclusive Communities” Conference
 - Recognition by President’s Initiative on Race as “Promising Practice”
 - Invitation to EHEP to participate in Mediation Retreat
- 9:00 Confirm next meeting date and adjourn

EHEP BOARD MEETING, 7-17-98

Item #1

Ross - thought in pretty good shape

Barb → spend 1/2 day w/ Kesha

Ross - left door open to consult

BARB B.
THOMAS R.
JIM LENT.
MYRON ORFIELD
HOPE M
DICK L.
KESHA T.

can't put all your eggs in this basket

avoid temptation to be propagandistic of our view point.

next iteration of draft now under way

f → resource for writing

Facts → stronger than anecdotal

Q. Why do you live where you live?

"Seg" → forceable isolation + sep. of people

~~Emilgi~~ Emily now about how the mkt. works

Myron's letter to Mpls. City Council

Star Trib. article/story / Jim Lenfestey

View points - discussion

LAST ITEM #8

Next Mtg., Aug. 21st, Friday

RACE COMMISSION SAYS:
Must address equality of opportunity in our
earliest years, grade school

#2 : Rationale of Design of Study Circles

Format

Points of View

The Facts / That Frame the Issue
Reference Supplement

A Learning Model - find things they need
to know + look there.

Make sure you have "everybody's of facts"
Range of facts as well as range
of views

How do we structure discussion toward
common underst. of what problem are +
what are some commonly agreed solutions

Action Forum -

create TF

People can sign up for things

Most striking fact = The Test Score
THE FACTS Proportion of Affordable Housg.

What has caused this kind of concentration?
Why this has happened.

Don't tend to = What has worked!

Here is the truth; vs. allowing people to construct
that themselves, people tend to take more ownership

Solns have got to make some substantial structural
change.

Solns. can be in Lesson 5.

Present way facts ~~of~~ upfront: do ^{an} introduction.

Not leading people to particular solution

This is pretty fair picture of Twin Cities

Maps + stories would be great asset →
Visual things work well

See → ^{SCRC} our crime + violence guide.

Whether this really makes a difference
Action Forum → what indiv. + grps will do,
lead to community level actions

Monitoring progress - mechanism.

Delaware, New Castle Program

Delaware - example

Affect state policy
Vol. recorder - ^{putted down} major area of agreement

1,000 people, 10 communities

Report → way to change pol.

But → they acted earlier

Because pub. off. in the grps +
part of the process

And real good media coverage.

Lgve had lobby prev. yr. unsuccessful

Central area

Be diverse according to area

Pizza -

Need lots of bodies, so pub. off. realize
they can't afford not to come.

*Get turn-out; think about organizing; bring in
an organizer to staff.

~~9222~~ SCRC final help on discussion guide =
Bring level of language down to what ordinary people can relate to.

Much better to kick off when you're ready.

Time to convene the collaborative, ...

Study Circle Collaborative

Split them into groups around task.

Get them working in subcommittees

Have to

Share burden of org. tasks w/ as many as possible.

Org. infrastructure still needed.

Not just rely on volunteerism event or existing org.
To carry the act

6-mo. later → review what has been done accomp. + recon

Task Force → to implement 1 or 2 things

NOTE:

* Use Thomas Rose to help w/ plan & organizing.

Oppositional Culture
Why are black students failing?
not
isolate -

Org. compendium

pull stuff together - word smith - readable
Lucid

Get away from = I think this,
I think this,
etc.
Back + forth

Have something on table

Item #5

Consensus on \$1,000 for Kesha

Time-limited vs. Ongoing Org.

Other

Thomas may be avail to help w/ ~~comm~~ organizing.

"Creating Urban Stability Project" of Urban League

Recorder → could also be contact w/ media.

Myron → will get Interfaith / SPEAC facilitator for comm. circle

Who is commissioning the discussion, what is the charge given to the discussion circles

What would make an elected ^{official} ~~person~~ want to participate in this study circle. The answer is what should be driving

Education & Housing Equity Project

Memo to Board Members

October 28, 1998

This is a reminder that the board has agreed to hold a special one hour meeting this Friday morning, October 30th, 8:00 - 9:00 a.m. to discuss our strategy and board commitments to recruit sponsors for the community circles.

Our meeting will take place in the upstairs cafeteria at Augsburg's Christensen Center. Come on time to assure a parking space on the street. If you want coffee or breakfast, come early and go to the grill on the lower level.

Attached is a list of organizations and people we have already talked to (events where we have either made a presentation or sent out an article or announcement, staffed an information table, passed out literature or spoke to individuals on a one to one or small group basis).

Amy has sent you an updated board roster and description of sponsor/partner responsibilities for your review.

I look forward to seeing most of you. The meeting length will be kept to one hour, so please arrive on time.

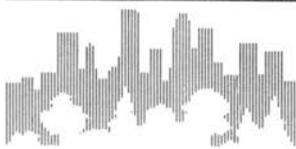
--Dick Little

**Organizations and Events at which EHEP has promoted and shared information about the
Community Circles Project (July 1998 to present)**

- Educational lawsuit mediation retreat July 24-25
- Alliance for Metropolitan Stability quarterly meeting July 30
- Right to Housing Campaign Inclusionary Housing Initiative meetings Monthly
- Minneapolis Foundation/NRP capacity building conference August 14
- Saint Paul education summit August 22
- MICAH quarterly newsletter (insert) September
- Flier in the ELCA Minneapolis Area Synod newsletter September
- Council of Metropolitan Area League of Women Voters newsletter
(article and announcement) September
- Article in *Common Ground*, the monthly newsletter of the Alliance
For Metropolitan Stability September
- Minnesota Minority Education Partnership annual meeting September 17
- MN Fair Housing Center "Building Inclusive Communities" conference September 18
- NAACP membership meetings Sept., Oct., Nov.
- Mpls. League of Women Voters Middle School Achievement Project
- Meeting to unveil report results with volunteers September 22
- Minneapolis Affordable Housing Task Force September 24
- Mpls. Center for Neighborhoods "State of the Neighborhoods" event September 24
- MN Coalition for the Homeless annual conference (information table) September 25
- Minnesota League of Human Rights Commissions annual conference
(public presentation and display table) September 26
- MICAH Illusion Theatre fair housing play "Like Rolling Waters"
Dakota County Performance (staffed information table) September 27
- Meeting with Minneapolis Civil Rights Commission - staff September 29
- State Senate Human Services Committee Hearing on Affordable Hsng
Brief presentation October 2
- Citizens League Mind-Openers on Affordable Housing (4) 9/29 - 10/20
- First Universalist Church affordable housing seminars 10/4 - 11/4
- Meeting at Macalester College Dismantling Racism Forum 10/11 & 10/15
- Meeting with Minneapolis School Board Chairman and announcement
at Minneapolis School Board meeting and over cable TV October 13
- Public policy forum and KMOJ/Insight News program
at Lucille's Kitchien (interview and presentation) October 20
- MICAH and Illusion Theatre fair housing play "Like Rolling Waters"
Washington County performance (staffed information table) October 25
- Minneapolis Public Schools "Community Conversation about our
Students" October 26
- Urban Coalition, MMEP and EHEP sponsored "Issue Forum on
The Proposed State Desegregation Rule" October 29
- United Auto Workers, Ford Local (presentation) October 31
- Co-sponsored Conversation on "How Schools Can Make A Difference
For All Students" November 5
- Hiawatha YMCA Multiracial Family Conference & Celebration November 7

SPECIAL BD. MTC 10/30/98.

AUGSBURG



C.O.L.L.E.G.E

PRESENT
MATT
BARB
VAN
JERRY
CRIS

- AMV
- * Participation Agreement
 - OW * EHEP Board Roster
 - * Groups we have contacted / need to contact
 - ✓ Bd. member commitments (for recruitment)
 - ✓ Strategies (ies) for recruitment
 - OW * Review of ~~St. Paul~~ Univ. Grant Proposal
 - PI * Review of St. Paul United Way Proposal
 - * Barbara - Will take of Jewish Community act + Jewish Comm. Relations Council, + Jewish Community Centers

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C.O.L.L.E.G.E

NOTES = Sponsor Form

* Take out responsibilities of the working or put at bottom as footnote gms

✓ Pairing + Seeding

3 KINDS OF SPONSORS =

Logistical Sponsor

Recruitment Sponsor

Co-sponsoring Sponsor

Urban & Suburban Churches to mix them

ADD + Would you like to be paired?
Would you like to consider... options?

+ seeding these gms - w/ elected officials

LIBRARIES
CITY HALLS
SCHOOLS

* Call Mike Kramer / WMSP / Hofheim
School Supt.

AUGSBURG



C.O.L.L.E.G.E

CALL = Assoc. of Metro School Districts
Mark Mallender
Richfield, Office Location
✓ Van will help

TO :
Adv. Piece to drop into school letters
writing group to sponsors, etc.
Newspaper in Internet -
Sun Current NL.

CALL = * Schools for Equity in Education
Como Ave., St. Paul * ^{Dick} Berge
Exec-Dir.

"If you want to get involved in
a discussion around these issues,
call —."

More pre ~~packaged piece~~ you give people,
the more likely success.

NEXT:

* Get Sun NP to come out to do
interview w/ us in December

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C.O.L.L.E.G.E.

Schools + Churches site

Church Bulletins + School Fliers
especially magnet schools

The neighborhood association

3 GPS.

① neigh. assn.

② schools

③ church congregations

④ + Human Rts. Conf. across

⑤ + League of Women Voters

Bd. members - will get info. out

Dev. Framework + Fit Bd. Mem in.

Find gps. to pair on existing gps

that

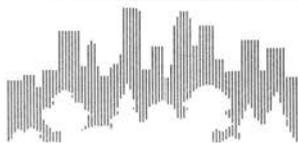
TALK - * SGND REVERSE, ~~AS~~ MEROI MORTUARY

ADD = Mayor + City Manager

* Call Gail Dorfman about mayor
925-1374

* MPR - Chris Farrell; Get on MPR.

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C.O.L.L.E.G.E

* Get Fax Modem & Inexpensive Scanner.

* Talk to Ellery at Mpls. United Way.
July
Director of Prog. Hobby in Technology.

or
Go to Computer City or
Best Buy or Office
Max.

↑
Gloria Winans
also if she made
contact.

Van — will work on 5/50 Club; retired
State Dept - of Ed. people.

CLOSER

DISCUSSION GUIDE

MATT — News item
Column in Spearmen

MATT + BARD —
Op Ed on Decey Rule

Board Memo

To: EHEP Board Members
From: Dick Little, Executive Director (330-1505)
CC: Amy Rodquist, Community Circles Coordinator
Date: 11/12/98
Re: Notice of Next Week's Board Meeting – and the EHEP co-sponsored Issue Forum on Success for All Students (the state's proposed Inclusive Educational Program Rule)

November Board Meeting

Friday, November 20, 1998

7:30 – 9:00 a.m.

Murphy's Grill, Christensen Center

Augsburg College

Please come a few minutes early if you want to purchase coffee or breakfast. We will conduct our meeting in the quiet room located to the left of the normal seating area of the grill. Street parking is not a problem at this time of the morning if you are punctual.

The agenda will focus on staff **and board** efforts to publicize the circle conversation project and to recruit potential community circle sponsors. Please plan to provide a progress report to your fellow board members. You will also receive a progress update on our project timeline (dates and places of scheduled important events, etc.).

Please call if you have any questions or need directions to get to the board meeting.

NOTE: Also find enclosed information about the State's proposed rule on inclusive schools and the flier announcing our issues forum, also scheduled for next Friday. We urge board members to attend the forum if your schedule permits.

Board Memo

To: EHEP Board Members
From: Dick Little, Executive Director (330-1505)
CC: Amy Rodquist, Community Circles Coordinator
Date: 11/20/98
Re: **Notice of Next Week's Board Meeting – and the EHEP co-sponsored Issue Forum on Success for All Students (the state's proposed Inclusive Educational Program Rule)**

November Board Meeting

Friday, November 20, 1998

7:30 – 9:00 a.m.

Murphy's Grill, Christensen Center

Augsburg College

Please come a few minutes early if you want to purchase coffee or breakfast. We will conduct our meeting in the quiet room located to the left of the normal seating area of the grill. Street parking is not a problem at this time of the morning if you are punctual.

The agenda will focus on staff **and board** efforts to publicize the circle conversation project and to recruit potential community circle sponsors. Please plan to provide a progress report to your fellow board members. You will also receive a progress update on our project timeline (dates and places of scheduled important events, etc.).

Please call if you have any questions or need directions to get to the board meeting.

NOTE: Also find enclosed information about the State's proposed rule on inclusive schools and the flier announcing our issues forum, also scheduled for next Friday. We urge board members to attend the forum if your schedule permits.

Education & Housing Equity Project

BOARD MEETING AGENDA

November 20, 1998

- 1. Schedule next board meeting**
- 2. Additions/nominations to the executive committee – schedule executive committee meeting**
- 3. New addition/nomination to board – Luz Maria Serrano, St. Paul Schools – board discussion and action**
- 4. Board adoption of registration with the State Attorney General**
- 5. Board approval of application for funding of the community circle project by the Grotto Foundation**
- 6. Board consideration/action on the Inclusionary Housing Initiative**
- 7. Staff report and board discussion on 1999 Community Circles**
 - a. Project time-line**
 - b. Recruitment of sponsors; securing, scheduling and publicizing meeting places and dates**
 - c. Update on recruitment, training and assignment of facilitators**
 - d. Printing and distribution of discussion guide and reporting form**
 - e. Media and communication pieces; “what do want to come out of this project/”**
- 8. Other business? Announcements?**
- 8. Adjournment**

Education & Housing Equity Project

BOARD MEETING AGENDA

November 20, 1998

1. Schedule next board meeting *December 11th*
2. Additions/nominations to the executive committee – schedule executive committee meeting *VAN*
3. New addition/nomination to board – Luz Maria Serrano, St. Paul Schools – board discussion and action *YES*
4. Board adoption of registration with the State Attorney General *ADOPTED*
5. Board approval of application for funding of the community circle project by the Grotto Foundation *APPROVED*
6. Board consideration/action on the Inclusionary Housing Initiative
TABLE TO DEC. MTG. BRING RUSS ADAM
7. Staff report and board discussion on 1999 Community Circles
 - a. Project time-line
 - b. Recruitment of sponsors; securing, scheduling and publicizing meeting places and dates
 - c. Update on recruitment, training and assignment of facilitators
 - d. Printing and distribution of discussion guide and reporting form
 - e. Media and communication pieces; “what do want to come out of this project?”
8. Other business? Announcements? *MEDIATION - Phase 1*
8. Adjournment *Phase 2*
Barb will get more info.

Education and Housing Equity Project

Board of Directors

Revised through November 1, 1998

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BD MTG. 11-20-98

Cris
Barb

Van

Matt

Jerry

Joy

Emily

Gloria

Hope (exc. abs)

Dick
Amy

Seed groups w/ prof. + educators
that challenge + impart knowledge

Meeting

Roseville

St. Louis Park / Maple

Emily - will get list of ^{org} colleges intern contacts

MICAH - 20 congregation goal

Other

ST. PAUL SCHOOLS

Maureen Flannigan

Supt. Office; EXEC
ASSIST

ST. PAUL CHURCHES

Bob Waly

METRO SCHOOLS -

Have them make
present. at AM Schools

EDNA SCHOOLS

Frank Bennett
Chair of School Bd.

Use part circle - talk
from experience - call
the other - 10 people.

Joy will have her letter done Mon
Nov. 23rd.

Van - will call Mallender

Make 500

Need GUIDES NOW!

- Minneapolis United Way Print
Shop

- Minneapolis Schools

- LeAnn Baylor, Univ. of MN
interested

- Fax out 1 page on
Dec. 9th, Info. Mtg
to sponsor

* Ask John Cochran for \$500-1,000
for Printing Guide DG



Fax

To: EHEP BOARD MEMBERS

From: Dick Little, Executive Director *DL*

See list attached

Fax:

Pages: 3

Phone:

Date: November 25, 1998

Re: 1. Notification of Next Board Meeting

CC: Amy Rodquist,

2. Announcement of Issue Forum

Community Circles Coordinator

Urgent For Review Please Comment Please Reply Please Recycle

Notice of Next Board Meeting

Education & Housing Equity Project

December Board Meeting

Friday, December 11, 1998

(Amy's last day with EHEP)

7:30 – 9:30 a.m.

Christensen Center, Murphy's Grill

Augsburg College

Russ Adams will be meeting with us to discuss the Inclusionary Housing Initiative which we intend to endorse and co-sponsor. We will also discuss progress on recruiting community circle sponsors.

Attached is the announcement for one additional Issue Forum **Teaching All Students** which we are co-sponsoring (by popular demand) next week. I apologize for the short notice, but the deadline for public comment is the day following the forum, and very short notice was provided by the State. I hope that some board members will be able to attend – please invite other persons who have an interest in inclusive and truly integrated schools.

EHEP Board Members

Barbara Bearman

Keith Hardy

JoAnn Heryla

Jim Hilbert

Josie Johnson

Matthew Little

Hope Melton

Van Mueller

Emily Greenwald/Myron Orfield

Gavin Kearney/john powell

Thomas Ross

Luz Maria Serrano

Joy Sorensen Navarre

Jerry Timian

Cris Toffolo

Gloria Winans

Attachment: Notice of Issue Forum on Proposed Rules Governing Teacher Licensing

The Minnesota Minority Education Partnership, Inc., Urban Coalition and
the Education and Housing Equity Project
Sponsor

An Issue Forum

Teaching All Students

The State's Proposed Rules Governing Teacher Licensing

Tuesday December 1, 1998

11:00 AM - 1:00 PM

Urban Coalition

Basement Conference Room

2610 University Avenue W.

St. Paul, MN

*To register, contact MMEP by phone at 612.330.1645, fax at 330-1510 or email to
MMEP@visi.com*

In addition to the state Desegregation Rule and the Inclusive Educational Program Rule the Proposed Rules Governing Teacher Licensing will have a significant impact on the success of students of color. The proposed rule represents a significant change in the requirements that educators must demonstrate if they are to be licensed to teach in the state of Minnesota.

Among the new requirements for teacher licensure are new standards of effective practice for educating diverse learners. These requirements specifically address competencies that teachers should demonstrate when working with students of different cultures and abilities.

The public comment period on the new rules ends on December 2, 1998 so this forum will be your only opportunity to have an impact on the rulemaking process before the rule goes before the Administrative Law Judge. **Do not be left out of the debate and the decision.**

To receive a copy of the proposed rules, contact the Minnesota Board of Teaching by calling 651/296-6127. The rule can also be viewed online at <http://cfl.state.mn.us>.

Board Memo

To: EHEP Board Members
From: Dick Little, Executive Director
CC: Amy Rodquist, Community Circle Coordinator
Date: December 5, 1998
Re: EHEP Board Meeting Agenda, December 11, 1998

EHEP BOARD MEETING

December 11, 1998

Friday

7:30 – 9:30 a.m.

“The Niche” at Murphy’s Grill

Christensen Center

Augsburg College

See map and agenda enclosed. Street parking is available in the early morning. Come to wish Amy well as she completes her internship and term with the Metro Urban Studies Program at HECUA. RSVP regrets only 330-1505 (330-1507 fax or ehep@augsborg.edu).

EHEP December Board Meeting Agenda

- 1. Schedule of board meetings in 1999**
- 2. Timeline update and progress report on recruiting sponsors and facilitators and securing meeting places for the 1999 community circles, including plans for the "kick-off" and training in January**
- 3. Presentation on "Growing EHEP" by Amy Rodquist**
- 4. A huge "Thank You" to Amy Rodquist**
- 5. Invitation to Amy Rodquist and Kesha Tanabe to serve on the EHEP Board**
- 6. Proposed EHEP Manifesto on segregation and inequality in the Twin Cities metropolitan area**
- 7. The Inclusionary Housing Initiative (presentation, discussion and board action). Russ Adams of the Alliance for Metropolitan Stability will be joining us for this part of the meeting. Board members should review the proposal (sent to you last month) before our meeting.**

Note: EHEP's 1998 financial report and proposed 1999 budget will be reviewed at our January board meeting. I am pleased to report that Jeff Swenson, Augsburg College's business and financial accountant, has agreed to provide fiscal services to EHEP, subject, of course, to review and acceptance by the executive committee and board. I will be drawing up a proposed contract shortly.

AGENDA

- EHEP manifesto on segregation
- Amy's presentation on growing EHEP
- Inclusionary Housing Initiative (presentation, discussion, board action)
- Report on the Information session for potential and committed sponsors
- Update on timeline and events
- Progress in recruiting sponsors and facilitators

Memo

To: EHEP Board Members
From: Dick Little, Staff (330-1505)
CC: Amy Rodquist (Community Circles)
Russ Adams (Alliance for Metro Stability)
Date: 11/18/98
Re: Board Endorsement of the Inclusionary Housing Initiative

Attached for your review is the most recent draft of the Inclusionary Housing Position Paper and Proposal that is being prepared for consideration by the 1999 State Legislature.

As many of you know, EHEP staff has been involved in the development of this concept and proposal since last spring (through our participation on the Inclusionary Housing Task Force, through our sponsorship of the Building Inclusive Communities Conference, and through our membership in the Alliance for Metropolitan Stability).

I would like to see EHEP go on record endorsing this proposal and possibly being named a sponsor (with other organizations) of this proposal to be sent to the legislature.

We can arrange for a presentation of the paper by its drafters if board members would like more information. Although we have no time to discuss this at Friday's board meeting, I recommend that the board either take this up at a special meeting and/or act at Friday's meeting to endorse the proposal in principle.

The inclusionary housing concept represents one of the fruits of our earlier work; it is an idea that flows from the 1997 community circle conversations. Those conversations placed major emphasis on proactively removing barriers to affordable housing in the suburbs and promoting integrated housing developments as two of the best ways to address segregation in our schools and metropolitan community.

Please be prepared to decide how to handle this item at our meeting on Friday. I will also be bringing to your attention two other legislative ideas EHEP is submitting to our board member, Representative Myron Orfield, for use in preparing his proposals for the next legislative session.

EHEP 12-10-98 BOARD MTG. NOTES + MINUTES

AMY RODQUIST'S PRESENTATION - PLAN FOR "GROWING" EHEP

★ Need for improvement for EHEP - additional staff people.

FTS

Full Time Staff =
Executive Director

Ability to network
& talk to people
Getting the word out
Fire underneath our
exec. dir.

Community Center
Coord.

needs help org

Administrative Assistant

→ Ability to go ahead
& keep in contact
w/ people we loving
it.
a go-to person,
answer quest, get
letters out, say
thank-you. Who
can be held accountable

→ Really helps w/ the
details of the org

2 distinct + sep.
jobs & resp.

Heartbeat, vision &
overwhelming detail

Determine the Job Description - Board Comm
Criteria

Setting of Budgets

Know you don't have a lot
Need someone who is on full-time
Write a grant every single month,
to support them

activate a Time-Line

Real specific goals

Trial basis - if this is something also in the
future
Set some real deadlines
Here is financial compensation

Get Word Out

Personal contacts

Passion, heartbeats
Newspaper, newsletter,
bulletin, etc

ACT ! ASAP

Simple Overview - where ENWP could use some real
assistance

They will provide us detailed written plan that also answer
various questions.

Specifics about what those positions should entail - in paper, to give to Dick.

* Get Time-Line on next months agenda.

The funding is critical to

New Bd Member - Lyle Baker, grant writing and desegregating - Mpls. Schools.
Roundtable for rewriting state Rules.
Would like to do some volunteer work.

Bd accepted/approved report + recommendations

RUSS ADAMS PRESENTATION ON INCLUSIONARY HSNB PROPOSAL

Inclusionary Housing Initiative

Density Bonus → Afford. Units /
California - voluntary
Md, Montg. Co. - mandatory / Co. statute
Twin Cities metro area ?

More lim. on max amt. of land - no extra land cost
Control the permits -
Every treated same, unless really small.

Find new role of pub. sector
Loosening of regulations + min. req.
Blasen away - video on high cost of sprawl.

MD

Some cross-subsidization
Dev. makes slight profit on aff. units + good profit on mkt. rate

MN

Way behind in goals
Vols. will be pol. acceptable here.
Modest - living aff. level down & down # of units
Way to improve upon LCA.
Dev. driven w/ local zoning override - waiver

(CONT.)

Sell a
a de-regulation goal

Push + priority in accessing LCA funds +
state investments (transp. infrastructure)

Reg. Relief \leftrightarrow What level of hmg. can they
build

Modest, but politically acceptable.

Demanding + rental

Encourage public part-partners

Do land set-aside

Reg. relief measures

arch. integrate the units

Open up thinking about how we do affordable
hmg. in new ways

Capture a percentage of "inclusionary"
in the h.h. + pop. growth projected
by the TCMA.

Opport to shape growth + dev. policy.

cris

Provide the cit law for legislators to be able to
act.

Suggest a video of Pres' framed answer.

Pres in front of a camera. Emily knows
somebody who edits a video, then we w/ MTN

Gathering positive ex. of mixes in our hmg.
+ showing how (various) add value to communities

JIM

Principle #7, re = racial desegregation

"Freedom to Home" Act

How do we hold lines to enable people but shut out.
Opportunities + choice
access to opportunities
Something everybody can support
(vs. word "desegregate")

Help low income/comm. of color ~~to~~ to access
hang in the suburbs

GAVIN

Frame in term of pro-developer
Can also frame in term of pro-employer
around
Issues of econ. dev. + getting
wholesale in these markets
"Economics" is what is going to tie all
together.

Legislative strategy -

Authors = DICK COHEN, CITY, DFL
DAN McETROY, CHAIRS JOB + ECON
DEV. FINANCE
Gov Rep., SUBURB

CMS

ACTION/Note = Let's need these circles
Ed. unanimous voted to endorse + be a sponsor
of the Affordable Housing Inclusionary Housing Proposal

* Fax to Van → St. Paul Integration Forum

~~DISCUSSION OF KICK-OFF FORUMS, ETC.~~
Speaker → Tony Kinkel (DFL)

(next page)

TO
DO
ITEM

KICK-OFF FORUMS

Frame Topic

Grabs People

Knowledgeable about Aim of Circles

SPEAKERS

Carol Johnson

Carlton Mariano / action Part.

Russ Adams

Specific about Circles

Limitations

The intersection of home, school & integrated home

As a vehicle for democratic participation

Barbara Pulliam / Exper. w/ deseg. - school elsewhere

DRAFT

INCLUSIONARY HOUSING

- **Inclusionary Housing Campaign.** Build a powerful base of support for public policies that ensure a modest percentage of all new housing construction is affordable to people at 50% to 30% of the metro median family income (\$30,400 - \$18,240 annual income for a family of four). Reward housing developers for including affordable units in their developments by giving them a modest density bonus of 25%.
- Support a broad framework of housing production strategies, including mixed income development, preservation, density bonuses, and other zoning and regulatory incentives to achieve up to 40,000 more units of affordable housing by 2020.
- Build support for progressive housing policies that reform urban redevelopment strategies and limit the loss of affordable units to demolition activities.

PRIMARY OBJECTIVES

Housing

- Increase the Regional Supply of Affordable Housing
- Create Higher Density, Mixed Income Developments
- Address Demolition & Replacement Housing Issues in the Central Cities

Regional Policy

- Strengthen Livable Communities Act
- Connect Low-Income Workers to Job Growth Areas
- Promote Private Market Role for Solving the Regional Housing Crisis

Economic & Racial Segregation

- Open Up Suburban Communities to Lower-Income Families
- Reverse Racially Segregated Settlement Patterns
- Promote Integrated Schools

Environmental Conservation

- Conserve Natural Areas by Modestly Boosting Housing Densities
- Integrate Land-Use Planning and Transit Strategies
- Promote Development that is Environmentally Sustainable and Socially Responsible
(Urban Design, Intensification of Land-Use)

III. INCLUSIONARY HOUSING

draft legislative proposal, 12/9/98

1. **Minnesota's state legislature** will implement an inclusionary housing program during the 1999 Legislative session. Inclusionary housing policies will apply to any *participating* new development of 30 units or more.

A "participating developer" will receive a substantial density bonus and other local incentives for agreeing to meet specific affordability goals. A "participating municipality" will receive priority status for a host of state and regional funding programs and infrastructure investment requests in exchange for cooperation with "participating developers" and establishment of a local inclusionary housing program.

2. **Affordability:** The program will require that *participating developments* contain a reasonable percentage of new units constructed that are affordable to low- and moderate-income households. The affordable units are built on the same parcel of land and must blend architecturally with the market-rate units. The percentage and affordability requirements will be different for rental housing than for single-family housing.

Rental Properties: at least **10%** of units must be affordable at or below **30% of AMI** (rent equals \$456/month, affordable to one wage earner at \$8.84/hour, \$18,240/year)

Homeownership: at least **15%** affordable at or below **50% of AMI** (mortgage payment of \$759/month, affordable to one wage earner at \$14.73/hour, approximately \$30,638/year)

3. **Density Bonus:** In exchange for producing the required percentage of affordable units, developers will receive a density bonus. A density bonus entitles the developer to build additional residential units above the maximum number of units permitted by the existing zoning. The bonus allows extra market-rate units to be added to the same parcel of land. The income from the extra market-rate units helps to offset the production costs of the affordable units. We propose a **density bonus of 25%**.

A 30-unit development which receives a 25% density bonus will produce 8 additional units. Applied after the density bonus is awarded, a 15% affordability provision, applied to the now 38 unit development, requires that **six** of the 8 bonus units are **affordable**, and **two** are **market-rate**.

Cities are encouraged to provide density bonuses that go beyond the state guidelines. For example, a local municipality could offer a "one-for-one density bonus" for the construction of on-site housing: for every one affordable unit built, the developer can build an additional market-rate unit.

4. **Incentives:** In addition to the density bonus, the state law should include a package of incentives.

Developers could be offered other "offsets" to mitigate the perceived economic impact of inclusionary requirements. Examples include regulatory relief such as reduced setback or parking requirements, decreased road width, reasonable flexibility in site development standards or zoning code requirements, direct financial assistance, approval of mixed-use zoning, waiver of permit or "impact" fees, waiver of "SAC charges", "fast track" permitting process, or any other regulatory incentive which would result in identifiable cost avoidance or reductions that are offered in addition to a Density Bonus.

Cities that provide some flexibility in zoning and local controls to accommodate I.H. developments should receive priority in the award of state and regional subsidies and improved access to tools for meeting local municipal needs (Metropolitan Livable Communities Act funds, ISTEAA allocations, MUSA line extensions, sewer and transportation investments, DTED funding, parks/green space funding). Cities must have adopted land use policies that are consistent with the Metropolitan Council's 2040 Regional Growth Plan, including fully utilizing existing land and infrastructure within their city, before receiving new MUSA line extensions and related infrastructure investments.

5. **Land Dedication or Set Aside:** As an alternative method for meeting the housing affordability targets, developers will have the option of setting aside land, either donating it to the local housing authority or to a nonprofit housing developer. The local housing authority or nonprofit developer commits to building the required number of affordable units on site under the inclusionary housing law and ensures adherence to architectural compatibility standards with respect to the market-rate units. All units must be under development at the same time, and developers must finish their units “on-time.”

To ensure that affordable units are interspersed within the market-rate development, the law will require that no more than 50% of the affordable units may be clustered together at any development site containing more than 120 units.

6. **Term of use:** Affordable rental units must have agreements that provide for affordability for a 20 year period. Local housing authorities and nonprofit organizations will have the option to purchase the bonus rental units to make available to very low-income tenants. Homeownership units will be subject to the following resale restrictions: all owner-occupied housing units are subject to price controls for 10 years. After 10 years, windfall profits will be equally split between the seller and the Met Council (to be deposited into an Inclusionary Housing Account administered under the Livable Communities Act).

7. **Fair Housing/Affirmative Marketing:** In order to accomplish the goal of housing choice and opportunity, this legislation shall include the following components.

- a) Funding will be provided to help cities, non-profit and community groups affirmatively market the units to communities of color. Partners could include the Urban Coalition’s 50-30 program, among others.

- b) The state shall also increase its commitment to fair housing testing and enforcement.

- c) Data should be kept on the racial/ethnic background of the occupants of affordable units. The data will help policymakers to gauge the effectiveness of the Inclusionary Housing program as a tool for providing affirmative housing opportunities. Regular reports by the Metropolitan Council, or other designated agency, should provide analysis of existing barriers to affirmative housing goals.

8. **Geography:** The *density bonus provisions* of the new law apply to all Twin Cities metropolitan municipalities that agree to establish a local Inclusionary Housing ordinance. An individual developer who agrees to meet the statute’s affordability targets is eligible to receive the density bonus.

In order to facilitate inclusionary housing incentives in Greater Minnesota communities, the new law may apply to any local municipality in the state that agrees to substantially cooperate with a “participating developer.” The *incentives to cities provisions* of the new law will also apply to any local municipality in the state that agrees to establish an inclusionary housing program.

9. **Administrative authority:** In the Twin Cities metro area, the Met Council will administer the Inclusionary Housing program through the Metropolitan Livable Communities Act. Under the Metropolitan Livable Communities Act, Affordable Housing Account, the Met Council will have access to funds to encourage the broad participation of regional cities in this program. In Greater Minnesota, “participating cities,” counties, or local HRA’s could administer the program outside of the 7-county metro area.

10. **Advisory Committee:** The legislation will establish an advisory committee, made up of builders, developers, low-income tenants, nonprofit housing organizations, representatives of city planning offices, the Met Council, local governments, the MHFA, citizens, and housing advocates. This committee could take one of two forms: it could meet regularly to monitor the implementation of the program, or it could meet to produce annual or bi-annual report on the success of the program.

INCLUSIONARY HOUSING POLICY



HOME BUILDERS, DEVELOPERS

- Voluntarily commit to modest affordability targets in exchange for a combination of incentives (density bonuses, regulatory relief, fee waivers, expedited permitting process, etc.). Link *home building deregulation* to housing cost reductions.
- Participating developments contain at least **15%** overall affordability.
(Households at or below **50%** of the MFI for **home ownership units**)
(Households at or below **30%** of the MFI for **rental units**)
- Private developers are encouraged to partner with local housing agencies and nonprofit housing developers to provide housing for very low-income households.



City Hall

LOCAL MUNICIPALITIES

- Cities are encouraged to cooperate with developers by passing a local Inclusionary Housing Ordinance. This ordinance, based on state guidelines, offers a variety of regulatory incentives to mixed-income, affordable housing developments.
- Participating cities would receive priority status for certain state and regional funding programs (including LCA funds, park funds, sewer and MUSA line extensions, state grants, and transportation investments)

STATE LEGISLATURE



PUBLIC POLICY

- Tie Inclusionary Housing in with strengthening the Livable Communities Act. Seek \$5 Million in increased appropriations. Utilize "Inclusionary" funds to ensure participation from local cities and to "buy down" the cost of the moderately affordable units.
- Set minimum affordability guidelines in state statute, ensure that incentives given to developers will produce meaningful results, encourage land set-asides and other innovative strategies.

INCLUSIONARY HOUSING BILL

The Inclusionary Housing Task Force looked at the current political landscape in light of the recent elections. Although it's not a pretty picture, we concluded that there was still a strong opportunity for an Inclusionary Housing proposal during the 1999 legislative session. Such a bill would have to incorporate a "voluntary, incentives-based approach." Here's how it might work:

HOME BUILDERS, HOUSE OF REPRESENTATIVES

These two groups are linked together for obvious reasons: they both believe in the free market system as the primary way to create housing that is affordable to metro citizens. The builders view public regulation as the primary barrier to producing a more affordable product. Some Republican leaders (including moderates such as Rep. Jim Rhodes and Rep. Dan McElroy) might be a little leery of stripping local municipalities of *some* local codes and zoning regulations, but they're probably sympathetic to home builders complaints of excessive fees and restrictive zoning.

To win over the home builders, give them what they want: regulatory relief. In exchange for rewarding developers with higher density, more flexible zoning, reduced permit fees, SAC waivers, and an accelerated permitting process, our proposal would ask for a meaningful commitment from the builders for an increase in the number of affordable housing in a particular development. Right now we're looking for at least 10% - 15% overall affordability in any new construction development that participates in a local inclusionary housing program. Developers who achieve higher affordability percentages should be rewarded.

When we go to the Republican controlled House of Representatives, we'll sell the idea as a *Deregulation Bill*, offering real regulatory relief to the private home building sector.

LOCAL MUNICIPALITIES

We'll need to find a "hook" to get cities to voluntarily participate in an Inclusionary Housing program. Tom McElveen from the Met Council believes that the only true incentive to entice local municipalities is money. We'll need to go after a significant appropriation to boost the interest of cities in cooperating with local developers. McElveen suggested \$5 million in additional funds for the Metropolitan Livable Communities Act (LCA).

Ideally, we'll want cities to voluntarily step up to the plate by passing a local ordinance. This would send the right message: our city stands ready to cooperate, in partnership, with any private builders and housing agencies and nonprofit developers to create more affordable housing. Cities that create a local Inclusionary Housing ordinance (modeled after a state statute that contains minimum "inclusionary" guidelines) would be eligible for LCA "inclusionary" incentive funds. So some of that money goes to get "buy in" from the cities, and some of it could "buy" down the price of the affordable housing created.

Other incentives should be designed to give "credit" to cities for having a local Inclusionary Housing ordinance. This would allow cities to "score" higher on RFP's for state or regional grants (think LCA, brownfields money, park funds, etc.), receive preference on new sewer line requests or MUSA extensions, or give participating cities priority status for major transportation investments (including T-21 funds). The bottom line, give participating local municipalities better access to the bundle of "goodies" that state and regional agencies provide.

SENATE

We'll pitch the bill to the Democrats as an additional tool for creating affordable housing. Sure it may not go far enough, it may not be strong enough, but it's a new political world out there. The bill will be described as a "pilot program" to get our foot in the door and to show that this relatively

new (and untested in the Midwest) idea for inclusive communities can work on a modest scale. In a couple of years, we might be in a position to expand the program to the entire region.

I met with Sen. Dick Cohen (chair of the State Government Finance committee and close to Roger Moe) recently just to practice my "pitch" on a sympathetic ear. He was very intrigued and interested in the concept. In fact, two days after our meeting he called me to deliver his "pitch" on why he could be a good author for us. The task force discussed this on November 24th, and we decided to take him up on his offer. As a chief author in the Senate, Cohen is plugged into the senior leadership and is considered a "heavy weight" at the Capitol. Sen. Cohen will take our proposal over and get it "jacketed" so it becomes an official bill. He also gave us a ton of advice and insight on how to talk about the proposal and who to work with in the Senate and House.

GOVERNOR VENTURA

The Governor-elect has consistently told people that he supports affordable housing and recognizes the link between economic development and housing. He has lauded the "public/private partnership" approach of Honeywell in Minneapolis and the Damark/Brooklyn Park enterprise. He'll favor private sector solutions for increasing the supply of housing. One potential complication: the Governor might view with suspicion any measure that robs local municipalities of their zoning and regulatory authority.

Basically, Governor Ventura is still formulating his housing policy positions, and he'll likely be open to a variety of ideas and strategies that are consistent with his own personal philosophies. The Inclusionary Housing proposal is fundamentally a "public/private partnership" approach and that's how to sell it to the new administration.

STRENGTHENING THE LIVABLE COMMUNITIES ACT

The bill will likely be linked to the idea of strengthening the Metropolitan Livable Communities Act. Since the LCA has proven to be insufficient to meet its own goals, since it fails to create truly affordable housing for very low-income families, and since it relies exclusively on the private sector to deliver the housing, we need to improve it. Inclusionary Housing seeks to do this in a manner consistent with the LCA approach: voluntary, incentives based, public/private partnerships, cooperation, money. The focus is to ***fine tune the driving engine of housing development in the region*** - private sector housing accounts for about 90% of production in the metro area.

The proposal seeks to employ some creative strategies to help the developers deliver a more affordable product. No one knows for sure how "affordable" we can make a home or apartment under this approach, but I would set a target of housing that costs around \$70,000 - affordable at 50%- 55% of the MFI for home ownership. This would be the result of a combination of relaxing zoning restrictions, achieving better density, and some public subsidization (to buy down the price of the home). We're looking at townhome style housing at that level.

Rental inclusionary housing will be more complicated (partly because of the bias against rental and also because the private sector doesn't really build very affordable rental housing anymore). We need to get closer to 30% of the MFI. If we averaged 40% of the MFI for all affordable rental units produced under an Inclusionary Housing program I'd call that a big victory.

One way to deal with this is to build in an option that allows a local housing agency (like a Dakota County HRA) or a nonprofit developer to purchase a portion of the additional units produced under a density bonus. In Montgomery County, Maryland they do exactly this. The idea is to capture some units and set them aside for the lowest income groups to ensure that we serve a broad band of incomes. California encourages "Land Set-Aside," whereby land is donated to the city or a nonprofit and set aside for affordable development.

NEXT STEPS

I want to meet with each organization interested in Inclusionary Housing, at least with each staff person, to discuss endorsement of the proposal and level of involvement at the legislature. What can organizations commit to this campaign (resources, staff time, constituent support)? What role do they want to play (supporting organization, sponsoring organization, core group)? That kind of stuff.

I'll also be scheduling a number of research visits with legislators and other interest groups to find out how they stand regarding this concept.

- Russ Adams

INCLUSIONARY HOUSING POLICY



HOME BUILDERS, DEVELOPERS

- NEW VOLUNTARY ROLE
 - DEVELOPER DRIVEN POLICY, WITH LOCAL ZONING OVERRIDE
 - LINK REGULATORY RELIEF WITH HOUSING COST REDUCTIONS
 - PARTNERSHIP OPPORTUNITIES WITH PUBLIC & NONPROFIT SECTORS
-

LOCAL MUNICIPALITIES

- VOLUNTARILY PASS LOCAL INCLUSIONARY HOUSING ORDINANCE
 - RECEIVE INCENTIVES, REWARDS FOR REDUCING DEVELOPMENT COSTS
 - RETAIN FLEXIBILITY IN LOCAL ZONING CONTROLS
 - SECURE COMMITMENTS FOR VERY AFFORDABLE HOUSING
-



City Hall

STATE LEGISLATURE



PUBLIC POLICY

- STRENGTHEN THE METROPOLITAN LIVABLE COMMUNITIES ACT
- REWARD COMMUNITIES FOR LOWERING THE COST OF DEVELOPMENT
- FOSTER VOLUNTARY COOPERATION & PUBLIC / PRIVATE PARTNERSHIPS

INCLUSIONARY HOUSING POLICY



HOME BUILDERS, DEVELOPERS

- Voluntarily commit to modest affordability targets in exchange for a combination of incentives (density bonuses, regulatory relief, fee waivers, expedited permitting process, etc.). Link *home building deregulation* to housing cost reductions.
- Participating developments contain at least **15%** overall affordability.
(Households at or below **50%** of the MFI for **home ownership units**)
(Households at or below **30%** of the MFI for **rental units**)
- Private developers are encouraged to partner with local housing agencies and nonprofit housing developers to provide housing for very low-income households.



City Hall

LOCAL MUNICIPALITIES

- Cities are encouraged to cooperate with developers by passing a local Inclusionary Housing Ordinance. This ordinance, based on state guidelines, offers a variety of regulatory incentives to mixed-income, affordable housing developments.
- Participating cities would receive priority status for certain state and regional funding programs (including LCA funds, park funds, sewer and MUSA line extensions, state grants, and transportation investments)

STATE LEGISLATURE



PUBLIC POLICY

- Tie Inclusionary Housing in with strengthening the Livable Communities Act. Seek \$5 Million in increased appropriations. Utilize "Inclusionary" funds to ensure participation from local cities and to "buy down" the cost of the moderately affordable units.
- Set minimum affordability guidelines in state statute, ensure that incentives given to developers will produce meaningful results, encourage land set-asides and other innovative strategies.

DRAFT

Inclusionary Housing Position Paper

Drafted by Kirsten Bansen, MN Housing Partnership; Russ Adams, AMS; & Jodi Nelson, MICAH

October 2nd, 1998

Principles for Developing and Implementing an Inclusionary Housing program in MN

Principle #1: The Twin Cities metropolitan area is experiencing a dramatic shortage of affordable housing units as well as intense racial segregation and nationally recognized rates of urban sprawl.

Principle #2: The Inclusionary Housing task force is committed to developing solutions that address the needs of all metro-area communities: central cities, inner-ring suburbs, and developing outer-ring suburbs.

Principle #3: Inclusionary Housing will provide a mechanism to speed the development of new affordable units in the Twin Cities metro area, particularly in suburban communities where much of the region's new job growth continues to occur.

Principle #4: Inclusionary Housing programs can create greater access for lower-income and minority households to better employment and educational opportunities. It can be used as a tool for breaking the cycle of poverty.

Principle #5: Inclusionary Housing can provide housing choice and opportunity in all metropolitan communities, and can serve as a tool to further affirmative housing goals: allowing the elderly, low-income families and communities of color to access suburban housing.

Principle #6: Inclusionary Housing programs provide a wide range of incentives to cities and housing developers to encourage greater overall densities and expedite the development process. Higher housing densities and more affordable housing options support the Met Council's 2040 Growth Plan and are consistent with the goals of the Metropolitan Livable Communities Act.

I. Goal:

MN's Inclusionary Housing program will result in the development of "x" low-cost housing units before the year "x" (This numeric goal will be based on recent development trends and the current need for affordable housing units.)

II. Background:

This effort is based on a variety of laws that have already been implemented in other states. The Inclusionary Housing model addresses the shortage of new affordable units and the segregation of poor households and households of color that frequently result from market-driven development practices. Montgomery County, Maryland; California; New Jersey; Massachusetts; and the Twin Cities Metro area all have laws that reward municipalities and developers for creating affordable housing opportunities in middle- and upper-income communities. Some of these existing programs emphasize the importance of density for controlling urban sprawl and maximizing transit opportunities. [see Attachment A]

An examination of the current effort to promote affordable housing in the Twin Cities metro region will help to underscore the need for a bold new housing production policy.

Incentives-Only—Twin Cities Metropolitan Livable Communities Act

The Twin Cities' three-year-old Metropolitan Livable Communities Act relies entirely upon a limited set of *voluntary incentives* to cities. The LCA is based on the principle that each municipality should be expected to house a negotiated percentage of low- and moderate-income households. This is the same principle that has guided inclusionary housing programs in other areas of the country.

The difficulty with the Livable Communities Act is that it provides incentives for only one key player in the process of building affordable housing, *the local municipality*. Funds for urban transportation or economic development demonstration projects, brownfield cleanup, and housing are available to cities that develop affordable housing goals and submit those goals to the Metropolitan Council.

While these incentives have induced a number of cities to develop affordable housing goals, they have not been sufficient to spur many municipalities to the action of actually creating affordable housing. In fact, some communities with high percentages of affordable housing have used the "fair share" benchmarks as an excuse to tear down affordable units. The scale of incentives under the Livable Communities funding accounts, approximately \$12 million per year, are too small to have a substantial region-wide impact.

The LCA relies upon the idea that city councils have the power and political base to move forward with affordable housing initiatives. It is more often the case that city officials (even those sympathetic to the idea of building affordable housing) must fight local opposition to low-cost units and low-income residents. A city council is not likely to reduce fees and local controls to attract low-cost developers if constituents are opposed to such development.

Second, by providing incentives ONLY to the cities, the law does nothing to mobilize market-rate developers to build affordable units. Market forces—including municipal requirements and state tax policies—control the housing production system and currently dictate a freeze on new multi-family units that rent for less than \$1,200/month. Inclusionary housing programs must address the bottom line of developers.

Finally, the LCA provides NO mechanism for oversight or monitoring. Municipalities that make no progress toward their housing goals receive no punishment and continue to have equal access to incentive pools. Region-wide housing programs should serve to guide communities towards stronger performance in providing a variety of housing choices, should set measurable goals, and should utilize proactive policies that provide a disincentive to cities that fail to meet their goals.

A Plan for Minnesota

Our challenge is to develop an inclusionary housing program that meets the specific needs and characteristics of the Minnesota housing market, in particular, the growing Twin Cities metropolitan area.

Any inclusionary housing law developed for the state of Minnesota should rely on a combination of hardy incentives and measured disincentives. The incentives provided to municipalities and to developers should be vital to the self-interests of both groups. Localities should have some flexibility in the implementation of inclusionary housing programs, but must also be held to some level of accountability.

Numeric goals must be set and routinely monitored. A regional "housing report card" should be issued annually by the Metropolitan Council to document the level and intensity of affordable housing activity in every community in relation to the general housing market.

An Inclusionary Housing program should receive a sufficient level of state appropriations to administer a region-wide housing production policy and to provide funds for targeted incentives to participating cities. Additionally, state appropriations could also be used to aid local housing authorities and nonprofit housing organizations in the purchase and setting aside of affordable units in particular development projects.

III. INCLUSIONARY HOUSING

draft legislative proposal, 10/2/98

1. **Minnesota's state legislature** will implement an inclusionary housing program during the 1999 Legislative session. Inclusionary housing policies will apply to any *participating* new development of 30 units or more.

A "participating developer" will receive a substantial density bonus and other local incentives for agreeing to meet specific affordability goals. A "participating municipality" will receive priority status for a host of state and regional funding programs and infrastructure investment requests in exchange for cooperation with "participating developers" and establishment of a local inclusionary housing program.

2. **Affordability:** The program will require that *participating developments* contain a reasonable percentage of new units constructed that are affordable to low- and moderate-income households. The affordable units are built on the same parcel of land and must blend architecturally with the market-rate units. The percentage and affordability requirements will be different for rental housing than for single-family housing.

Rental Properties: at least 10% of units must be affordable at or below 30% of AMI (rent equals \$456/month, affordable to one wage earner at \$8.84/hour, \$18,240/year)

Homeownership: at least 15% affordable at or below 50% of AMI (mortgage payment of \$759/month, affordable to one wage earner at \$14.73/hour, approximately \$30,638/year)

3. **Density Bonus:** In exchange for producing the required percentage of affordable units, developers will receive a density bonus. A density bonus entitles the developer to build additional residential units above the maximum number of units permitted by the existing zoning. The bonus allows extra market-rate units to be added to the same parcel of land. The income from the extra market-rate units helps to offset the production costs of the affordable units. We propose a **density bonus of 25%**.

A 30-unit development which receives a 25% density bonus will produce 8 additional units. Applied after the density bonus is awarded, a 15% affordability provision requires that **six** of the 8 bonus units are **affordable**, and **two** are **market-rate**.

Cities are encouraged to provide density bonuses that go beyond the state guidelines. For example, a local municipality could offer a "one-for-one density bonus" for the construction of on-site housing: for every one affordable unit built, the developer can build an additional market-rate unit.

4. **Incentives:** In addition to the density bonus, the state law should include a package of incentives.

Developers could be offered other "offsets" to mitigate the perceived economic impact of inclusionary requirements. Examples include regulatory relief such as reduced setback or parking requirements, decreased road width, reasonable flexibility in site development standards or zoning code requirements, direct financial assistance, approval of mixed-use zoning, waiver of permit or "impact" fees, waiver of "SAC charges", "fast track" permitting process, or any other regulatory incentive which would result in identifiable cost avoidance or reductions that are offered in addition to a Density Bonus.

Cities that provide some flexibility in zoning and local controls to accommodate I.H. developments should receive priority in the award of state and regional subsidies and improved access to tools for meeting local municipal needs (Metropolitan Livable Communities Act funds, ISTEAs allocations, MUSA line extensions, sewer and transportation investments, DTED funding, parks/green space funding)

5. **Land Dedication or Set Aside:** As an alternative method for meeting the housing affordability targets, developers will have the option of setting aside land, either donating it to the local housing authority or to a nonprofit housing developer. The local housing authority or nonprofit developer commits to building the required number of affordable units on site under the inclusionary housing law and ensures adherence to architectural compatibility standards with respect to the market-rate units. All units must be under development at the same time, and developers must finish their units "on-time."

To ensure that affordable units are interspersed within the market-rate development, the law will require that no more than 50% of the affordable units may be clustered together at any development site containing more than 120 units.

6. **Term of use:** Affordable rental units must remain affordable at the same level for a period of 20 years. Local housing authorities and nonprofit organizations will have the option to purchase the bonus rental units to make available to very low-income tenants. Homeownership units will be subject to the following resale restrictions: all owner-occupied housing units are subject to price controls for 10 years. After 10 years, windfall profits will be equally split between the seller and the Met Council (to be deposited into an Inclusionary Housing Account administered under the Livable Communities Act).
7. **Fair Housing/Affirmative Marketing:** In order to accomplish the goal of desegregation, this legislation shall include the following components.

- a) Funding will be provided to help cities, non-profit and community groups affirmatively market the units to communities of color. Partners could include the Urban Coalition's 50-30 program, among others.

- b) The state shall also increase its commitment to fair housing testing and enforcement.

- c) Data should be kept on the racial/ethnic background of the occupants of affordable units. The data will help policymakers to gauge the effectiveness of the Inclusionary Housing program as a tool for providing affirmative housing opportunities. Regular reports by the Metropolitan Council, or other designated agency, should provide analysis of existing barriers to affirmative housing goals.

8. **Geography:** The *density bonus provisions* of the new law apply to all Twin Cities metropolitan municipalities when any individual developer agrees to meet the statute's affordability guidelines. The new law will apply to any local municipality in the state that agrees to substantially cooperate with a "participating developer." The *incentives to cities provisions* of the new law will also apply to any local municipality in the state that agrees to establish an inclusionary housing program.
9. **Administrative authority:** In the Twin Cities metro area, the Met Council will act as the Inclusionary Housing administrative entity. Under the Metropolitan Livable Communities Act, Affordable Housing Account, the Met Council will have access to funds to encourage the broad participation of regional cities in this program. In Greater Minnesota, "participating cities," counties, or local HRA's could administer the program outside of the 7-county metro area.
10. **Advisory Committee:** The legislation will establish an advisory committee, made up of builders, developers, low-income tenants, nonprofit housing organizations, representatives of city planning offices, the Met Council, local governments, the MHFA, citizens, and housing advocates. This committee could take one of two forms: it could meet regularly to monitor the implementation of the program, or it could meet to produce annual or bi-annual report on the success of the program.

The Advisory Committee would evaluate the effectiveness of Inclusionary Housing programs and recommend needed corrective actions that are both feasible and appropriate. The Committee would provide annual progress reports to the state legislature and the Governor.

Freedom to
HOUSE
De-regulation
opportunities
and choice

Moelway
McElroy

EHEP Project Time-line June - December 1998

- Convene Community Circle working group
- Revise and distribute brochure highlighting 1998 Community Circles
- Prepare, review and submit grant proposals
- Complete the discussion guide
- Complete evaluation of the first round of Community Circles
 1. Conduct focus groups
 2. Revisit survey results
- Publish and distribute the final report on the results of the first round of Community Circles
- Recruit new partners, negotiate partner commitments
- Deliver training and orientation meetings for sponsors and facilitators
- Hold a public kick-off event for 1998 Community Circles
- Conduct and support Community Circle Discussions
 1. Design a recording form
 2. Design an evaluation mechanism
- Provide anti-racism training workshop for facilitators and sponsors
- Hold a mid-point review session with facilitators and sponsors
- Conduct an action forum to review "Promising Practices" and connect citizens with action opportunities and organizations
- Sponsor Citizens Summit with Minnesota Meeting and Minnesota Public Radio
- Prepare action agenda and policy findings and recommendations for 1999
- Complete evaluation of round two and prepare report to the community and funders

REPORT OF THE EXECUTIVE DIRECTOR EHEP ACTIVITIES & ACCOMPLISHMENTS

February through June, 1998

- Participated in a public conversation with Michael Pyatok about integrated, mixed use, mixed tenure, mixed income housing, sponsored by the University of Minnesota's Design Center for the American Urban Landscape (February 6).
- Conducted an EHEP Board discussion of the NAACP v. State of Minnesota educational adequacy lawsuit and the proposed mediation and report by CMI (February 13).
- Presented a report to CURA on their grant in 1997 allowing use of a Humphrey Institute graduate student to help conduct background research and prepare the first community circles discussion guide for EHEP.
- Prepared and submitted EHEP's position statement and comments to the State Board of Education on the proposed State Graduation Standards Profile of Learning.
- Testified before the Minneapolis School Board in support of mediation of the NAACP v. State of Minnesota educational Adequacy lawsuit (February 24).
- Convened EHEP's budget and finance committee and EHEP's working group on the proposed new discussion guide. Products included an organizational budget and a draft outline for the discussion guide.
- Secured EHEP intern, Keshia Tanabe, from the University of St. Thomas with the assistance of board member Cris Toffolo.
- Assisted and participated in the Minneapolis League of Women Voters and Minneapolis Public Schools Middle School Achievement Project. Shadowed a Latina student at Emerson Spanish Immersion Learning Center (March 10).
- Agreed with the Minnesota Fair Housing Center to co-sponsor a conference for suburban housing officials, planning commissioners and human rights commissioners on "Building Inclusive Communities" scheduled for fall of 1998. Helped to secure presenters on case studies and successful practices elsewhere in the country.
- Prepared an organizational budget for EHEP, adopted by the board; also prepared a board member job description to complement the executive director job description.
- Submitted and secured board approval of the revised report on the 1997 community circle conversations, subject to appropriate "finishing" revisions by the executive director.
- Secured board agreement on the "preferred version" of EHEP's corporate logo.
- Participated in focus groups to help plan the proposed MICAH/Illusion Theatre fair housing play; secured selected board member participation in the focus groups.
- Attended a 3-day Dismantling Racism Workshop delivered by the staff of Crossroads and the Minnesota Churches Anti-Racism Initiative (March 20-22).
- Secured agreement with the Minnesota Churches Anti-Racism Initiative (MCARI) to provide an training workshop on institutional racism for community circle sponsors and facilitators in the fall of 1998. Funding will be pursued for this training.
- Began meeting and recruiting new Community Circle project partners; held meetings with Pacer Center, Minneapolis Community Education, Minneapolis Neighborhood Revitalization Program, the Humphrey Institute Center for School Change and Twin Cities Charter School Initiative, Minneapolis Urban League, Society for Professionals in Dispute Resolution (SPIDR), the Family Housing Fund, Minnesota Minority Education Partnership, the HHH Center for Democracy and Citizenship, the Minneapolis Initiative Against Racism, and others.
- Participated in Minneapolis Public School's Conference on Successes in Educating African American Children at Augsburg College (April 17-18); developed contacts with numerous education-oriented organizations interested in working with us on our project.
- Developed with board assistance a brochure promoting the 1998 Community Circles.
- Visited the Study Circles Resource Center (SCRC) in Pomfret, CT; secured SCRC as a national partner in our project. SCRC has helped EHEP by reviewing and editing the report on the 1997 community circles and the brochure on the 1998 community circles, writing letters of support for EHEP grant proposals, and assisting EHEP staff to prepare the discussion guide for the 1998 conversations. SCRC also agreed to co-sponsor a workshop on study circles in the Twin Cities.
- Convened a meeting of the EHEP Board with the Program Director of the Study Circles Resource Center (April 24)

- Held a reception with past and prospective project partners of the Community Circles Project at the Minnesota Church Center to meet visiting representatives of the Study Circles Resource Center and to announce plans for the 1998 circles project (April 24).
- Co-sponsored with the SCRC an all-day Training Workshop on Study Circles for Twin Cities area and neighboring area organizations. Over 100 people representing different groups participated. Training tracks focused on organizing study circle programs and facilitating study circles. Many of the attending organizations expressed interest and/or commitment to participating in the Fall 1998 Community Circles project (April 25).
- Secured commitment by the Minneapolis Public Schools to hold community circles at five different sites in the City corresponding to the five different sub-areas within the school district. The District is collaborating with other organizations in the city to convene these circles.
- Attended and helped convene meetings with various housing advocacy organizations to introduce the Community Circle project to housing advocates; examples include the Fair Housing Network, the Right to Housing Campaign, the Interfaith Action Housing Roundtables, the CURA Housing Forums and the Inclusionary Zoning Coalition.
- Participated in the MMEP Forum on Strategies to Increase Achievement of Students of Color, the Urban League's Meeting on Parent Involvement in the School Reform Process, and the Center for School Change meeting on new charter school opportunities for the Twin Cities; at each meeting we explored opportunities for collaboration using the Community Circles project (May 6).
- Attended the Premier Performance of the MICAH/Illusion Theatre fair housing play "Like Waters Rolling Down," at Adath Jeshurun Congregation, Minnetonka (May 19). EHEP sent invitations to all community circle partners, participants and prospects on our data base in the West Metro area; EHEP also had an information table at the event. Staff and several board members attended the event and at least one board member participated in a follow-up action meeting.
- EHEP staff and board officers have begun meeting with other stakeholders supporting mediation of the NAACP lawsuit, in sessions convened by SPEAC and Interfaith Action.
- Secured "pro bono" services from consultant (Nikki Carlson, President of Eidyia) to develop a communications plan for EHEP. A draft communications plan has been prepared for board and staff use.
- Developed and submitted a grant proposal to the Saint Paul Companies; also worked with board member Keith Hardy on a model grant proposal to submit to other funding sources.
- Met with the Council of Metropolitan Area Leagues of Women Voters at its annual meeting in Stillwater to encourage League of Women Voter support and involvement in the Fall 1998 Community Circles (May 21).
- Arranged to continue Kesha's internship with EHEP over the summer months to prepare the community circles discussion guide and to help prepare for the fall Community Circles. Kesha will continue to work with EHEP to the end of 1998 through an internship with the HECUA Metro Urban Studies Program. A draft of the discussion guide has now been submitted to the Board for review and comment.
- Secured the volunteer services of Jessica Larson, University of St. Thomas student, to organize EHEP's library and develop an annotated bibliography of publications and articles on education contained in the EHEP library. A similar initiative is needed for EHEP's publications on housing.
- Completed a staff development training workshop on "Grant Proposal Planning and Writing" offered by Marquette University (June 15).
- Secured from Myron Orfield's office maps and data on metro area and central city education disparities and housing segregation for use in the fall community circle discussions.
- The EHEP director has met with the MICAH director on several occasions to discuss joint collaboration on the community circles and the fair housing plays. MICAH will include a half-page article about the community circles in their next newsletter. They are also developing a "faith perspective" compendium to the discussion/study guide that EHEP is preparing, and will encourage MICAH member congregations to participate in the fall Community Circles project. All community circle participants will be invited to the MICAH fair housing plays.
- The draft discussion/study guide continues to be further developed and refined with board review and comment and reviews by community circle partners.
- Meetings have been arranged with Barbara Blackstone of SPDR to conduct focus groups with 1997 community circles participants and to make plans for facilitator recruitment and training for the 1998 circles.
- Invited Julian Bond, Chair of the national NAACP, to be the speaker for the Citizens Summit and Minnesota Meeting Luncheon to be held at the conclusion of the 1998 community circles and broadcast live by Minnesota Public Radio.