

DRAKE  
NEIGHBORHOOD ASSOCIATION  
Des Moines, Iowa

AGENDA

Board Meeting

16 September 1981

2-4pm First Christian Church

- I. Introduction of new board
- II. Election of Recording Secretary *Roger Munns elected*
- III. Treasurer's report *\$155.00 Bal. \$200 encum.*
- IV. President's report *Passed*
- Review of current strategies
  - Announcement of committee structure
- V. Committee reports
- Communications - G. Burkhead *Potluck Macedonia Baptist Church*
  - Special Events (FallFest) - R. Munns
  - Membership - K. Mullins
  - Business Revit - R. Rhoads
- VI. Old Business
- NHS Boundary Considerations
  - Other
- VII. New Business
- Appointment of By-Laws Committee *Munns, Morrison, Neubauer*
  - Other

Kathy Mullins has to resign.

Prepared by

John Neubauer

MINUTES 10/20/81  
Board of Directors  
Drake Neighborhood Association

Present: President John Neubauer and members Gladys Burkhead, Larry Cunning, Paul Johnson, Pauline Morrison, Bob McClelland, Bill Crawford, Tom Jewett, Rod Rhoads, Faye Vilimek, Wayne Shoemaker and Roger Munns. Absent: Gene Hiskey, Bruce Heilman and Maude White.

Minutes of Sept. 16 meeting were approved.

Treasurer McClelland reported the association has an operating balance of \$225.93. Among checks outstanding was one for \$26 to Munns. Munns said he was not aware of the check and had no idea why he should be owed that amount. The amount will be added to DNA's assets. Munns gave a general accounting of Fallfest, saying specifics await a final tally on the bulb sale and other details. Roughly speaking, he said, the budget was \$800, of which Fallfest cleared about \$200, to be used as seed money for next year's fest.

Rhoads gave a progress report on formation of a separate business corporation, possibly to be named University Square Inc. The corporation will not be controlled by the DNA and will have no formal ties to it. The overall goal of the new group, he said, will be to improve the business environment on University Avenue between 23rd and 25th streets, on Forest Avenue between Harding and approximately the Drake area, and on adjacent streets. It is important, he said, to ditch the "dogtown" label that has haunted the area for years. Specific goals include a quick facelift for businesses in question. Money will come from businesses involved and will be solicited by the new corporation. Rhoads said he hopes construction will be completed next summer. No dramatic changes, such as diversion of traffic or new buildings, are contemplated, he said. A common facade or paint scheme will be explored. Long range goals will also be developed, he said. A possibility is conversion of the Elmwood School, owned by Drake, into commercial property.

President Neubauer directed the board's attention to city improvements made to Drake Park in wake of Fallfest. The shelter-house has been painted and trees planted. Munns said he would communicate thanks to appropriate officials. Neubauer noted the board is short one member caused by resignation of Kathy Mullins, who has asked these minutes to show that her pregnancy was not at all "unexpected," as prior minutes state. Neubauer said he had a replacement member in mind and said he would state his case to the membership potluck Oct. 29th at Grace Methodist.

DRAKE NEIGHBORHOOD ASSOCIATION  
Minutes  
Board Meeting - 16 September 81

PRESENT: Roger Munns, Tom Jewett, Gladys Burkhead, Faye Vilimek, Larry Cuning,  
Paul Johnson, Bob McClelland, John Neubauer, Maude White.

New Board members Munns, Jewett and White were introduced. Absent new board member Kathy Mullins requested permission to resign due to unexpected pregnancy. She did agree to continue to chair the Membership Committee.

New Treasurer Bob McClelland reported an unencumbered cash balance of \$155 in the bank and \$200 encumbered cash fund designated for future public tree plantings. He asked that the membership chair provide him with copies of any deposits made at the time of the deposit. On a motion by McClelland, seconded by Vilimek, the Board unanimously asked for a financial report from the Special Events Committee upon conclusion of Fallfest. It was pointed out that the Special Events Committee has board authority to maintain a separate bank account subject to periodic review by the Board.

By unanimous consent Roger Munns was elected as recording secretary. The recording secretary, the president noted, will serve on the Executive Committee along with Cuning, Burkhead, Shoemaker, McClelland and Neubauer.

The president appointed a By-Laws Committee of Morrison, Munns and Neubauer to draft a set of by-laws for board review in October. Munns is to chair the committee.

The president announced continuation of priorities and strategies outlined in the Association book prepared for the 1981 Iowa Community Betterment Program. Three goals were identified for the Board's forthcoming 16 month term:

- 1- Visible progress in area residential and business revitalization
- 2- Development of a strong committee structure similar in nature to the Special Events Committee already 18 months old; and
- 3- Development of strong decentralized leadership within the Association.

The Standing Committee Structure was announced. Each board member was asked to consider which committee(s) they want to be an active part of for the next 16 months. The president will call on each board member before the next board meeting to discuss preferences. Formal committee appointments will be announced at the October meeting. The Standing committees consist of:

EXECUTIVE - Responsible for authorizing expenditures within Board guidelines and responsible for emergency decisions between board meeting subject to review.

CRIME PREVENTION - Responsible for organizing and implementing block by block *Hiskey White*

Oct. 20, 1981

Board Members:

These bylaws are designed to formalize procedures of the Drake Neighborhood Association without making them cumbersome or bureaucratic. As our association becomes mature, our structure needs to tighten.

There are no radical departures from the way the association has operated but there are some important changes. Note specifically:

Article 6, Section 3. Lets members know what we're doing.

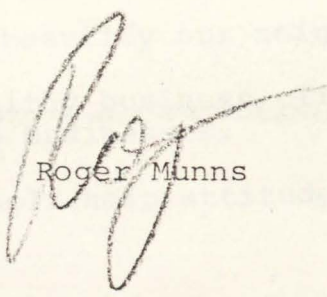
Art.6 Sec.7. States the obvious, but it's something that gets lost when the structure is too informal.

Art.7 Sec 2. Provides a new structure for handling general membership business.

Art 8. Sec. 4, 6 and 7. Self explanatory.

As you can see, these proposed bylaws are a composit. The bylaws committee (Roger, Chm, Pauline and John) met once and Roger and Pauline met once and Roger and John had telephone conversations concerning the bylaws.

Your suggestions are welcome.



Roger Munns

Proposed Bylaws

Drake Neighborhood Association

Article 1. Name

Section 1. The name of this association shall be the Drake Neighborhood Association.

Article 2. Boundaries

Section 1. The boundaries of the association shall be the McVicar Freeway, 42nd Street, Franklin Avenue and Harding Road

Article 3. Purposes

Section 1. To gain awareness and instill pride in our neighborhood.

Section 2. To make our neighbors feel secure in their persons and belongings.

Section 3. To preserve and beautify our neighborhood.

Section 4. To promote a healthy business climate for service-oriented businesses.

Section 5. To encourage a self-help attitude in our neighborhood.

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Section 1. Membership in the association is obtained upon payment of annual dues, to be established by the board of directors with approval of the general membership.

Section 2. Membership in the association shall generally be open to persons who livin within the association's boundaries.

Article 5. Fiscal Year

Section 1. The fiscal year of the association shall be the calendar year.

Article 6. General Membership Meetings

Section 1. The general membership shall meet at least ten times each year. Unless otherwise stated at least ten days in advance, the meetings will be pot-luck suppers to begin at 6:30 p.m. at various locations.

Section 2. At each meeting, new members shall be welcomed and the president or his designee shall devise methods of encouraging those in attendance to get acquainted.

Section 3. Minutes of all board of director meetings shall be available at all general membership meetings. Copies of the minutes of the latest meetings shall be available for members to keep.

Section 4. There may be a portion of each general meeting devoted to business. The business meeting shall be conducted by the president or his designee.

Section 5. At each meeting, there shall be time devoted to membership inquireys about the board's activities and to membership suggestions.

Section 6. At each meeting, there shall be devoted a time during which members may request the board to take action. There shall be a report from the president to the membership concering the board's response at the next general meeting, if possible, or at the next soonest possible date.

Section 7. The general membership shall set policy for the Drake Neighborhood Association.

Article 7. General Membership Business Meetings

Section 1. Generally, business at the general membership meetings will be informational, with the president underscoring activities of the board of directors and reminding members of upcoming events.

Section 2. For the occasions when formal meetings are needed, the following procedures shall be followed:

- A. The president shall declare that the meeting is a formal meeting.
- B. Roberts Rules of Order, REvised, shall prevail during business meetings.
- C. Decisions taken by the general membership shall be determined by a show of hands.
- D. A majority of those present shall be required for approval.
- E. The president shall have authority to defer action on any proposal until a date certain. If possible, the deferral shall be no more than 60 days.
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- G. The president may establish ground rules for debate on any proposal, including time limits for each side and for the entire debate.
- H. Groundrules shall be established at the time the issue is deferred.

Article 8. Board of Directors

Section 1. The board of directors shall consist of fifteen (15) persons, including the officers of the association, for a term of one year, elected by the association.

Section 2. The officers of the board of directors and of the association shall be membership president, vice president, secretary and treasurer. for a term of one year elected by the ~~members~~

Section 3. The board of directors shall exercise all powers vested in it by the general membership and shall be responsible for the business of the association.

Section 4. Seven members of the board of directors shall constitute a quorum and an affirmative vote of the majority of all members present shall be required for approval of any action.

Section 5. Meetings of the board of directors shall be held at least monthly. Special meetings may be called by the president or by written request of five (5) members of the board of directors. The purpose of the call shall be stated in the notice to members at least ten (10) days in advance.

Section 6. Members of the board of directors are expected to attend meetings. Members missing four (4) consecutive meetings may be replaced on the board, unless the board, by majority vote, permits the member to remain.

Section 7. Members of the board of directors are also expected to attend general membership meetings.

Section 8. In case of emergency or convenience, if the president determines a meeting of the board of directors is not feasible, a proposal may be voted upon by the board of directors by mail or telephone. Affirmative votes of a majority are needed

Article 8. Board of Directors (cont.)

Section 9. Members of the board shall represent the diverse nature of our neighborhood.

Article 9. Nominating Committee and Elections

Section 1. The nominating committee shall be composed of three members appointed on or before October 1 by the president with approval of the board of directors. The chairman of the committee shall be named by the president.

Section 2. The nominating committee shall secure consent of its nominees to serve if elected.

Section 3. The chairman of the committee shall present a list of nominees to the board of directors during December.

Section 4. Selection of board members shall take place during an annual meeting to be held in January. The selection of board members shall be a formal meeting of the membership and shall be conducted under the same rules that govern decisions on other major decisions.

Section 5. Nominations shall be permitted from the floor.

Section 6. The members of the board shall assume their duties immediately upon being elected and shall serve until a successor is named.

Article 10. Duties of Officers

Section 1. The president shall preside at all meetings of the general membership, of the board and of the executive committee. He shall appoint all committee chairmen or board liaisons to each committee. The president is responsible for oversight of committee work. He shall be a member ex officio without vote of all committees except the nominating committee. He shall present a progress report to the annual meeting.



Article 10. Duties of Officers (cont.)

Section 2. The secretary shall keep minutes of the proceedings of the meetings of the board and of the executive committee and shall ~~prepare~~ present these meetings for approval at the next meeting. The secretary shall keep minutes of the annual meeting, shall be custodian of all records of the association and shall be responsible for making copies of minutes available to the general membership.

Section 3. The vice president shall perform the duties of the president in the president's absence.

Section 4. The treasurer shall oversee and keep an itemized record of all monies received and disburse; as funds accumulate, pay all obligations as presented to the board and verified and make a monthly report to the board of directors. The Treasurer shall prepare an annual report to be received at the annual meeting.

Article 11. Standing Committees.

Section 1. The board shall have an executive committee consisting of its officers and two-at-large members appointed by the president. The executive committee shall handle ~~routine~~ routine business of the board as directed by the board. The executive committee shall also have authority to disburse funds as directed by the board.

Section 2. The board shall also have a number of standing committees.

- A.
- B.

Article 12. Approval and Amendment of Bylaws

Section 1. The bylaws, when first presented to the general membership, may be amended by majority vote.

Section 2. Approval of the bylaws shall require a majority vote of the general membership.

Section 3. Subsequent amendment of the bylaws shall require a three-fifths vote of those present.

DRAKE  
NEIGHBORHOOD ASSOCIATION  
Des Moines, Iowa

Larry  
Cunning

BOARD OF DIRECTORS  
21 Oct 81 7:30 am - on calendar  
Olmsted Center Room 121 (Basement)  
AGENDA

\* \* \* \* \*

I. Approval of September minutes

II. Treasurer's Report

III. Committee Reports

- A. Special Events - Fall East Financial Report, R. Munns
- B. Business Revit. - R. Rhoads
- C. Communications - G. Burkhead
- D. Others

IV. Old Business

- A. Appointment of Directors to Committees
- B. NKS Progress Report
- C. Appointment of Delegation to ICB Awards Day
- D. Other

V. New Business

- A. Consideration of Board Vacancy
- B. By laws - 1st Reading
- C. Other

\* \* \* \* \*

NOTE: You may park in the Elmwood School Parking Lot at 31st & University. IS you wish to go thru the breakfast line, arrive by 7 am. The meeting will begin at 7:30 am. Thank you.

John Maulner



DRAKE NEIGHBORHOOD ASSOCIATION  
 FINANCIAL REPORT  
 OCTOBER 20, 1981

Bank Balance - September 22, 1981	\$381.56
Checks Out	
Roger Munns - October 10, 1980	<u>26.00</u>
Net Balance	\$355.56

Deposits

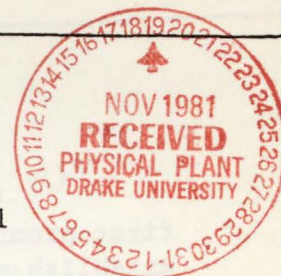
September 29	\$74.00	
October 1	<u>35.00</u>	
Total Deposits		<u>109.00</u>
		\$464.56

Checks Issued

Maynard Printing	\$26.63	
Polk County Recorder	<u>12.00</u>	
Total Checks		<u>38.63</u>

Balance - October 20, 1981	\$425.93
Designated Funds	<u>200.00</u>
Operating Balance - October 20, 1981	\$225.93

DRAKE  
NEIGHBORHOOD ASSOCIATION  
Des Moines, Iowa



19 November 1981

Honorable Mayor and City Council Members  
City Hall  
East First and Locust  
Des Moines, Iowa 50309

Dear Mayor Crivaro and Council Members:

In our two years as a voluntary group, we have asked the City only once for special consideration regarding city services. Shortly after our formation we asked the Police Department for more concentration of Foot Patrol personnel in the eastern half of our neighborhood. The Department consented.

Along with the Association, the 18 member Foot Patrol has been effective in:

1. Preventing and reducing crime in our neighborhood;
2. Apprehending suspects of area crime; and
3. Building rapport and trust in the Police Department.

Crime remains the foremost problem in our area. Our area's rich mix and concentrated population is well suited for effective use of Foot Patrol resources. Together with the Foot Patrol, we have made headway - yet at a crucial time in our evolution, the Foot Patrol is being reduced by five officers. Of particular concern is the reduction of the night patrol by almost one-half. We understand the constraints imposed by the cutbacks in federal funds. We note however, that these five officers are not being layed off. They are simply being absorbed into the City's regular force and paid from the City's budget. That being the case, the Association proposes the following two year contract with the City.

We ask that during the first year the City reassign at least four of the five officers back to Foot Patrol duty with particular emphasis on night duty. During the second year only two of the four would remain. At the end of the second year, all four would be reabsorbed back into the Department's regular force. In addition, the City during this time would keep the current thirteen member Foot Patrol intact.

In return for the City's continued two year investment of Foot Patrol in the Drake, Woodland-Wilkie and Model City neighborhoods, the Drake Neighborhood Association

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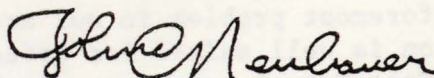
-2-

first promises to invest an estimated 30,000 volunteer hours by residents to establish neighborhood watch groups and crime prevention programs in each of our 200 blocks. Secondly, we will use almost exclusively at least two VISTA workers assigned to the Association to organize these block by block efforts. Chief Wallace has already offered to help train our VISTAs for this purpose. Thirdly, we intend to implement in cooperation with the Department a limited neighborhood-financed patrol in our business districts and residential areas. Finally, we hope to cooperatively open a neighborhood revitalization storefront in the old post office building on 24th Street south of University. Among other uses, the storefront may house our crime prevention personnel and be available to the City at no cost as a third site office for the Foot Patrol.

We believe that mutual agreement to this contract can turn this area into one of the City's safest neighborhoods within a few years. We will pursue our commitment to the contract with the same vigor and determination as we have in similar efforts to stem area decline over the past two years. The City's continued two year commitment to the Foot Patrol is a timely signal to the lending community and private sector who are currently considering significant reinvestment in this area over the next five years as part of an expanded Neighborhood Housing Services effort.

In view of the clear potential for mutual benefit and enhanced welfare to all, we urge your acceptance of our contract offer.

Respectfully,



John C. Neubauer  
President

Attachment

cc: Woodland-Wilkie Priority Board  
Model City Priority Board  
Neighborhood Housing Services, Inc.

SUMMARY OF  
 CONTRACT OFFER  
 FOR TWO YEAR CONTINUATION OF FOOT PATROL  
 BY THE DRAKE NEIGHBORHOOD ASSOCIATION

ASSOCIATION AGREES TO:

1. Invest estimated 30,000 volunteer hours by residents organizing block by block neighborhood watch groups and crime prevention programs in 200 square block area. (1)\*
2. Commit its two VISTAs worth \$6,000 each to organize this effort.
3. Implement a limited neighborhood-financed patrol in cooperation with the Police Department.
4. Try to cooperatively open a neighborhood revitalization storefront with free office space available to Foot Patrol personnel.

CITY AGREES TO:

1. Retain current 13 member Foot Patrol for at least two years.
2. Reassign at least 4 former Foot Patrol members back to night duty for at least one year.
3. Retain at least 2 of these 4 for one additional year.

\*\*\*\*\*

(1)\* Based on:

FIRST YEAR

(Organization)	150 block leaders at 20 hours each =	3,000 hours
	150 blocks x 20 persons each x 5	
	hours each =	<u>15,000 hours</u>
	FIRST YEAR . . . . .	18,000 hours

SECOND YEAR

(Organization)	50 block leaders at 20 hours each =	1,000 hours
	50 blocks x 20 persons each x 5	
	hours each =	5,000 hours
(Evaluation)	150 block leaders at 4 hours each =	600 hours
and	150 blocks x 20 persons each x 2	
(Refinement)	hours each =	<u>6,000 hours</u>
	SECOND YEAR . . . . .	12,600 hours
	TOTAL TWO YEAR ESTIMATE	30,600 hours

Summary of  
 CONTRACT OFFER  
 For <sup>two year</sup> ~~one year~~ Continuation of Foot Patrol  
 by the Drake Neighborhood Association  
 \* \* \* \* \*

Association Agrees to:

1. Invest estimated 30,000 <sup>volunteer</sup> hours <sup>by</sup> residents ~~organizing~~ organizing block by block neighborhood watch groups and crime prevention programs in 200 square block area. (1)
2. <sup>Commit</sup> ~~Assign~~ its two VISTAs <sup>worth \$6000 each</sup> to organize this effort.
3. Implement a limited neighborhood - financed patrol.
4. <sup>Try to</sup> ~~open~~ cooperatively open a neighborhood revitalization store-front with free office space <sup>available</sup> to Foot Patrol personnel.

City Agrees to:

1. Retain ~~the~~ current 13 member Foot Patrol for at least two years.
2. Reassign at least 4 former Foot Patrol members back to night duty for at least one year.
3. ~~Retain~~ Retain at least 2 of these 4 for one additional year.

\* \* \* \* \*

(1) Based on:

First Year

~~Organization~~ 150 block leaders at 20 hours each = 3000 hrs.  
 [Organization] 150 blocks x 20 persons each x 5 hours each = 15000 hrs.

First Year ----- 18000 hrs.

Second Year

~~Organization~~ 50 block leaders at 20 hours each = 1000 hrs.  
 [Organization] 50 blocks x 20 persons each x 5 hours each = 5000 hrs.

[Evaluation & Refinement] 150 block leaders at 4 hours each = 600 hrs.  
 150 blocks x 20 persons each x 2 hours each = 6000 hrs.  
 Second Year ----- 12,600 hrs.

TOTAL TWO YEAR ESTIMATE

30,600 hrs

# Neighborhood proposes trade with city

By Brian Heidel  
Staff Writer

The Drake Neighborhood Association sent a contract offer Thursday to Mayor Crivaro and City Council members which proposes a trade-off between the DNA and the city in order to retain four foot patrol officers

that are to be removed Dec. 1, 1981.

John Neubauer, president of the DNA, said in return for the four officers, the DNA, an approximately 350-member organization made up of area residents, agrees to implement four programs that will add

security to the area.

The foot patrol presently has 15 officers and three supervisors patrolling the area from 31st Street east to the Des Moines River, and Hickman Street south to Ingersoll Avenue. Federal budget cuts have forced the city to terminate five officers that patrol this area.

As a result, six officers and two supervisors will patrol this area during the day and four officers and one supervisor during the night.

**THE CONTRACT** proposes that four of the five officers designated to leave the foot patrol be reassigned back to night duty for at least one year.

During the second year, at least two of these four officers will remain in the foot patrol, the contract states.

The DNA agrees to carry out four programs in return. For the first program, area residents will spend an estimated total of 30,000 volunteer hours over the next two years in neighborhood watch groups. The purpose of these groups is to serve as look-outs for neighbors, reporting anything suspicious to police.

Second, the DNA will commit two Volunteer in Service to America workers at \$6,000 each, financed through federal funds, to organize watch groups, said Neubauer. The Des Moines Police Department has agreed to train these workers, said Police Chief Billie Wallace.

**THIRD, THE DNA** will set up a neighborhood-financed patrol in cooperation with the police department. This patrol will be limited to the association's 200 square-block area from 42nd Street east to Harding Road and Franklin Street south to Highway 35.

In the final program, a building will be available as housing for the association's crime prevention volunteers and office space for patrol officers at no cost. The probable site is the old post office building on 24th Street south of University Avenue.

Neubauer said that he believes the contract is fair. "We're (DNA) giving as much to the city as we're asking for."

The contract was written as a response to the DNA's petition, said Neubauer, which was circulated among its members about three weeks ago. The petition protested the reduction in area foot patrol officers. Since the petition received popular support among its members, the DNA's board of directors decided to draw up a contract offer and send it to the mayor and city council members, said Neubauer.

Neubauer said that he wants to see more foot patrol officers because they respond quicker than squad car units to criminal acts. This is because the foot patrol, which travels in jeeps, deals "only in apprehending suspects. Squad car units, on the other hand, respond to traffic incidents also," said Neubauer.

**WALLACE** agreed that the foot patrol should retain its present strength. But the city council has final authority in that deci-

sion, Wallace added.

With the federal cutbacks in funds for Des Moines' priority boards (city agencies that distribute federal funds), the city has no alternative, said Wallace. "Under the present conditions, they (the number of foot patrol officers) will be reduced."

The officers that will be cut from the foot patrol will not be laid off, said Lt. Peter Rounds of the police department. "Those officers that are leaving the foot patrol will be reassigned," he said.

Federal budget cuts have forced the city manager to "freeze" eight squad car unit officers, explained Wallace. Thus the five foot patrol officers will be replacing these officers, he said.

**WALLACE** noted that the reduction can be reversed only by increasing funds. Whether or not the contract offer is equitable isn't the issue, said Wallace. The final decision rests with the availability of funds as determined by the city council, he said.

Some DNA members, including Neubauer, met Nov. 12 with two city council members and some police department officers to discuss the reduction in foot patrol officers. "They (city council members) had a lot of good things to say about the foot patrol. They want to keep the strength where it's at," said Rounds, one of the officers present at the meeting.

No definite action, though, had been decided upon at the meeting, said Neubauer.

The council's decision on the contract offer will be announced at its Dec. 7 meeting



Oct. 20, 1981

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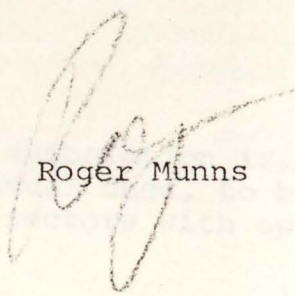
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Section 7. The general membership shall <sup>give general direction</sup> ~~set policy~~ for goals & objectives the Drake Neighborhood Association, <sup>and shall be consulted and advised for the purpose</sup>

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Section 2. The officers of the board of directors and of the association shall be mbrshp president, vice president, secretary and treasurer. for a term of one year elected by the mbrshp

Section 3. The board of directors shall exercise all powers vested in it by the general membership and shall be responsible for the business of the association.

Section 4. Seven members of the board of directors shall constitute a quorum and an affirmative vote of the majority of all members present shall be required for approval of any action.

Section 5. Meetings of the board of directors shall be head at least monthly. Special meetings may be called by the president or by written request of five (5) members of the board of directors. The purpose of the call shall be stated in the notice to members at least ten (10) days in advance.

Section 6. Members of the board of directors are expected to attend meetings. Members missing four (4) consecutive meetings may be replaced on the board, unless the board, by majority vote, permits the member to remain.

Section 7. Members of the board of directors are also expected to attend general membership meetings.

Section 8. In case of emergency or convenience, if the president determines a meeting of the board of directors is not feasible, a proposal may be voted upon by the board of directors by mail or telephone. Affirmative votes of a majority are needed

Article 8. Board of Directors (cont.)

Section 9. Members of the board shall represent the diverse nature of our neighborhood.

Article 9. Nominating Committee and Elections

Section 1. The nominating committee shall be composed of three members appointed ~~on or before October 1~~ by the president with approval of the board of directors. The chairman of the committee shall be named by the president.

Section 2. The nominating committee shall secure consent of its nominees to serve if elected.

Section 3. The chairman of the committee shall present a list of nominees to the board of directors <sup>& general membership</sup> during ~~December~~ <sup>September</sup>.

Section 4. <sup>officers and</sup> Selection of ~~board members~~ shall take place during <sup>the regular</sup> an ~~annual~~ meeting to be held in ~~January~~ <sup>October</sup>.  
" 5. The selection of board members shall be a formal meeting of the membership and shall be conducted under the same rules that govern decisions on other major decisions. <sup>The officers shall be sworn in at the annual meeting in January.</sup>

Section 5. Nominations shall be permitted ~~from~~ the floor.

Section 6. The members of the board shall assume their duties immediately upon being elected and shall serve until a successor is named.

*a board membership being declared vacant by reason of death, resignation, or other, shall be filled by vote of the general membership.*

Article 10. Duties of Officers

Section 1. The president shall preside at all meetings of the general membership, of the board and of the executive committee. He shall appoint all committee chairmen or board liaisons to each committee. The president is responsible for oversight of committee work. He shall be a member ex officio without vote of all committees except the nominating committee. He shall present a progress report to the annual meeting.

Article 10. Duties of Officers (cont.)

Section 2. The secretary shall keep minutes of the proceedings of the meetings of the board and of the executive committee, and shall ~~present~~ present these meetings for approval at the next meeting. The secretary shall keep minutes of the annual meeting, shall be custodian of all records of the association and shall be responsible for making copies of minutes available to the general membership.

Section 3. The vice president shall perform the duties of the president in the president's absence.

Section 4. The treasurer shall oversee and keep an itemized record of all monies received and dispursed; as funds accumulate, pay all obligations as presented to the board and verified and make a monthly report to the board of directors. The Treasurer shall ~~prepare~~ prepare an annual report to be received at the annual meeting.

Article 11. Standing Committees.

Section 1. The board shall have an executive committee consisting of its officers and two-at-large members appointed by the president. The executive committee shall handle ~~routine~~ routine business of the board as directed by ~~the~~ the board. The executive committee shall also have authority to ~~disburse~~ disburse funds as directed by the board.

Section 2. The board shall also have a number of standing committees.

- A.
- B.

Article 12. Approval and Amendment of Bylaws

Section 1. The bylaws, when first presented to the general membership, may be amended by majority vote.

Section 2. Approval of the bylaws shall require a majority vote of the general membership.

Section 3. Subsequent amendment of the bylaws shall require a three-fifths vote of those present.

DRAKE NEIGHBORHOOD ASSOCIATION  
FINANCIAL REPORT  
DECEMBER 15, 1981

Bank Balance - November 1, 1981 \$373.04

Checks Out

Polk County Recorder - 10-8-81 12.00

Net Balance \$361.04

Deposits

November 13 \$500.00

December 1 42.00

Total Deposits 542.00

\$903.04

Checks Issued

Copycat Photocopy \$ 30.90

U.S. Post Office 37.61

Service charge .81

69.32

Balance - December 15, 1981 \$833.72

Designated Funds 200.00

Operating Balance December 15, 1981 \$633.72

MINUTES: 11/18/81

Drake Neighborhood Association Board of Directors

All present except Gene Hiskey. Minutes approved.

A treasurer's report showed the association has a balance of \$873.04, thanks in great measure to the \$500 first place prize won by the association in the Iowa Community Betterment competition. For her efforts in this regard, Gladys Burkhead received a placque signed by the governor. In addition, there were many congratulations for President Neubauer.

Neubauer noted that he has been informed that the association will receive two volunteers in service to America (VISTA), with one string attached -- we have to find them. The pay is meager, just \$365/month with a \$70/month bonus set aside. A search committee was appointed to interview candidates. Members of the committee said it was important to find persons who are dedicated to the neighborhood, not just those who "need a job." The VISTAs will be used to coordinate the block-by-block "neighborhood watch" anti-crime program beginning in January. Police Chief Billie Wallace has agreed to assist in training.

Neubauer said there is a possibility the association will be able to open a storefront office just east of the Bible bookstore.

Neubauer proposed a contract with the city council saying, in effect, that the association will vigorously pursue the neighborhood watch program in turn for city agreement to keep at least part of the police foot patrol (the policemen who get around in jeeps and who concentrate in an area bounded by Ingersol, Des Moines River, 31st Street and Hickman). There was much enthusiasm for this task, with association members volunteering to contact individual council members. Munns said he was worried about the approach, saying he favored the foot patrol but that he feared the association was implying that it would not go ahead with neighborhood watch if the city didn't buy its end of the bargain. Association members said the association would go ahead with neighborhood watch even if the city did not agree with the proposed contract. Shoemaker said, "While we're committed to go ahead and do it (neighborhood watch), I don't think the city has to know about it." The proposed contract received unanimous association approval.

There was discussion of helping a blind man who was robbed of his radio recently. The association agreed it would be a good idea and Mrs. Vilamek said her store would donate the radio. Munns said the association should consider plans to help others who suffer misfortunes, such as fires, especially in our neighborhood.

Munns agreed to help design a pamphlet to be used by the VISTAs as they organize neighborhood watch.

Bylaws will be approved next meeting.



UNIVERSITY PLACE COMMERCE COMPANY

24 Nov. '81 Board Meeting

Minutes

*Thrs. Kasten*  
*XC President*  
*V.P. Kolbe*  
*12/17/81*  
*ma*

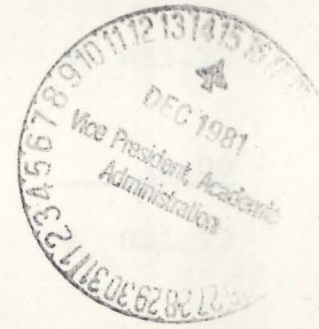
Present:

Mary McKenzie  
Rod Rhoads  
Bill Bierman  
John Neubauer  
Dorothy Gyunn

Don Friend  
Bruce Heilman  
Larry Stein  
Niles Smith

Absent:

L. Cunning  
F. Vilimek  
T. Yule  
J. Balcom  
T. Urban  
B. Crawford

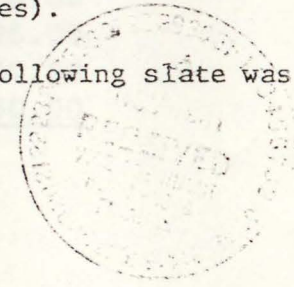


7:30 A.M.

All board members were introduced. Rhoads described differences between Neighborhood Association (representing total neighborhood) and Commerce Company (representing the area's small businesses).

After discussion of the officers' duties, the following slate was agreed upon by all present:

- Bruce Heilman - President
- Larry Cunning - Vice President
- John Neubauer - Secretary
- Mary McKenzie - Treasurer



Neubauer passed out a list of 175 businesses within the boundaries of Harding, the Freeway, 42nd (excluding Uptown and Roosevelt districts) and Franklin. Heilman asked that we concentrate efforts between now and the first of the year contacting all the businesses and inviting them to join the Commerce Company as voting or associate members. Directors present then volunteered to contact about 150 on the list. Absent directors will be asked to contact the remaining 25.

A proposed committee structure was distributed. Heilman asked all directors to think about which committee(s) each would like to serve on after January 1st.

1. University Square Planning Committee
2. Forest-Harding Planning Committee
3. Promotion Committee
4. Budget-Finance Committee
5. Membership Communication Committee
6. Business Development Committee

Rhoads asked to be appointed chairman of the University Square Planning Committee. Heilman consented.

Heilman suggested the possibility of the Commerce Company sponsoring a "thank-you bowl" celebration for Drake's football team. A committee of Heilman-Stein-Neubauer agreed to look into the possibility.

Meeting adjourned 8:45 a.m. Next board meeting planned for early January.

DRAKE NEIGHBORHOOD ASSOCIATION  
 FINANCIAL REPORT  
 FEBRUARY 16, 1982

Balance - December 15, 1981		\$ 833.72
Checks Out		
Polk County Recorder 10-8-81		<u>12.00</u>
Net Balance		\$ 821.72

Deposits

December 31	\$323.00	
January 19	8.00	
February 5	125.00	
February 9	40.58	
February 16	<u>50.00</u>	
		<u>\$ 546.58</u>
		\$1,368.30

Checks Issued

National Trust, Historic Pres, Subscription	\$ 15.00	
Copycat Company (Neighborhood News)	28.84	
Stationery Store (VISTA supplies)	9.85	
U.S. Post Office (bulk permit)	40.00	
U.S. Post Office (postage)	43.28	
Debit - checks purchased	<u>5.15</u>	
		<u>\$ 142.12</u>
		\$1,226.18

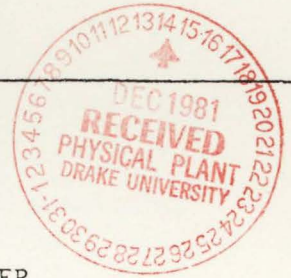
Designated Funds

Wilkie Trust	\$200.00	
Bliss Memorial	<u>498.00</u>	
		<u>698.00</u>

Operating Balance February 16, 1982		\$ 528.18
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"Neighbor Helping Neighbor"

DRAKE  
NEIGHBORHOOD ASSOCIATION  
Des Moines, Iowa



*on calendar*

AGENDA  
BOARD OF DIRECTORS

7:30 AM 16 DECEMBER 1981 - ROOM 123 - OLMSTED CENTER

- I. Approval of Minutes
- II. Treasurer's Report
- III. President's Report
- IV. By-Laws Consideration
- V. Brochure Consideration
- VI. Old Business
- VII. New Business
- VIII. Committee Reports

Arrive at 7 AM if you wish to go through the breakfast line. No coffee and rolls served this time.

*accelerated pay off of 12% Bonds. \$20 mil. could be available by leveraging present \$100,000 as state bonding fees for Iowa Development Bonds (state)*

$$\begin{array}{r}
 + \quad 1\% \text{ " service} \\
 \hline
 = \quad 13\% \text{ interest annual}
 \end{array}$$

*mortgagee agrees to raise principal payments 2% each year and an annual fee of 5% paid on interest - will reduce 30 yr. institutional revenue bonds to 12 yr. pay off.*

1079 23rd Street  
Des Moines, Iowa 50311  
December 2, 1981

John Neubauer  
1060 25th Street  
Des Moines, Iowa 50311

Dear John,

Since we were unable to cover committee reports at the last directors meeting due to time pressure, I have written up our work to date.

I have made three basic listings of home improvement types. Under "security" is, dead bolt locks, regular locks, alarm systems, break-proof glass, smoke detectors, fire extinguishers, photo cell light controls, and outside security lights. In the grouping of "fuel conservation" are fiberglass insulation, cellulose insulation, rental of insulation equipment, insulation contractors, styro-window panels, plastic for windows, thermostate controls, water heater jackets, and furnace repair and inspection. In the grouping of "major improvements" are fencing materials and contractors, paving work, electrical work, plumbing work, plumbing supplies, roofing contractors, roofing supplies, paint, paint contractors, storms and windows and doors, drywalling contractors, drywall supplies, floor covering material, and floor covering installation.

For the vast majority of these items the home owner will do best to make his purchases at a discount store or consumer orientated lumber yard.

We have acquired literature from several sources that relates to energy conservation and home improvements. This could be made available in the new site office or at a potluck. A possible potluck discussion topic could be "Saving on Heating Bills This Winter." There are agencies which research in these areas who might be willing to supply a speaker.

The paint store discount offered last year seems to be a very good idea. I would suggest checking into Diamond Vogel at 42nd & University for a discount this year.

Larry reports that Drake is not favorable to using the "letterhead" to ask for price discounts for DNA.

Sincerely,

*Tom Jewett*

Tom Jewett  
New Life Center

DRAKE NEIGHBORHOOD ASSOCIATION  
SUBSTANTIVE PRIORITIES  
"MASTER PLAN"

NEIGHBORHOOD WATCH

Start in N.W. and S.W. quadrants and based on D.N.A. members, we will identify block leaders and begin an outreach project through them, expanding to our Eastern boundaries. This project will begin with an existing mailing list for the newsletter, and will be ongoing until completed. Target date 9/30/81.

Revitalization Program

Will prepare neighborhood inventory of products and services available, for publication and distribution among neighborhood residents, students, and businesses. Inventory to be completed by 5/30/81 at which time a collective assessment will be instigated.

Concurrently with this program is the revitalization of the Drake Business Assn. With the direction and input from Rod Rhodes, issues to be researched are:

- A) Community Tax Abatement
- B) Business (facelift) design
- C) Financing

A campaign will be promoted to change the name of the Drake business community "dogtown" to a name that connotes a neighborhood business community. We were not the forerunners of the shopping malls and will try to dispel that image.

Private Sector Financial Resources Program

Will identify:

- A) Low-cost credit sources
- B) People support (N.H.S.)
- C) Materials (Paint Project)

A bus tour is set for 1/17/80 with the cooperation of Linda Wheaton.

Litter Campaign (University Place Daisy Day) changed from  
DOG TOWN DAISY DAY.

Identify past volunteers and recruit additional area block leaders. This program is to begin 1/15/80 with Daisy Day in April.

Owner/Tenant

We are meeting with Gene Hisky to discuss priorities in the near future.

Tax Abatement

- A) Research (How it works?)
- B) Train block leaders for outreach purposes in this area.

Physical Improvement Program

- A) Abandoned Houses **Inventory**
  - 1. Two houses were located 1/12/81
  
- B) Plant-life Beautification Project (Meeting Gladys)