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Page 2: Organization Information

**Q1**

Neighborhood Organization Information

Main Contact Name	<b>St. Anthony East Neighborhood Association</b>
Organization Name	<b>Marion Arita</b>
Organization Address:	<b>PO Box #18130</b>
City	<b>Minneapolis</b>
State	<b>MN</b>
Organization ZIP:	<b>55418</b>
Organization Email Address:	<b>info@saenaminneapolis.org</b>
Organization Phone Number:	<b>(612) 235-8563</b>

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**Q2**

WEBSITE AND SOCIAL MEDIA

Website	<b><a href="https://saenaminneapolis.org/">https://saenaminneapolis.org/</a></b>
Facebook	<b><a href="https://www.facebook.com/saenaminneapolis">https://www.facebook.com/saenaminneapolis</a></b>
Other	<b><a href="https://www.instagram.com/saena.mpls/">https://www.instagram.com/saena.mpls/</a></b>

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**Q3**

When and where do you hold your monthly board meetings?

4th Tuesday of the month. Virtually through Zoom

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**Q4**

Date of Board approval

After your board reviews this **03/25/2024** draft annual report, please provide the approval date or the anticipated approval date if not yet approved. Meeting minutes may be requested by NCR.

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Page 3: Updated Documents

**Q5**

Upload your Certificate of Insurance for liability insurance

**General%20Liability%2023-24%20ANI%20(1).PDF (4.1MB)**

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**Q6**

Upload your Certificate of Insurance for Directors and Officers Insurance

**Directors%20%26%20Officers%2023-24%20USLI(13)%20(1).pdf (28.6KB)**

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**Q7**

Upload an update board list

**SAENA%20Board%20List.pdf (166.9KB)**

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**Q8**

Upload your overall organizational budget

**SAENA%202024%20%20Budget%20Final.pdf (122.8KB)**

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Page 4: Staffing

**Q9**

Indicate the POSITION TITLE of each PAID EMPLOYEE OR CONTRACT STAFF (excluding professional services such as accounting, legal, etc.)

Position Title #1

**Executive Director**

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**Q10**

Please indicate below the AVERAGE HOURS PER WEEK of each paid staff (excluding separate professional services such as accounting, legal, etc.)

#1 Hours/Week **40.0**

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**Q11**

Please share the name of your accountant or bookkeeping service provider.

Solanum, LLC- Nat Begej

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**Q12**

IF NEEDED, PROVIDE ADDITIONAL INFO BELOW: Note if any positions are seasonal, temporary, etc.

Garden Coordinator: 20 hours per month

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Page 5: Stakeholder Engagement - Outreach & Engagement

**Q13**

MEETINGS (Check all that apply)

**Held regular committee meetings or discussion groups that are open to all stakeholders**

,

**Held at least one general membership or community meeting (in addition to the annual meeting) to gather input from residents and other stakeholders for a neighborhood specific initiative**

,

**Hosted at least one general membership or committee meeting in response to a City request for input - such as a development proposal, transit planning or public works projects**

,

**Conducted one or more focus groups**

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**Q14**

DOOR-TO-DOOR - with goal of face-to-face engagement  
(Check all that apply)

- At least once reaching a portion of neighborhood,
- At least once reaching most or all of neighborhood,
- Conducted primarily by staff members,
- Conducted primarily by volunteers,
- Carried out primarily to increase membership and participation
- ,
- Carried out primarily to gather input or inform on a specific city or neighborhood issue

**Q15**

Approximately HOW MANY HOUSEHOLDS DID YOU REACH through door-knocking last year?

361

**Q16**

FLYERING - Dropping literature at doors (Check all that apply)

- At least once reaching a portion of the neighborhood,
- Carried out primarily to inform and increase membership and participation

**Q17**

Approximately HOW MANY HOUSEHOLDS DID YOU REACH through flyering last year?

400

**Q18**

EVENTS (Check all that apply)

- Staffed a booth or table at neighborhood event or other community event that included sign-up sheets, surveys or information about your organization.
- ,
- Organized one or more issue specific event (such as a safety forum, housing fair, Open Streets, Creative Citymaking, etc).
- ,
- Organized smaller events for specific outreach to target audiences (e.g., sidewalk tabling to reach renters, lemonade stands, tabling at Farmer's Market, etc.)

**Q19**

COMMUNICATION (Fill in all that apply)

Email newsletter (share frequency and subscriber total)

**Once a month**

Primary social media [facebook, twitter, or other] (share posting frequency and subscriber count)

**1-2 times a month**

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**Q20**

OTHER (Check all that apply)

**Conducted another form of survey (e.g., intercept survey)**

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**Developed partnerships with cultural, religious, professional or business associations to expand outreach into under-represented populations**

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**Q21**

Please provide an ESTIMATE OF VOLUNTEER HOURS PROVIDED to your organization last year. (see Volunteer Hour Tracking Guide for suggested ways to calculate this.)

1000

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**Q22**

HOW DID YOUR ORGANIZATION REACH OUT TO UNDERREPRESENTED GROUPS IN YOUR NEIGHBORHOOD? (Check all that apply)

**Targeted outreach in apartment buildings or blocks to reach renters**

,

**Reviewed participation activities, and identified new leaders and volunteers for volunteer, committee and board participation**

,

**Held one-time/pop up events in areas of the neighborhood that don't often have neighborhood meetings**

,

**Met with other agencies in the community that work closely with underrepresented constituencies in the neighborhood**

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**Q23**

WHAT CITY SERVICES AND SUPPORTS DID YOUR ORGANIZATION USE? (Check all that apply)

Did your staff or board members attend any monthly Citywide Neighborhood Meeting?

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Did your staff or board participate in any trainings with the City of Minneapolis (board trainings, learning labs, workshops, conference)

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Did your organization utilize the provided legal services from MissionGuardian.com?

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Did your organization have any specialized trainings or workshops conducted by City Staff?

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Did your organization have City staff attend any of your board or community meetings to present and engage residents?

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Page 6: Equitable Engagement and 2024 Timeline & Goals

**Q24**

Referencing the QUANTITATIVE GOALS section of your EQUITABLE ENGAGEMENT PLAN, share your progress on the goals, sharing both success and lessons learned.

We hired People's Canvas to able to assist us with out outreach efforts in out community. We were able to get 141 new contact Obtain contact information through door knocking and added them our distribution list. We were able to have conversation with 30 % renters.

**Q25**

What more would you like to tell NCR or the community ABOUT YOUR STAKEHOLDER INVOLVEMENT?What are you doing that is NEW OR PARTICULARLY SUCCESSFUL TO REACH RESIDENTS and others?

We held an a community meeting at Clare Housing. We were able to connect with some of their residents who were in attendance as well as a few community members. This was a successful community meeting because of the number of people who attended our community meeting in person.

**Q26**

Share a timeline of proposed events and activities for 2024(Format by quarter or month as you prefer. Example: "Jan-March: -Plan spring outreach event)

May 28- Love your community Event  
July- Annual meeting

**Q27**

Share your 2024 Equitable Engagement Qualitative goals(Make your goals SMART: Specific, Measurable, Achievable, Relevant, and Time-Bound)

One of our biggest goals in 2024 is to increase renters' voices within SAENA by increasing representation on board, committees and at events. As well as building relationships and engagement with renters.

Our other goal is that we want our BIPOC community members feel more supported by SAENA.

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Page 7: Neighborhood Day 2024

**Q28**

**Nothing**

On May 11, 2024, we are hosting...

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**Q29**

**Respondent skipped this question**

Date, time, and location of your Event(Ex. May 11 from 9am to 7pm at Community Rec Center, 1234 Broadway Ave, continuing through May 21)

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**Q30**

**Respondent skipped this question**

Webpage for your event (Board elections, annual meeting, or other event)

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**Q31**

Date / Time

**07/23/2024**

Date of your Annual MeetingIf you aren't hosting your board elections on Neighborhood Election Day, please share the exact or approximate date of your upcoming annual meeting.

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**Q32**

**Respondent skipped this question**

Upload an Event imageWe will use this on the citywide map of Neighborhood Day to promote your event information. (See the 2023 map example)

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Page 8: Program Highlights

**Q33**

**Equitable Engagement**

What category best describes the highlight you'd like to share?

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**Q34**

Write 2-3 paragraphs describing a highlight from 2023 related to the topic above.

We launched our new program called: Love your Community where we partnered with a local BIPOC Artist and neighborhood steward to go around our community and take pictures and gather the thoughts and needs of our BIPOC, renters and underappreciative community members. We will be host a Love Your Community Event in May for community members to connect, create new relationships as well as see the final project.

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**Q35**

Attach a photo related to the highlight you shared in the story above.

**project%20example.png (490.6KB)**

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**Q36**

**Respondent skipped this question**

What category best describes the second highlight you'd like to share? (Optional)

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**Q37**

**Respondent skipped this question**

Write 2-3 paragraphs describing a second highlight from 2023 related to the topic above. (Optional)

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**Q38**

**Respondent skipped this question**

Attach a photo related to the highlight you shared in the story above.

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