

**MAYOR'S NEIGHBORHOOD ADVISORY
MEETING MINUTES
LETTS COMMUNITY CENTER
1220 W KALAMAZOO ST, LANSING, MI 48915
THURSDAY, SEPTEMBER 15 @ 5:30 P.M.**

BOARD MEMBERS: Tina Houghton (Ward 2); Matthias Bell (Ward 4); **Paul Wozniak (Ward 2)**; Courtney Cole (Ward 3); Vacant (Ward 3); Flo Baerren (Ward 2); Tirstan Walters (Ward 1); **Brian Baer (Vice-Chair Ward 1)**; MaryBeth VanHorn (Ward 1); **Tracy Winston (Ward 3)**; Kristi James (Chair Ward 4); **Kathreen Francis (Ward 4)**
Absences in bold

CALL TO ORDER: 5:35 P.M. Letts Community Center

1. **ROLL CALL**: See Above- quorum present

2. **ADDITIONS/DELETIONS TO AGENDA**: Courtney added Project Idea template and Matthias added Grant Application example under New Business for discussion.

3. **AGENDA APPROVAL**: Tirsten moves/Flo 2nds- approved with additions under new business.

4. **BOARD MEETING MINUTES**

A. **August 18, 2022**: Matthias moves/Kristi 2nds- approved

5. **NEW BUSINESS**

A. Project Idea Template – A draft document was created that will help applicants describe the basics of the grant proposal, so they are able to receive feedback from the board during grant feedback sessions. The board provided edits and will finalize the document to be shared.

B. Grant Application Example – An example of a neighborhood grant application was created to be used as a reference tool for applicants. The board provided edits and will finalize the document to be shared.

6. **OLD BUSINESS**

A. 2023 Grant Process – DeLisa Fountain (DNACE Director), shared information about a new grant system that will be introduced during the 2023 grant cycle called WizeHive. The new grant system will simplify the application and review process. Paper copies of the grant application will be provided during the kickoff event on Saturday, October 1st, but the system will be available in November.

7. **UPDATES**

A. Mayor Updates – Hispanic Heritage Month starts today. A special ceremony will take place at City Hall on Friday, September 16th.

- The City of Lansing's Citizens Academy is underway.

B. DNCE Updates – The Neighborhood Grants Kick-Off Event will take place on Saturday, October 1st from 11 AM – 1 PM at South Washington Office Complex (2500 S Washington Ave, Lansing, MI 48910). Information about the upcoming grant cycle will be shared with interested applicants.

C. Next meeting Thursday, October 20th

8. STATEMENTS OF CITIZENS

All meetings of the Mayor's Neighborhood Advisory Board shall be open to the public. Those in attendance shall have the opportunity to speak on any issue related to neighborhood services not otherwise on the agenda at the end of the meeting and may speak on any agenda issue during the meeting after board members have had an opportunity to discuss the issue or prior to the board voting on the issue. The Chair may impose a time limit on public comments.

9. ADJOURN: 6:50 Tirstan moves/Mary Beth 2nds- approved

Approved October 19, 2022