



Education and Housing Equity Project Records.

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Education & Housing Equity Project

Agenda for November 19, 1996

1. Welcome and Introductions:

ACTION ITEMS

1. Hiring of new staff: Darcy and Travis, our first coordinators have moved on to other jobs. We must now hire staff to replace them. Our immediate needs are to have someone who can coordinate the kick-off of the Study Circle Collaborative scheduled for December 10th, 1996.

Options:

- a) One person versus sharing a position
- b) Full time versus part-time
- c) Hire person on a temporary contract to assist with start-up of study circles versus finding permanent staff

Process and timeline to select staff:

① BUDGET (Mike) → Jerry asked if it'd be faxed around → he will help w/ budget piece

- a) Who decides? → Georgia doesn't need to interview, but wd like to see pool of candidates
- b) When?
- c) How widely should we publicize position?

Some names of people that might be interested: Dick Little, Karen Yasser, Paul Carrizales, Dick Little, Jane Prince, others? Nassa Gafari

2. Study Circle's Collaborative: Update, discussion, and determination of EHEP's role in the process
Spt: St Louis Park council chambers Jerry: Need to talk to counties + far-out school districts

3. Fiscal Agent arrangement with MICAH: Should we contract with MICAH to perform administrative functions of EHEP?
- In MICAH newsletter, sent to [redacted] MICAH + EHEP wants w/ - Just on Race + Poverty will help disseminate the job opening to orgs & website
- Internet sites + disc. lists
- Gary Cunningham

4. Other Items:

DISCUSSION ITEMS

1. Fundraising Update:

Grants Received: Bremer -- \$50,000 over two years; Bush -- \$10,000 for study circle collaborative

2. Other Items:

Hiring process
 ① Budget - PT + FT
 ② Announce by 11/15 T-9:00, close by 1/15
 ③ Circulate resumes to all Bd K - for prioritization
 ④ Hiring Comte will choose + interview - Matt - Mike - Barb - Van

Want to leave options open → depends on budget or independent

Peter Bell
Met Council members
Family Centers
Krista Boston
Deidra Childers + Families
Will hv to

SC position hrs. 120 - 6 wks 4/25 → \$3000

With MICAH's help count as an in-kind contribution toward the match

EDUCATION & HOUSING EQUITY PROJECT

Memorandum

TO: Mike Anderson
FROM: Darcy Seaver
DATE: November 18, 1996
RE: EHEP fundraising and finances

As you requested, this is a summary of our finances and fundraising efforts to date.

I've attached a report from Tim that shows the remaining funds from the Otto Bremer Foundation grant (which is also our overall balance). As you'll see, if we include the \$1,000 administrative fee to MICAH, we have \$455.64 left. I would recommend reserving as much of this as possible for expenses related to the study circle Discussion Guide printing and kick-off event costs. No additional funds will go to staff expenses.

The following summarizes the grant proposals we have submitted, and their status as of today:

1. Bush Foundation

- ▶ Request: \$10,000 (specifically for the Community Circle Collaborative)
- ▶ Submitted: 6/27/96
- ▶ Status: Received \$10,000

2. Otto Bremer Foundation

- ▶ Request: \$50,000 over two years
- ▶ Submitted: 9/1/96
- ▶ Status: Received \$50,000

3. Minneapolis Foundation

- ▶ Request: \$10,000 for one year
- ▶ Submitted: 9/15/96
- ▶ Status: No word; final notification date is supposed to be 12/1/96

4. Thorpe Foundation

- ▶ Request: \$5,000 for one year
- ▶ Submitted: 9/1/96
- ▶ Status: Rejected 10/3/96

5. McKnight Foundation

- ▶ Request: \$50,000 over two years
- ▶ Submitted: Letter of inquiry sent 9/1/96

- ▶ Status: Rejected (they are waiting to see the results of IRP's research)

6. CURA Communiiversity Personnel Grants

- ▶ Request: \$1,414.40 (in-kind in the form of graduate student, specifically for the development of the Discussion Guide)
- ▶ Submitted: 9/10/96
- ▶ Status: Approved; waiting for applicants

In addition, I would suggest that we consider submitting to the following funders in late 1996 and early 1997:

1. Joyce Foundation (Chicago)

- ▶ Filing deadline: 12/13/96, but letter of inquiry by 11/1/96

2. Walker Foundation

- ▶ Filing deadline: 12/1/96 (but they suggest sending it in at least two weeks before that)

3. St. Paul Companies

- ▶ Filing deadline: 12/15/96

4. Bigelow Foundation

- ▶ Filing deadline: 4/97, but letter of inquiry due in 12/96

5. Hazen Foundation

- ▶ Filing deadline: 1/15/97

6. Grotto Foundation

- ▶ Filing deadline: 2/97

7. Phillips Family Foundation

- ▶ Filing deadline: 3/97

As I mentioned, I would recommend improving our current grant proposal in the following ways:

- ▶ Adding more information in the "Need" section on the current political and legal situation here in the Twin Cities, better highlighting the timeliness of EHEP's work and the opportunities we have given things such as the NAACP and St. Paul school district lawsuits, the apparent interest among suburban superintendents and administrators in looking at options, the community schools initiative, the Met Council's growth options and housing work, etc. In the current draft, this is pretty vague and not quite as compelling as it could be. This is especially important if we

hope to get funding from outside the state (e.g., the Joyce Foundation in Chicago, which has been very supportive of such efforts in other, bigger cities but may look to the Twin Cities if we can point out how things are starting to look here).

- ▶ Adding more specifics about how we hope to go about building a coalition or other organizing. In fact, we may want to reconfigure the overall structure of the request. It now requests funding for (1) working and networking with existing coalitions to link the issues of housing and education, (2) building a broad-based coalition that works on the two issues simultaneously, and (3) continued community education/study circle work. The new Board may want to re-think this overall approach, then add better specifics in terms of strategy and tactics.
- ▶ Adding letters of support from folks such as the Minnesota Minority Education Partnership, Urban Coalition, SHARC, the Study Circle Resource Center (we have one of these already), the Institute on Race & Poverty, etc.

One final financial matter: there was some confusion with the IRS as to whether we needed to file employer tax forms. After a conversation with an IRS officer, Tim and I concluded that we don't need to file such forms yet (because technically Travis and I were employees of MICAH), but just this week we received a notice from the IRS wondering where our forms were. I wrote back, with copies of the older correspondence, and I've attached all of this for your reference.

I hope this covers everything you need. I hope, too, that I'm leaving things in a manageable state. Please always consider me available to answer any questions or provide additional information.

Thanks again for everything, Mike.

3720 Glenhurst Avenue
Minneapolis, MN 55416-4914
(612) 920-7114

November 1, 1996

Ms. Darcy Seaver
Minneapolis Center for Neighborhoods
1313 Fifth Street, SE
Minneapolis, MN

Dear Darcy:

Thank you for taking the time to talk to me about the Education and Housing and Equity Project and other nonprofit organizations addressing women's issues and issues of metropolitan stability. I left our lunch meeting "fired up" about my career switch from a private law practice to nonprofit organizations.

I am in the process of contacting the people whose names you gave me. At your convenience, please call me with some phone numbers.

Enclosed please find my resume for your review. Feel free to pass it to anyone who might be interested in someone with my background, and please keep me apprised of relevant job openings.

Thank you again for your time and interest. I hope that our paths cross again soon.

Sincerely,



Karen L. Yashar

Enclosure

KAREN L. YASHAR
3720 Glenhurst Avenue South
Minneapolis, Minnesota 55416-4914
(612) 920-7114

NONPROFIT EXPERIENCE

JEWISH COMMUNITY RELATIONS COUNCIL OF MINNESOTA AND THE DAKOTAS

Director, Co-Chair JCRC American Affairs Commission, Co-Chair JCRC Legal Affairs Commission

Organized forum entitled "From Block Grants to Budget Cuts" which addressed the effects of devolution on Jewish social service agencies in the Twin Cities. Drafted background paper on issues of metropolitan stability in the Twin Cities.

MINNEAPOLIS FEDERATION FOR JEWISH SERVICE BUSINESS AND PROFESSIONAL WOMEN'S DIVISION

Director, Vice-Chair of 1996 and 1997 Campaigns

Recruited volunteers and solicited contributions for annual fundraising campaign.

MINNEAPOLIS FEDERATION FOR JEWISH SERVICE NATIONAL AND OVERSEAS ALLOCATIONS PANEL

Reviewed grant requests from national and international nonprofit organizations.

PHILLIPS ACADEMY

Class Agent

Solicited contributions for annual fundraising drive.

THE MINNESOTA CHAPTER OF THE CONCORD COALITION

Congressional District Coordinator

Recruited and trained volunteers and oversaw grassroots organizing effort.

THE JEWISH COUNCIL ON URBAN AFFAIRS, Chicago

Associate Director

NORTHWESTERN UNIVERSITY SCHOOL OF LAW WOMEN'S CAUCUS

Co-Chair

Managed 50 member organization including volunteer activities, social events, fundraising, study groups, speakers events.

NORTHWESTERN UNIVERSITY SCHOOL OF LAW STUDENT FUNDED PUBLIC INTEREST FELLOWSHIP PROGRAM

Vice President

Managed nonprofit corporation which raised money to pay law students to work for nonprofit organizations for the summer.

DUKAKIS FOR PRESIDENT CAMPAIGN

Field Organizer, Former Issues Department Staffer

Established and managed political organizations in five states. Recruited and organized volunteers. Addressed community groups. Managed delegates to national convention. Drafted issue papers and researched the records of opposing candidates.

LEGAL EXPERIENCE

WINTHROP & WEINSTINE, P.A.

Attorney

1994 to 1996

Saint Paul, Minnesota

Practiced corporate and securities law specializing in the representation of closely held companies. Managed client relationships. Performed legal research and negotiated and drafted business agreements and securities disclosure documents.

VARGAS AND ASSOCIATES, P.A.

Attorney

1993 to 1994

Minneapolis, Minnesota

Practiced corporate and securities law specializing in the representation of emerging growth companies. Participated in clients' board of directors meetings. Managed legal staff. Prepared materials for continuing legal education courses.

EDUCATION

NORTHWESTERN UNIVERSITY SCHOOL OF LAW, Juris Doctor

Teaching Assistant, Negotiations Course

1989 to 1992

Chicago, Illinois

YALE UNIVERSITY, Bachelor of Arts, History

Yale College Executive Committee; Yale College Council; squash team, battered women's shelter

1983 to 1987

New Haven, Connecticut