

The Importance of Civic Associations

A Blueprint to Guide and Enhance the Civic Associations of the 194th Legislative District

Report Authored By:
Jen Wallace
Student Intern
Saint Joseph's University, 2015
jwal04@comcast.net

For:
Office of State Representative Pamela A. DeLissio
District Office
6511 Ridge Avenue
Philadelphia, PA 19128
215-482-8726
repedelissio@pahouse.net

Final Report
November 1, 2013

Table of Contents

Contents.....	1
Forward.....	4
Process of Internship.....	5
First Tour of Civic Associations.....	5
Research.....	5
The Survey.....	5
The Spreadsheet.....	6
Second Tour of Civic Associations.....	6
Drafting and Creating the Blueprint.....	6
Organizational Structure.....	7
Mission Statement.....	7
Bylaws.....	8
Board of Directors.....	9
Committees.....	10
Minutes.....	11
Meetings.....	12
Budget and Finances.....	13
Communication and Recruitment.....	15
<i>Communication via Technological Mediums.....</i>	<i>15</i>
Website.....	15
Email.....	17
Call and Texts.....	17

<i>Social Media</i>	19
Facebook.....	19
Twitter.....	20
<i>Communication via Traditional Mediums</i>	21
Newsletters.....	21
Flyers.....	21
Postcards.....	22
Local Newspapers.....	22
Send Out Agenda Prior to Every Meeting.....	22
Recruit via Current Members.....	23
Home and School Associations.....	23
Promote in Local Businesses and Hotspots.....	24
Door-to-Door.....	24
Rep. DeLissio.....	25
Sustain	26
Remaining Organized.....	26
Constant Communication.....	26
Always Be Recruiting.....	27
Remain a Positive Presence in the Neighborhood.....	27
Appendix	28
Sample Monthly Budget Report Template.....	29
Sample Bylaws Template.....	30
Sample Meeting Minutes.....	35

Helpful Links and Literature.....	40
Civic Association Survey.....	42
Civic Association Boundaries.....	46
Contact Sheet.....	48
Civic Association Survey Data Spreadsheet.....	51

Foreword

Thank you to all of the participants that made this report possible. It is my sincere hope that this “blueprint” can be used to potentially move your organizations forward and guide and strengthen the civic associations of the 194th.

As discussed at my 30 Town Hall meetings over the past 3 years, civic engagement is integral to ensuring that good public policy is developed on the local, state and federal levels. Local civic organizations are a keystone to ensuring citizen involvement.

The civic associations work to ensure that our neighborhoods thrive and are great places to live, work and play.

I would like to share with you how the idea came about for this project.

During my initial term in office I had visited with most of the civic associations at least once. I was struck by some of the common challenges that were discussed at all of the meetings. Both the need for increased and more active membership, as well as the need for new people to step into leadership roles, was a common concern.

To help promote membership, I asked the civic associations for permission to have their membership applications in my District Office. For some time now we have a display of these applications and have the goal of encouraging constituents who come to my office to sign up for their local civic if they are not already a member.

After meeting with the President of St. Joseph’s University, and discussing his goal and commitment to have students involved with the community, it occurred to me that I could take my support of the civics one step further by sponsoring an intern this summer who would be focused on helping the civics boost membership and better utilize electronic communication like websites, email, Facebook and Twitter.

The civics were contacted to gauge interest in such a project and the support was overwhelming.

To maximize the impact of the internship it was scheduled to occur over a 20 week period from June until October.

Jen Wallace was hired to fill this internship position. Jen, a Political Science major, is a Junior at St. Joe’s and during the course of the internship became a constituent of the 194th.

The report that follows is Jen’s “blueprint” for the civics of the 194th.

Again, thank you for your participation and cooperation throughout the internship.

Sincerely,



Pamela A. DeLissio
State Representative, 194th Legislative District

Process of Internship

With the goal of creating a “blueprint” that can be used to potentially move your organizations forward, this is the process I followed.

- First Tour of Civic Associations
 - Almost immediately after starting at Rep. DeLissio’s office, I began my tour of the civics of the 194th. I went to the June meeting for twelve of the civics and gave a brief description and introduction of this project.
- Research
 - When I was not touring the civics by night, I was researching throughout the day. I tried to find the best existing literature regarding civic associations and grassroots organizations, and what the documented best practices are for these groups. I continued to do research.
- The Survey
 - I created a survey that identified a list of questions that could help identify the strengths and challenges of the civics. It covered topics including the current state of the civic, communications and how they are made, finances and budget, structure and organization and current membership data. I met with designated members of ten civics associations. The civic leaders provided me with much information that I was then able to compile in to a spreadsheet. Results of the survey are in the appendix.

- The Spreadsheet
 - After working through the survey with leaders representing all of the civics, I compiled the information and data into a spreadsheet. It has been a great way to see which civic has what, and who doesn't, at a quick glance, and it can continuously be added to and updated.
- Second Tour of Civic Associations
 - After a two-month summer break of no civic meetings in July or August, I took another tour of the civic associations in September. Unfortunately, I was not able to get to every single meeting this time around, but at the ones I did get to, I gave a very brief update on how I was about to begin the final step of drafting/creating the final blueprint.
- Drafting and Creating the Blueprint
 - Finally, it was time to begin drafting and creating the blueprint. With help and guidance from Rep. DeLissio, I began to compile all of my data from the spreadsheet combined with the other research I did and created this report. Rep. DeLissio was very involved in the entire process, and we had numerous meetings and conference calls so we could revise and edit the blueprint to finalize it.
- The blueprint focuses on three major components:
 - Organizational Structure
 - Communication and Recruitment
 - Sustainability

Organizational Structure

“Organized communities are the best communities.”

“A civic association is a type of organization whose official goal is to improve neighborhoods through volunteer work by its members.” *(Wikipedia)*

In order for a civic association to gain and retain footing, status and membership, it must first be organized internally. Having a strong core will help to create a strong exterior – and this will allow for it to operate to its fullest capability. Not only will this create a means for the civic association to best fulfill its duties and responsibilities, but will also create a better professional image that can be represented in the neighborhood and local and state government – for example, the city of Philadelphia, Lower Merion Township and the state of Pennsylvania.

Mission Statement

Civics would best be served to have a mission statement. Essentially, the mission statement is the road map to everything the civic association wants to uphold. The mission statement should be clear and precise. It should lay out the foundation for the exact goals and purposes a civic association chooses to operate by and stand for. Additionally, a well-written mission statement can help attract membership: if it is made clear WHY someone should want to join the civic association, and if the benefits of joining the civic association are clear, then this could entice nonmembers to become active members.

Examples:

Manayunk Neighborhood Council (MNC):

“This Corporation is formed for the purpose of community service within the meaning of Section 501 (c) (4) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law). Its specific purposes are:

1. To develop and maintain an informed and productive membership.
2. To notify, inform, and involve residents in decisions that affect their neighborhood.

3. To promote unity and sustainability within the neighborhood.”

Wissahickon Neighbors Civic Association (WNCA):

“Improving the quality of life in our community for all residents and businesses is our objective. Rather than feeling isolated and powerless, citizens join together in our civic association to leverage solutions to community problems. The goals of the Wissahickon Neighbors Civic Association are as follows:

1. Develop and maintain an informed and productive membership, dedicated to serving in the interests of the residential and business community.
2. Promote and pursue the general improvement of social and economic conditions in the community.
3. Promote and support unity, pride and good communication in the community.
4. Maintain a free, open and democratic Association.
5. Maintain nonpartisan and nonsectarian policies in all activities of the Association.”

Neighborhood of Bala Cynwyd (NCBC):

“The mission of The Neighborhood Club of Bala Cynwyd is to strengthen the social, cultural and economic fabric of our diverse community by promoting civic engagement, preserving the historic character of our residential neighborhoods, protecting our remaining open space, and enhancing the viability of our commercial corridors.”

Bylaws

Civics should adopt bylaws. Bylaws provide consistency in governance.

by·law *noun* \ 'bī-,lō \

- : a rule that an organization (such as a club or company) makes and that its members must follow
- : a law or regulation that is made by a local government and that applies only to the local area

(Merriam-Webster)

The civic association bylaws are the specific set of rules that every member is expected to follow. Make sure to reevaluate the bylaws every few years and make changes if necessary. Additionally, civic association bylaws should be readily available to not only members, but the public as well. Whether this means putting them on a website, or having

them attached to your applications is up to you. Just make sure they are always available and up to date. Bylaws should also include the date they were last approved, as well as the geographic boundaries that the civic association will cover. A sample set of bylaws is located in the appendix.

Board of Directors

- A **board of directors** is a body of elected or appointed members who jointly oversee the activities of a company or organization. It is often simply referred to as "the board".
- A board's activities are determined by the powers, duties, and responsibilities delegated to it by the adopted bylaws. The bylaws commonly specify the number of members of the board, how they are to be chosen, and when they are to meet. *(Wikipedia)*
- The bylaws also dictate the board officer positions and their duties. Sample bylaws are in the appendix.

Board Positions

The board members act as leading examples of civic association members. They go ahead to be guided by the duties and goals stated by the mission statement/purpose, and they address issues in the neighborhood and local and state government. This being said, all positions must be filled. They should not just be filled with a name, but with someone who is aware of the duties they have and is prepared to carry them out to the best of their ability. Delegation of work is very important, so if everyone actively does their job, it leaves more room for everyone to focus on other things. Additionally, if there is any way you can find time for it, I recommend a separate Board meeting before the regular membership meeting. If all else fails, at least have a conference call. You can take advantage of free services such as freeconferencecall.com.

- In order to Use <https://www.freeconferencecall.com>:
 - Create an Account
 - Free Conference Call will provide you with a dedicated phone number, Access code, and Subscriber pin.
 - The civic association would then provide the time and date and dial-in access code information to those civic members involved in the conference call.

If faced with the problem of not being able to find a new member to step up to fill a leadership position or run in an election, there are a few things civic leaders can do. First, personally ask. Ask someone who you think would be a good candidate one on one if they would consider stepping up. This way, you at least plant the seed in their minds, and it doubles as a compliment to them that you have that person in mind. Secondly, recruit someone who is not currently involved in the civic association. An outside opinion can be refreshing and bring in new ideas that those involved may have been missing. Not to mention, this would also boost membership because this new person can recruit to their circle of friends and family. Finally, a third option would be to offer to have two people take on one position and split the work load if they think it would be too much for one person. I advise against this if you can avoid it, but if you do not find anything else to be working, it is an option.

Committees

If the civic association decides to implement committees, make sure they each have the exact goals they were put together to reach. Committees are really great to focus on one

or two issues, and if all members are on the same page, goals become attainable. Try not to have the committees be too large in numbers, but if there is someone willing to be the “leader” of each committee, that would also be helpful. Again, similar to filling board positions, asking individuals is a good way to create a committee that will be effective.

Minutes

“The written record of an official proceeding. The notes recounting the transactions occurring at a meeting or official proceeding; a record kept by courts and corporations for future reference.”

Minutes are the log that records every meeting. Therefore, the secretary or whoever has been delegated the job of recording the minutes, should be responsible for them.

Minutes, just like bylaws, should be readily available and accessible to members and the public. They keep track of what happened at each meeting, and allow for members who could not attend to catch up on what they missed at the previous meeting. Minutes should be given to members from the previous meeting. They also should be uploaded and available online, or, they can be emailed to all members after the meeting by the secretary, or whoever is going to take the minutes at each meeting.

I highly recommend having both the minutes and bylaws on your website. If they will not be added to the website, have them word processed so they can be emailed, uploaded or printed and given to people who request them, although it would be beneficial to email the minutes to all members directly after the meeting.

Name	Bylaws	Bylaws Online	Minutes	Minutes Online
Belmont Hills Civic Association	Yes	Yes	Yes	No
Belmont Village Civic Association	Yes	Yes	Yes	Yes
Central Roxborough Civic Association	Yes	No	Yes	No
East Falls Community Council	Yes	Yes	Yes	Yes
Manayunk Neighborhood Council	Yes	Yes	Yes	No
Neighborhood Club of Bala Cynwyd	Yes	Yes	Yes	Yes
Parkside Association	Yes	No	Yes	No
Ridge Park Civic Association	Yes	Yes	Yes	No
Wissahickon Neighbors Civic Association	Yes	Yes	Yes	Some
Wissahickon Interested Citizens Association	Yes	No	Yes	No
Wynnefield Heights Civic Association	Yes	Yes	Yes	No
Wynnefield Residents Association	Yes	No	Yes	No

Meetings

If you have not already, decide on a day of every month, for example, the second Tuesday of every month, that your meetings will be held. Stick to that schedule as best you can. Also, you should have a calendar with every meeting listed on it, especially if you can put it on your website. Try to announce when the next meeting will be at the end of the current one, and email a reminder at least two weeks, and then one week prior. Having a

sign-in sheet at meetings is encouraged and a great way for you to track membership and who was at each meeting. Below is a list of the meeting frequency of the civics in the 194th.

Meets Monthly*	Meets Quarterly*
Belmont Hills Civic Association	Belmont Village Civic Association
Central Roxborough Civic Association	Ridge Park Civic Association
East Falls Community Council	
Manayunk Neighborhood Council	
Neighborhood Club of Bala Cynwyd	
Parkside Association	
Wissahickon Neighbors Civic Association	
Wissahickon Interested Citizens Association	
Wynnefield Residents Association	

*No meetings in July and August.

N.B. Wynnefield Heights Civic Association currently meets on an as-needed basis.

Budget & Finances

In terms of the budget, regardless of how nominal the amount of money you have in the bank may be, it would be effective to issue written budget reports to members at least annually, but ideally at every general membership meeting. It should be information that they should be able to access. They should also be archived in the same way that the bylaws and minutes are.

Secondly, internal controls are important, especially if you have a larger budget. Directors and Officers insurance should be explored. Also, I would suggest having at least two signers on any and all checks you are to sign (President and Treasurer).

- As suggested by Amara Briggs of NCBC, bonding insurance is another way to implement internal controls. This type of insurance guarantees the reimbursement of interest payments to the bond holders in the incident of default. NCBC currently has a \$15,000 Employee Dishonesty Bond.

Finally, if at all possible, creating some fundraising efforts can only help bring in additional revenue. It doesn't have to necessarily be an event, either. Fundraising will not only help to bring in money, but it will continue to ensure the civic association as a presence in the neighborhood. Some examples of fundraising include flea markets, 4th of July parade (NCBC), and bake sales or car washes.

Communication and Recruitment

“The most effective groups use new and old techniques to pursue a dual strategy: cast a wide net to reach the broadest possible pool of potential activists, and invest deeply in some members to draw them into greater involvement and develop their potential to become citizen leaders.”

After a civic association successfully organizes internally to the best of their ability, the next step is communicating with existing members and recruiting new ones. The most successful way to do this is to cast a large net – use “new” technologies as well as the tried and true to reach **as many demographics as possible** within the neighborhood. However, it is crucial to keep on the radar of already existing members during this process – the goal isn’t to replace, just to add to the existing membership.

Communication via Technological Mediums

- Website
 - Rep. DeLissio has all of the civic association of the 194th listed, as well as their respective websites hot-linked on her page.
 - <http://www.pahouse.com/DeLissio/district.asp>
 - It is crucial to have a place where any and all information regarding the civic association is readily available to the public. A website is one of the best ways to do this. First, an aesthetically pleasing, yet organized, website should include at a minimum:
 - Contact Information
 - Schedule
 - Bylaws
 - Minutes
 - Dues information – including the ability to pay online
 - Contact information for local, state and federal government elected officials

- Online/downloadable/printable membership application
- Additional pluses that could be put on there would include photos, other community information, other events, and anything else the civic association thinks is important.
- Upkeep of the website would be by a web master, or someone solely committed to the website. Updating as much as possible will show the neighborhood how the association is functioning at its best and will provide them with information they need. It may even save them from making a phone call to an association's leader, which also saves time for the board.
- Websites can be easily made through online resources such as <https://www.1and1.com/>. This website also provides the opportunity to create and register a domain for your civic association. Make sure to register the website with the civic group, and never in the name of the Web Volunteer. Through <https://www.1and1.com> , it is possible to:
 - Register civic domain name, never any individual member – very important!
 - Acquire resources to help set up a website, including templates
 - Note: There are annual fees for domain registration, which are very cheap – around \$7.99 for the first year, and \$14.99 for every other year after that.
- It would be beneficial to register the domain name to automatically renew annually. This way, payments are not missed.
- Another online resource that is helpful for creating a website is

www.wix.com . This resource has many templates that are easy to edit using a drag and drop method with no website coding needed. Below is the link for the Wix Support Center, which includes tutorial videos if you need help when creating the website using the templates.

- <http://www.wix.com/support/main/html5/wix-editor>

- Both www.wix.com and www.1and1.com are free sites, but they offer additional premium services for a fee.

- Email

- When surveying the civic associations one on one, almost all of them said that email was one of their top ways of communication with the membership. Email is a great way to stay in touch with members because it is very quick and effective. Creating a mass-emailing list will highly benefit the association. Creating a general information email address using the registered website domain insures continuity when leadership changes. For example, info@yourcivic.com. This email address then can be picked up or forwarded to the appropriate member of the civic.
- Email communications should be made so that the association's presence is never forgotten, but they should not be so frequent that they become an annoyance. I would suggest biweekly.

- Calls and Texts

- It might be helpful to have a calling list. In case of emergencies or just for sending out important monthly reminders, this type of communication will reach the population who a) might not have email, and b) have email, but do

not check it often.

- Services such as www.callfire.com make robo-calling a possibility. You record your message, upload your contact/calling list, and then decide when you want to send the message out. This is good for sending out emergency alerts, or as a reminder for membership meetings and dues payments.
- The same thing also applies for text messages. You could send out a text reminding the membership of the monthly meeting coming up. Personally, this would probably be the most effective way for me, with email tied, or a very close second.
- As mentioned earlier, www.callfire.com also has a text messaging service that works similar to the robo-calling service.
- These types of communication would require more work than emails. Also, standard text messaging rates would probably apply to the recipients of the text messages.
- Another online resource recommended by Randy Watson of WRA, www.nextdoor.com, is like a neighborhood social network. They are private and secure, and all members must verify they live in the neighborhood. After creating an account and joining the website, this is another easy way for neighbors to communicate with one another.

Social Media

- Facebook
 - Social media is another great way to stay in contact with the civic association membership. With the number of Facebook users increasing regularly, you can use social media to stay connected.
 - You can create a Facebook page for the association where you can invite members to join.
 - As suggested by Randy Watson, make sure that the Administrators of the Facebook page are the Presidents and Vice Presidents only. Administrators are allowed to post and edit the Facebook page, and should be the only ones who have the password and login information, which further increases security.
 - Randy Watson further suggested that the Web Volunteer could be further listed as a manager or contributor. This allows for balance whereas the President and Vice Presidents can remove or block postings they feel are undesirable. Note that managers can block individuals and information as well, but cannot override an Administrator unless they have the Administrator password and login information.
 - A Facebook page is public, and can better be used for communicating to existing members and people who may be interested in joining. After a person “likes” the page, the person will then receive the updates of the organization automatically.

- **Below are resources to help create a Facebook account:**
- <http://www.gcflearnfree.org/facebook101>
 - “How To” Tutorials for how to create and use a Facebook account
 - Videos are provided that you can play and pause, if need be, to set up a Facebook.
- Facebook is a wonderful way to promote events the association holds. Friends and followers can then share the links that the civic association page posts, and encourage the word to spread quicker. This way, you continue to remain a presence in the neighborhood.

- **Twitter**

- Twitter is another great way to keep people in the loop. Your tweets can also be retweeted by followers, which encourages sharing information for the civic association. Tweets can be used for reminders of monthly meetings and dues payments.
- **Below are resources to help create a Twitter account:**
- <https://support.twitter.com/>
 - Twitter Help and Support Center
- <http://www.youtube.com/watch?v=J0xbjIE8cPM>
 - YouTube video tutorial that can play and pause, if need be, to set up a Twitter.

Communication via Traditional Mediums

- Newsletters – should be disseminated electronically and hard copy and posted on website.
 - Newsletters seem to be a very popular way of written communication across the board of the 194th. Some of you send newsletters via USPS once a year and others choose to do so quarterly or monthly. I recommend sending them at least quarterly, monthly if possible. Newsletters are good to post on the fridge and serve as a constant reminder in that sense. Also, you can pack a lot of information on to one piece of paper.
 - Post Office Product Every Door Direct (EDD) is a cost effective way of reaching members.
 - <https://www.usps.com/business/every-door-direct-mail.htm>
 - For assistance or questions concerning Every Door Direct mail, you may also call the Manayunk Post Office at (215)-508-2969.
- Flyers
 - Flyers allow for promoting of association events easily, especially if put on a bright colored paper that catches the eye. Ask to put them up in local businesses, or leave them at local hotspots, such as libraries, community centers and apartment complexes.
 - Having an electronic version of the flyers that can be shared on Facebook and Twitter and put on the civic association website is a good idea as well.

- Postcards
 - Postcards are helpful when it comes to membership renewal and dues payments. They're small and you can easily include the information in regards to membership renewal on them.
- Local Newspapers – Print and Online
 - Local print newspapers are another great way to communicate with the neighborhood. Many neighborhoods now have online media outlets that cover local news, such as Patch and Newsworks in the 194th. Invite representatives from them to come to general membership meetings as well as ask if you can have the civic association mentioned or at least be a part of a section of the paper. For the people that love to read the paper, this will be the association's way of reaching them. Many people also read the online news outlets.

Send Agenda Out Prior to Meeting

It is very important to send out/post the agenda to the upcoming meeting at least a week in advance. Sending out an agenda in advance alerts the neighborhood of certain issues that have come up and will be discussed at the meeting. If there is an issue that will directly affect a certain block of individuals, maybe extend a personal invitation to them explaining that this will affect them and their presence would be very important and appreciated. Also, if members know of the agenda in advance, they will probably be more inclined to come and voice their opinion on a certain situation, especially if the issue is a

hot one that is largely debated.

Recruit via Current Members

It is important to remember that civic associations are always recruiting through their already existing members. Have members also talk up events, membership, etc., and all of the benefits of being a member. This develops a more personal connection in the neighborhood and can spur citizen engagement. Between social media and email, newsletters, and word of mouth, the association will have cast a wide net to reach as many demographics as possible.

- Creating a student membership could also benefit your civic association, especially for the civics with high student populations both at the undergraduate and graduate level. This would make the students feel more welcome and bring in new bodies and fresh ideas and opinions. Note that student memberships like these would probably not last longer than 2 or 3 years depending on when the students graduate from whatever program they are enrolled in.

Home and School Associations

Home and School Associations provide another opportunity for outreach. Usually, those involved in Home and School associations are already active in the neighborhood and community, so having them advocate for the civic association could pull in some dedicated members. At their meetings, have them distribute flyers and applications that they can hand out to potential members. At the same time, the civic association could nurture the

mutualistic relationship by also advocating for the Home and School associations in return. Ask the Home and School Associations to email their membership lists specifically for civic recruitment once or twice a year, or as an ongoing tag line when they disseminate information. In return, promote them in any ways that you can at your membership meetings, even if it is just making an announcement at the end during new business.

Promote in Local Businesses and Hotspots

Ask local businesses and hotspots if you can post flyers or leave applications. Places such as restaurants are a good idea, but so are the “hotspots,” like grocery stores, libraries, community centers, churches and places of worship, pools, and other places in the neighborhood, which are highly traveled and visited. As an experiment, I went to the Roxborough Shoprite twice over the summer and set up a table with all of the applications of the civic associations of the 194th and distributed them out to people as they were leaving the grocery store. Many people did not even know what their civic association was or that it existed, but others did seem eager after I gave them the application and wanted to sign up immediately.

Door to Door

Going door to door with flyers seems old fashioned, but can still be helpful to the civic association. It doesn't have to be every single month, but maybe quarterly or even at least once annually makes association leaders seem more personable and care about the neighborhood. Also, it allows the association leaders to meet any new faces who may have just moved in to the area, and keeps the elderly in the loop that may not be able to come to

the meetings anymore, but still pay dues/are willing to pay dues. Possibly, have students distribute flyers by bringing them home from school, or posting them in the school offices for parents to see when they walk in and out.

Rep. DeLissio

At every Town Hall meeting, Rep. DeLissio promotes joining a local civic association and announces that applications are available at the Town Hall.

Applications for all the civics are available in the District Office and the staff is always promoting joining the local civic association.

Sustain.

“It is better to have successful small actions which are part of a well-planned campaign toward a goal than to work hard on one big splash event which does not have organizational purpose.”

In addition to organizing internally and communicating and recruiting openly and actively, the final step is to sustain continuously. The ultimate goal is to remain a positive presence in the neighborhood, and be an association that advocates for community engagement across all demographics represented in the neighborhood. Communicate regularly and remember that leaders and members should always be recruiting. Also, consider talking with the membership at some point, or finding ways leaders can acquire their feedback. Making changes and adjustments according to the feedback of the membership will also help the civic association to remain close to what the neighbors in the community desire.

Sustain by:

- **Remaining Organized**
 - Being organized is integral to continuous recruiting. Managing time will allow everyone to stay on top of communications, meetings, formulating the agenda, and any other formal business that needs to be taken care of.

- **Constant Communication**
 - Communications from the board to the membership and vice versa should be continuous. Both electronic and traditional communications should be sent out – some may be weekly or biweekly, and others may be monthly or annually, but developing a schedule would also be beneficial. Not to mention, maintaining a mass-emailing list allows civic leaders to reach their membership urgently if need be. Communicating and keeping a well-informed membership is integral to sustaining continuously.

- **Always Be Recruiting**
 - Recruit for leadership positions outside of the civic, or people who may not already be members of the civic.
- **Remain a Positive Presence in the Neighborhood**
 - One of the overarching goals of a civic association is to remain a positive presence in the neighborhood at all times. Continuous recruiting is an important concept to master, and coming up with new ways to recruit keeps things fresh. For example, you could have a “Bring a Friend to The Civic Association!” night, where everyone could bring a friend or neighbor to the meeting and introduce them to something great they could be a part of.
 - Also, having a way for your members to give the boards their constructive criticism is important. You could survey them at membership meetings, have them send in emails, or have a comment box in which they can drop their ideas and suggestions for the board to read at their separate meeting.

Appendix

Sample Monthly Budget Report Template

SIMPLE MONTHLY BUDGET

MONTHLY INCOME

<i>Item</i>	<i>Amount</i>
Income Dues	\$2,500.00
Income Other	\$1,000.00
Other	\$250.00

MONTHLY EXPENSES

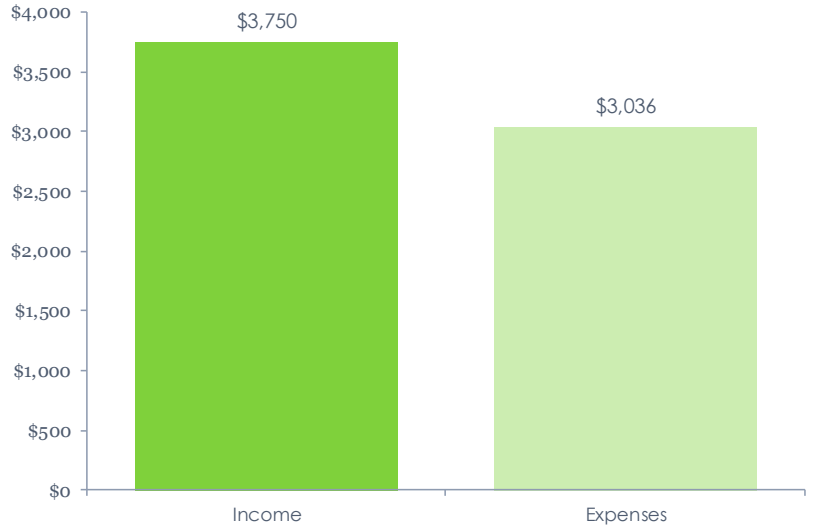
<i>Item</i>	<i>Amount</i>
Printing Costs	\$500.00
Postage	\$1,220.00
Advertising	\$50.00
Fundraising	\$45.00
Legal	\$600.00
Banking Fees	\$273.00
Insurance	\$120.00
PayPal Account	\$50.00
Website	\$100.00
Miscellaneous	\$78.00

PERCENTAGE OF INCOME SPENT



SUMMARY

<i>Total Monthly Income</i>	<i>Total Monthly Expenses</i>	<i>Balance</i>
\$3,750	\$3,036	\$714



This template can be downloaded at:

<http://office.microsoft.com/en-us/templates/simple-monthly-budget-TC103428920.aspx>

Sample Bylaws Template

Sample Neighborhood Association Bylaws

Bylaws of the

Neighborhood Association (, Inc.)

A Texas Nonprofit Corporation (Association)

Article I. Name and Purpose

Section 1.01: NAME. The NAME of this organization shall be the (Neighborhood Association), hereafter referred to as THE ASSOCIATION. It shall be a nonprofit organization incorporated under the laws of the State of Texas.

(This Article must be included in your bylaws. If you do not plan to incorporate your Association, you may delete the second sentence.)

Section 1.02: PURPOSE: The Bylaws shall govern the Corporation and its members and facilitate the fulfillment of the purposes provided in the Articles of Incorporation. *(You may add or delete any purpose that does or does not apply to your Association. Remember to keep the purpose statement in compliance with IRS rulings, as spelled out in the enclosed IRS Publication 557.)*

Article II. MEMBERSHIP.

SECTION 2.01: ELIGIBILITY FOR MEMBERSHIP. Any current resident of, or owner of property in, the (Neighborhood) Addition, bounded by (list boundaries) , DeSoto, Texas, is eligible for Membership in the Association upon [full payment of the annual dues, and] completion of an Application for Membership form.

(Some Associations state that all residents within their particular boundaries are automatically members. This can prove difficult, however, to obtain 2/3 or other majority votes and adds to the expense of information distribution.)

Section 2.02: HONORARY MEMBERSHIP. Any person may acquire Honorary membership in the Association, upon full payment of the Association dues, by a majority vote of the Membership at a regularly scheduled meeting. Honorary Membership entitles the person to a mailed copy of each newsletter and free participation in neighborhood events for one year from the date of membership. Honorary Membership does not, however, include voting rights.

(This is Optional. Sometimes, previous residents of a neighborhood want to keep up with their ties to the neighborhood, or active Realtors want copies of the newsletters, etc. as a sales tool.)

Section 2.03: ANNUAL DUES. The amount required for annual dues shall be \$ each year, unless changed by a majority vote of the members in attendance at an annual meeting of the full membership. Full payment of the annual dues will entitle the Resident or Property Owner to full membership privileges for one year from the date of payment.

Dues may, on occasion, be paid by donation of comparable products or services to the Association, by prior approval of the Officers of the Association. *(This is Optional. Associations often charge a small fee for membership in order to pay for printing costs, dissemination of information, neighborhood directories, or special projects. Dues usually range from \$5 - \$40/year, with \$15-\$30 being the most common. Low-income neighborhoods may consider soliciting local business support and membership in their Association.)*

Section 2.04: VOTING RIGHTS. The full payment of the annual dues will entitle each person over age eighteen in the Member's household (excluding Honorary Members) to one vote apiece in all Association elections.

Section 2.05: TERMINATION OF MEMBERSHIP . Membership in the Association is automatically terminated whenever the Member is in default of payment of the annual Association Dues. A member may also be removed by a majority vote of the membership.

Section 2.06: RESIGNATION. Any Member may resign by filing a written resignation with the Secretary of the Association. Such resignation shall not relieve the resigning Member of the obligation to pay any dues, assessments, or other charges theretofore accrued and unpaid. Upon resignation, however, the resigning Member will be refunded any unaccrued dues on a pro-rated basis. And/Or, when the Member moves from the neighborhood.

ARTICLE III. OFFICERS.

Section 3.01: OFFICERS. The Association shall have the following officers:

1) President, 2) Vice-President, 3) Treasurer, and 4) Secretary.

Section 3.02: ELECTION OF OFFICERS. The Officers shall be elected by majority vote at the annual meeting of the full membership.

Section 3.03: TERM OF OFFICE. The Officers shall serve a one-year term, with no limitations on future terms. *(Some Associations organize with a General Membership and a Board of Directors (comprised of a Chair, Vice-Chair, Treasurer & Secretary). In this case, the Board of Directors is usually given more decision-making powers than this proposed organizational structure. You may also want to provide for Assistant Officers, especially the Treasurer and Secretary, in the event these officers are temporarily unable to attend to their duties. The term of office shall commence upon election and continue until successors are elected at the annual meeting.)*

Section 3.04: DUTIES. The duties of the Officers are as follows:

1) The **PRESIDENT** shall be the principal executive officer of the Association and shall

preside over all meetings, represent the Association on public occasions, and make such committee appointments from the membership as shall be deemed advisable for the effective conduct of the work of the Association.

2) The **VICE-PRESIDENT** shall assist the President as the President requests, and represent the Association on appropriate occasions. The Vice-President shall also, in the absence or disability of the President, perform the duties and exercise the powers of the President of the Association.

3) The **TREASURER** shall collect, safeguard, disburse and make periodic reports of all funds collected in the name of the Association.

4) The **SECRETARY** shall keep attendance records and record the proceedings of all meetings, maintain adequate records of the Association activities, and conduct such official correspondence as shall be required.

5) The duties of the officers shall not be limited as enumerated above, but they may discharge in addition such duties as are assigned by the Association Membership.

6) Unless so authorized, no officer shall have any power or authority to bind the Association by any contract or engagement, to pledge its credit, or to render it liable pecuniarily for any purpose or in any amount.

Section 3.05: VACANCIES AND REMOVAL FROM OFFICE. Any Officer may be removed by a majority vote of the members of the Association (excluding the Officer to be removed). Upon the death, removal, resignation, or incapacity of an Officer of the Association, a majority of the Association shall elect a successor.

Section 3.06: MANAGEMENT. The Association shall be managed by the Officers so elected, with powers consistent with the Articles of Incorporation and these Bylaws of the Association. *(If not incorporated, substitute the word Organization for the word Incorporation.)*

ARTICLE IV. MEETINGS OF MEMBERS.

Section 4.01: PLACE OF MEETINGS. Meetings of the Members shall be held at the principal business office of the Association or at any other place the President or a majority of the Members may from time to time select.

Section 4.02: REGULAR MEETINGS. Regular meetings of the Association shall be held quarterly, at a time and place designated by the President. *(Decide how often you want to meet. Remember, there will be times when you might get too busy to meet as often as you like.)*

Section 4.03: ANNUAL MEETING. An annual meeting of the Members shall be held in the month of _____ of each year, if possible. At such meeting, the Members shall elect the Officers of the Association, receive reports on the affairs of the Association, and transact

any other business which is within the power of the Members. If an annual meeting has not been called and held within six months after the time designated for it, any Member may call the annual meeting.

Decide what month (or season of the year) would be best for your major annual meeting.

Section 4.04: SPECIAL MEETINGS. Special meetings of the Members may be called by the President, by a majority of the Officers of the Association, or by five percent (5%) or more of the Members entitled to vote.

Section 4.05: NOTICE OF MEETINGS. A written or printed notice of each meeting, stating the place, day, and hour of the meeting, shall be given by the Secretary of the Association, or by the person authorized to call the meeting, to each Member of record entitled to vote at the meeting. This notice shall be given at least seven (7) days before the date named for the meeting, with the exception of Regular Monthly Meetings for which, once a firm date, time and place have been publicized to all the members, no further notice shall be required.

(You may want to specify the method of delivery of the notices (i.e., by mail or physical delivery).)

Section 4.06: QUORUM. The Members present at any properly announced meeting shall constitute a quorum at such meeting. *(This section is important if you want to accomplish anything, because it is difficult to get a majority of members to be present at any given meeting... you might want to specify a percentage (such as 10%) of members who must be present to ensure a quorum. Decide how often you want to meet. Remember, there will be times when you might get too busy to meet as often as you would like. Decide what month (or season of the year) would be best for your major annual meeting.)*

ARTICLE V. VOTING.

Section 5.01: VOTING. All issues shall be decided by a majority vote of members present at the meetings.

Section 5.02: VOTING BY MAIL. Where Officers are to be elected by Members, or any changes in the Bylaws are to be voted on, or any other election is to be made whereby a count of the votes of all members may be desired, such election may be conducted by mail or by distribution ballot in such manner as the officers of the Association shall determine advisable.

ARTICLE VI. COMMITTEES.

Section 6.01: AUTHORIZATION TO ESTABLISH COMMITTEES. The Association may establish committees as deemed necessary to pursue its stated objectives. Members of Committees shall be appointed by the President. *(Read information in manual regarding forming committees.)*

ARTICLE VII. FINANCES.

Section 7.01: EXPENDITURES. Expenditures of funds amounting to over One Hundred Dollars (\$100) in any month must be approved by majority vote of the Membership present at any properly-announced meeting of the Membership.

Printing of the Neighborhood Newsletter, Neighborhood Informational Notices and the Neighborhood Directory are exempted by this rule. The figure you choose to insert here will depend on the amount of your budget and your anticipated monthly expenditures.

Section 7.02: FINANCIAL REPORTS. Quarterly and Annual Financial Reports shall be prepared by the Treasurer and presented to the Members at the quarterly and annual meetings.

(Financial reports should be given at every scheduled meeting, especially if you charge dues. People need to know that their contributions are being well spent.)

ARTICLE VII. AMENDMENTS.

Section 8.01: PROCEDURE. These Bylaws may be amended by a two-thirds majority vote of those present at any regular meeting of the Members of the Association, provided seven days written notice of the proposed amendment and of the meeting is given.

(You may want to specify a two-thirds majority vote of the entire membership, rather than of those present at a meeting.)

ARTICLE IX. ACCEPTANCE OF BYLAWS

Section 9.01: VOTING. Acceptance of these Bylaws shall be by a two-thirds majority vote of those present at any regular meeting of the Members of the Association, provided written copies of the Bylaws and written notice of the meeting is given to all Members at least seven days prior to the meeting.

ARTICLE X. NON-COMPLIANCE WITH BYLAWS.

Section 10.01: NON-COMPLIANCE PENALTIES. Noncompliance with the Bylaws of the Association may result in termination of membership for the offender, upon a two-thirds majority vote by the membership of the Association. Under no circumstance will noncompliance with any section of these Bylaws constitute the forfeiture of the rights of the Association to exist or the rights of the Association to enforce the Bylaws of the Association.

Sample Meeting Minutes

*Fairmount Civic Association General Membership Meeting Philadelphia
Mennonite High School*

June 27, 2013, 7:00pm.

Call to order 7:11pm

I. President's announcements - Bruce:

1. Introduction of Dr. Moses and the Philadelphia Mennonite High School Education Award winners. a. Dr. Moses thanked the FCA for the awards and the FCA's support of the PMHS. She introduced the two students: b. Patience Dennis (Valedictorian) talked about her great HS experience and she is going to Penn State for college and plans to study engineering. c. Jasmine Epps - 5th in class. Also talked about PMHS and the family environment. She will be attending Penn State Allegheny campus and will study art.
2. Mann tickets came and they are being distributed during this meeting. Any extras will be distributed to others who may want them. You must be a member to get them.
3. Bar on 29th and Girard - owners trying to transfer a liquor license. Anyone with concerns needs to contact Senator Farnese's office. 215-952-3121.
4. Membership is around 380 people; anyone due for renewal please be sure to renew ASAP. Goal is 400 before the end of the year.
5. Bike lanes are in and the haven't been any concerns voiced to date
6. Fairmount Art Center is offering summer classes and registration is open
7. 50/50 includes prizes from the Seaport museum and the Jewish History Museum
8. Electronic recycling – they didn't collect enough for the FCA to get money from it but they did collect over 3,000 pounds of equipment that will not go into landfills.

II. Introduction of Councilman Greenlee:

- A. Commented on the Girard Ave bar situation; hasn't received any complaints from neighbors so please let him know if you do.
- B. Budget and AVI – millage rate will be 1.34%. Cigarette tax passed, needs to be passed by state, and combined with new collection procedures they hope to come up with

\$74 million of the school deficit (compared to the \$60 million asked for).

C. AVI Appeals - if you applied for it, results are due out mid-July and if you missed the first deadline, there will be another chance to appeal in the fall.

D. Tax relief programs have been put in place:

- a. Homestead exemption - just need to own and live in your house and you get \$30k off your market value. Please apply if you haven't already. Deadline was extended to 9/13/13.
- b. Gentrification relief - still needs state approval but likely to pass. If your market value has tripled from last year, your household income is less than 150% of the area median income (which is \$118k for family of 4) your market value is frozen at triple level and can't go above that. You also must be the owner and resident for 10+ years. Details are still being worked out. Applications will be forthcoming.
- c. Senior tax-freeze for low income senior citizens. Eligible if you are also eligible for the tax/rent rebate programs so your taxes are frozen at this year's level.
- d. Please contact the Councilman if you have questions or concerns.

E. Ward Park mural - VFW requested a flag mural at the park. The Councilman talked to Mural Arts and they are starting the painting. They hope to have it up by 7/4/13.

III. Introduction of Sean Kelly, Brett Bertolino, and Ellen Feist, from Eastern State Penitentiary, who discussed the event, Terror Behind the Walls

A. Sean asked who has visited the ESP in last few years and many residents have

B. Mentioned new programming, including a kid's scavenger hunt coming up 8/17 and 8/18

C. Preface: they really want to be good neighbors and want to hear from membership about issues/concerns.

- a. They added the extra parking lot rental in the last few years, most now park at the zoo and take a shuttle so very few park in neighborhood.
- b. They are aware that an event of this scale could cause issues for neighbors and want to be sensitive to that. He asked for patience and cooperation, and gave out Sean's and Brett's cell phone number to call them during the event if

there is a problem.

- c. Goal is for neighborhood to be cleaner and safer during Halloween and they have cleaning crews each morning after the event.
- d. ESP is often blamed for things that are not their issue so understand that not every issue is related to TBTW.

D. TBTW pays the vast majority of operating expenses for ESP. The historic piece loses money so this makes it possible for the site to exist. The site has never survived without income from Halloween, and the money pays for lighting, snow removal, and other operating, maintenance and safety expenses.

E. Brett - have really been listening to neighbors actively since 2005:

- a. Timed entry implemented a few years ago to avoid the lines in intervals of a half hour; but the people who showed up without advance tickets and had to wait were causing problems. Changed strategy to get people to buy in advance. They switched to a ticket site with lower ticket fees and last year, made tickets cheaper online as opposed to at the box office, and 81% bought in advance online so there isn't a wait for the bus or on the street. Goal is to get to 100% advance.
- b. Ghostbus moving to new parking garage at the zoo; all event material says no parking at event site and zoo is far enough away so people won't walk. There are 495 parking spots there so spots are guaranteed and there are 7 buses that run the loop.
- c. Trash is cleaned up daily during the event, two blocks in each direction.
- d. They keep a spreadsheet of all neighbor issues and evaluate the cleaning and security plans each year based on this input.
- e. Great relationship with 9th district as well as having hired a private security firm. There's no correlation between crime and the event. Two officers onsite during the event.

F. Ellen - lives on Taney Street with family. Her team manages website and social media. If someone posts a complaint online, they respond quickly.

G. Questions –

- a. Food vendors - every three years, ESP does an RFP for food vendors to sell food

inside as well as outside on busy nights but with new online strategy few people are waiting outside to buy this food. Food trucks are not commissioned by the ESP and they are allowed to park in legal spots.

b. Problem with the Playpen area - people loitering there after it is supposed to be closed. Suggestion to increase security presence there during the event. Brett said this is something you can call his cell about. He mentioned that last year the security team followed a juvenile to their house after committing an act of vandalism so the security efforts are working.

c. Concern about daytime tours and tour buses - they are not

allowed to park on Fairmount. The tours get info ahead of time on where to park. They are working on a long-term solution so that the buses aren't traveling around the neighborhood and making precarious turns. Brett's staff can also call the 9th district to issue tickets.

d. Question about where great actors come from - they seek out TBTW! Many come back year after year. They understand the event's importance to the survival of the site.

e. Brett also mentioned dinner packages in conjunction with the event.

H. Dates will be 9/20-11/9 on select days. This has been the same schedule since 2005.

I. Sean reiterated the neighborhood's ability to contact their team with any issues.

IV. Reports of Standing Committees:

A. Neighborhood Improvement - Elizabeth - clean up planned for August 10 but she is open to other dates. Event is to pick up trash near the train tracks near Sedgley and then east to Poplar and Parrish. She is also planning another clean up for the fall.

B. Education Committee - Bruce announced \$888 raised for the FCA from Finding Fairmount and reiterated the event's success.

V. Reports of Special Committees: A. Crime and Safety – Larry:

a. July 4th event: said police captain will have same plans as last year in terms of parking restrictions.

b. Signs will go up on 7/2 and towing likely by midday on 7/4.

c. There will be a greater police presence than in the past, including Homeland Security, due to the Boston tragedy.

d. Skate park may cause some issues since it is new and also a good viewing area for the fireworks.

e. There will be emergency vehicles pre-positioned behind the Art Museum, though not on the Fairmount side of the Parkway.

B. Activities – Gina:

a. Summer Social 7/29 5:30pm at Jack's Firehouse - event is free and includes discounted drinks and a dinner buffet. Guests can come for \$5.

b. Fall Back to Fairmount will be 9/22 Brown St. lawn - volunteers needed so talk to Gina. There is a sign up sheet being passed around.

VI. Other Business:

A. FCDC - office is moving tomorrow to 2712 W. Girard Avenue.

B. Made in America - no updates are available yet.

C. Thanks to London and Paris for tonight's food.

D. Question about the light at 24th street and Fairmount - trying to get a timer.

E. Introduction of Culture Night: please spend the rest of the evening learning about the organizations.

Membership commenced Culture Night 50/50 raffle Meeting

Adjourned at approximately 8:30pm

Helpful Links and Literature

The following links are the most helpful I have found in regards to helping civic associations. Some topics they discuss are organization, communication, recruitment, leadership, and best practices.

- 1.) This link, “Best Practices for Community Organizations,” comes from the Philadelphia City Planning Commission.

http://www.phila.gov/CityPlanning/projectreviews/PDF/ZAM_Best%20Practices%20for%20RCOs.pdf

- 2.) This link, “Civic Engagement in America: Why People Participate in Political and Social Life,” come from the Department of Government and Politics at the University of Maryland – College Park.

<http://www.bsos.umd.edu/gvpt/uslaner/democracycollaborative.pdf>

- 3.) This link, “How Do Effective Associations Spur Citizen Engagement?” gives insight on ways to inspire citizen activism.

http://www.scholarsstrategynetwork.org/sites/default/files/ssn_basic_facts_han_on_mod_ern_civic_associations.pdf

- 4.) This link comes from The Hauser Center for Nonprofit Organizations at Harvard University. The Hauser Center explores nonprofit organizations and the civil society.

<http://www.hks.harvard.edu/hauser/>

- 5.) This link, titled “Civic Associations That Work: The Contributions of Leadership to Organizational Effectiveness,” also comes from Harvard University’s Hauser Center for Nonprofit Organizations.

http://www.hks.harvard.edu/hauser/PDF_XLS/workingpapers/workingpaper_36.pdf

- 6.) This link comes from The Nonprofit Center from LaSalle University’s School of Business. The center seeks to provide assistance in leadership advancement and educational programs for nonprofit organizations.

<http://www.lasallenonprofitcenter.org/>

7.) This link comes from the Arlington County Civic Federation. The toolkit has best practices for civic associations and some information on how to improve them.

<http://www.civfed.org/toolkit.htm>

8.) This link, "Community Harmony and Spirit," published by the Foundation for Community Association Research, talks about community association best practices and boosting volunteerism and spirit within the community.

<http://www.cairf.org/research/bpharmony.pdf#page=1>

Civic Association Survey

This is the survey that I created and then worked through when I met one on one with representatives from ten civic associations of the 194th.

Civic Association Survey

Civic Association: _____

Interview With: _____

Date: _____

- 1.) Overall, what is the current state of your civic association?
- 2.) What are 3 of the most pressing issues in regards to civic engagement? Be prepared for them to ask you what you mean by this question – Budget? Leadership? Membership? Keep in mind that the project is to mainly assist in boosting membership!
- 3.) Do you agree that building membership is a priority? Do you have a goal in mind?
- 4.) How have you tried to increase membership in the past?

Membership

- 1.) Do you have a Mission Statement or Vision Statement? Is it communicated why one would want to be a member?
- 2.) How can a member join? Can they join online? Where can they pick up a paper application? How do most of your members apply – online or paper? Is the application current?
- 3.) How many members do you currently have on your membership list? How do you keep track of them? **What is the number of potential members vs. the number of actual members?**

- 4.) Is there any historical data regarding membership? Flat, trending, up or down?
- 5.) How often do you hold meetings? Ex.) Second Tuesday of every month, quarterly, etc.
- 6.) Is the frequency of these meetings still effective?
- 7.) What is the average attendance at meetings?
- 8.) Do you *want* to entice more members to attend your meetings?

Communications

- 9.) Do you have a means of sending/posting the agenda to members before the meeting? If so, how far in advance is an agenda sent out for a meeting?
- 10.) How do you develop your agenda? What types of items drive your agenda? Are they issue related or quality of life related?
- 11.) What forms of technological communication do you have with members? (Website? Facebook? Twitter? etc.)
 - a. How often are communications made?
 - b. Who tweets?
 - c. Who posts on Facebook?
 - d. How many followers?
- 12.) Who currently operates civic website? Who can update it? Webmaster?
- 13.) What other forms of communication do you have with members? (Email? Newsletter? Other?) How often are you in touch with your members? Typically, over what matters? If no website, are you willing to develop one?
- 14.) How effective are these forms of communication/any other forms of communication?

- 15.) Are you willing to use/try new technology? Google Docs? (etc.)
- 16.) Do you solicit members to reengage after they no longer continue to pay dues?
- 17.) Is there a way for members to access the bylaws?
- 18.) Is there a way for members to access old minutes?

Finances/Dues/Budget

- 19.) Does the association currently operate on a budget? If so, is it disseminated? Do you fundraise? Do you have a committee for that?
- 20.) Do you issue budget reports to members?
- 21.) Do you have only individual/household dues? Business dues?
- 22.) How do you currently keep track of dues?
 - a. How many members currently pay dues?
 - b. How do you notify members for renewals?
 - c. Is there follow-up for members who have not paid?
- 23.) How much are your dues? When did you last evaluate the amount you request for dues? (Do they vary?)
- 24.) If it is not possible already, are you willing to have dues payable online?
- 25.) When did you last evaluate the amount you request for dues?
- 26.) Can donations be made online to the civic? Or at all?

- 27.) Do you fundraise?
- 28.) Do you have any type of internal controls in regards to money? D&O insurance? Who's the signer on the bank account?

Organization and Structure

- 29.) Is your civic association involved in in any coalition of civics? If so, what coalition? And what is the main goal of the coalition? (Taxpayers, OPA, etc.) What are the benefits of being in a coalition?
- 30.) How often do you hold elections?
- 31.) Do you split your neighborhood up? By block? By "district?" If so, is it effective? Tips? - Why do you think so? If not, would you consider it? Do you have leaders for these divisions?
- What are the boundaries of the civic?
 - How often do they work collaboratively with other civics?
 - Have you thought about merging with a neighboring civic?
- 32.) Is there a police report given at your meetings? If so, do you think it is effective, and why? If not, would you be open to this idea?
- 33.) Is there anything your association is doing that you believe is a best practice to be shared with others?
- 34.) Who are two reliable contacts that can be added to Rep. DeLissio's contact book that can be reached in regards to your civic association?
- 35.)
- 36.) Are local, state, and federal elected officials listed as contact information on your website? IF not already on your website, are you willing to add it?
- Can you add RepDeLissio@pahouse.net to your email list so her office receives your communications?

Other things I should know?
Any other questions?

Civic Association Boundaries

**Most of this information was taken directly from the civic association websites, specifically the information in quotation marks.*

Belmont Hills Civic Association

- “Membership shall apply particularly to all residents of the area proceeding south from the Schuylkill River bounded by both sides of Mary Watersford Road to Ashland Avenue continuing southwest on Mary Watersford Road to Smith Drive. Including east side of Smith Drive only to Rock Hill Road. Proceeding east on Rock Hill Road to include the north side of Rock Hill Road only to Belmont Avenue. Bounded on both sides of Belmont Avenue to Schuylkill River. Schuylkill River boundary line and thus north to its point of beginning in Lower Merion Township, Montgomery County, Pennsylvania.”

Belmont Village Civic Association

- “Belmont Village is a small, mostly residential neighborhood located in West Philadelphia. The borders of Belmont Village are City Avenue to the north, Belmont Avenue to the east, and the grounds of the Bala Golf Club to the west and the south.”

Central Roxborough Civic Association

- Henry Avenue (including Magdalena Street) to Silverwood Street and part of Cresson Street
- Gates Street to Hermit Street

East Falls Community Council

- Schuylkill River
- Lincoln Drive
- Wissahickon Avenue
- Hunting Park Avenue

Manayunk Neighborhood Council

- “The territory of representation is the boundary as defined by the 21st Ward of Philadelphia. The territory of representation will be designated for the purpose of membership, community outreach, and mutual support.
- The territory of focus, will be the boundaries as defined by the Schuylkill River to the West, Ridge Avenue to the South, Manayunk Avenue to the East, and Fountain Street to Smick Street then Lemonte Street to the North. The territory of focus will be designated for the purpose of defining a core location for projects, actions, and responsibilities.”

Neighborhood Club of Bala Cynwyd

- "The Neighborhood Club encompasses the Bala Cynwyd area which is defined by City Avenue to the east, the Schuylkill River to the north, Rock Hill Road and Conshohocken State Road to the west and Meeting House Lane, Montgomery Avenue and Old Lancaster Road to the south."

Ridge Park Civic Association

- "The boundaries of the Association are as follows: On the East side of Ridge Avenue from the South side of Hermitage St to the South side of Domino Lane and Henry Avenue between Domino Lane and Fountain with a boundary of the Wissahickon Creek. On the West side of Ridge Avenue from Hermitage Street to the North side of Harmon Road and down the hill to Umbria Street between Leverington and Domino (to include Canton Street) with a boundary of the Schuylkill River."

Wissahickon Interested Citizens Association

- "The boundaries of representation for the purpose of the Association shall be the area encompassed by the south side of Hermit Street running from Ridge Avenue to Henry Avenue, proceeding in a southerly direction along the west side of Henry Avenue to the Wissahickon Creek, along the Wissahickon Creek to Ridge Avenue, north on the eastern side of Ridge Avenue to Hermit Street."

Wissahickon Neighbors Civic Association

- "The territory of representation of the Association will be bounded on the south by Main Street and the Schuylkill River, on the west by Shurs and Walnut Lanes, on the north by Henry Avenue and on the east by Ridge Avenue to the Wissahickon Creek."

Wynnefield Heights Civic Association

- City Avenue to Edgley Street
- City Avenue through Presidential Boulevard
- Belmont Avenue to the river – also known as "the park"

Wynnefield Residents Association

- City Avenue to Diamond Street
- 52nd and Parkside to 54th and City
- Cardinal Avenue

Contact Sheet – Civic Associations of the 194th

Belmont Hills Civic Association

President – Barb Carlin

Email: barbacarlin@hotmail.com

Executive Board Member – Jody Kelley

Email: jody.kelley@verizon.net

Belmont Village Civic Association

President – Bill Porter

Email: wmpor12@hotmail.com

Treasurer – Danielle Staley

Email: sacchettid@yahoo.com

Central Roxborough Civic Association

President – Ed Hotham

Email: ehotham@yahoo.com

Executive Board Member – Jill Schneider

Email: schnydd@yahoo.com

East Falls Community Council

President – Barnaby Wittels

Email: BarnabyW@aol.com

Executive Board Member – Tom Sauerma

Email: tomsauerma@gmail.com

Manayunk Neighborhood Council

President – Kevin Smith

Email: kevin@shady.com

Recording Secretary – Dave Bass
Email: seabass6034@yahoo.com

Neighborhood Club of Bala Cynwyd

President – Amara Briggs
Email: amara.briggs@comcast.net

Vice President – Jerry Skillings
Email: jskillings@comcast.net

Ridge Park Civic Association

President – Gary Ferris
Email: garyferris1207@aol.com

Executive Board Member – Marlene Schleifer
Email: mgschleifer@verizon.net

Parkside Association

President – Lucinda Hudson
Email: ludson@parksideassociation.org

Executive Board Member – Millicent Ayers
Email: mayers@parksideassociation.org

Wissahickon Interested Citizens Association

President – Chip Roller
Email: charlesroller132@comcast.net

Executive Board Member – David Decca
Email: orbitart@aol.com

Wissahickon Neighbors Civic Association

President – Drew Bantly
Email: abantly@mail.med.upenn.edu

Executive Board Member – Margaret Small
Email: smallp@preit.com

Wynnefield Heights Civic Association

President – Gail Young
Email: gey2714@verizon.net

Executive Board Member – Howard Cohen
Email: cohen2752@msn.com

Wynnefield Residents Association

President – Jay Johnson
Email: wrajayj@gmail.com

Vice President – Mike Reid
Email: mreid52@comcast.net

Corresponding Secretary/Web Volunteer – Randy Watson
Email: randywatson56@hotmail.com

Civic Association Survey Data Spreadsheet

This is the spreadsheet I have created using the data from the Civic Association Survey.

Civic Association	Website	Website Link	Facebook	Twitter	Meetings (except July & August)	Avg. Meeting Attendance
Belmont Hills Civic Association	Yes	http://www.belmonthills.org/	Yes	No	1st Monday each month	5 to 10
Belmont Village Civic Association	Yes	http://mybelmontvillage.org/	Yes	No	Quarterly- Apr., June, Sept., Dec.	50 to 80
Central Roxborough Civic Association	Yes	http://www.crca.us/	No	No	1st Thursday each month	20
East Falls Community Council	Yes	http://www.eastfallscommunity.org/site/Home.html	Yes	No	2nd Monday each month	40 to 50
Manayunk Neighborhood Club	Yes	http://www.manayunkcouncil.org/	No	No	1st Wednesday each month	20
Neighborhood Club of Bala Cynwyd	Yes	http://www.balacynwyd.org/	No	No	2nd Tuesday each month	Fluctuates-usually small
Ridge Park Civic Association	Yes	http://www.rpca.us/	Yes	No	Quarterly- Mar., June, Sept., Dec.	
Parkside Association	Yes	http://www.parksideassociation.org/	No	No	2nd Thursday each month	
Wissahickon Neighbors Civic Association	Yes	http://www.e-wnca.org/	No	Yes	1st Monday each month	30
Wissahickon Interested Citizens Association	Yes	http://wica.wordpress.com/	No	No	2nd Wednesday each month	10 to 15
Wynnefield Heights Civic Association	Yes	http://www.wynnefieldheights.org/	Yes	No	As needed right now	25
Wynnefield Residents Association	Yes	http://www.wynnefield.org/	Yes	No	3rd Tuesday each month	25 to 40
Parkwynn Loop?						
Penn Valley?						

Civic Association	Potential Members (est.)	Actual Members (est.)	Online App.	Email	D&O Insurance	Pam's Info listed	Dues	Dues (online?)	Fundraising?
Belmont Hills Civic Association	600	138 (paying)	No	Yes	No	No	Yes	Yes	Not really
Belmont Village Civic Association	400	127 (92 paying)	No	Yes	No	Yes	Yes	No	Yes
Central Roxborough Civic Association		100 (paying)	Yes	Yes	Yes	Yes	Yes	Yes	No- but want to
East Falls Community Council	7,000	250 (paying)	Yes	Yes	No	No	Yes	Yes	Yes
Manayunk Neighborhood Club	10-12,000	150 (100 paying)	Yes- download?	Yes	No	No	Yes	No	Yes/No- sent out letters for \$
Neighborhood Club of Bala Cynwyd	2,500	750	Yes-dues form	Yes	Yes	Yes	Yes	Yes	Only July 4th parade
Ridge Park Civic Association			Yes-dues form		No	Yes	Yes	Yes	
Parkside Association			No		No	No	Yes	No	
Wissahickon Neighbors Civic Association	300	70 (paying)	Yes	Yes	Yes	Yes	Yes	Yes - Paypal glitch	Not really
Wissahickon Interested Citizens Association	2,900	20 or 30	No	Yes	No	No	Yes	No	No
Wynnefield Heights Civic Association	5000	70	Yes-dues form	Yes	No	No	Yes	Yes - via papypal	Yes-not as much now; Flea Market
Wynnefield Residents Association	10,000	180 (on calling list)	Yes	Yes	No	No	Yes	No - but want to	Not really - one of their goals
Parkwynn Loop?									
Penn Valley?									

Civic Association	Bylaws	Bylaws Online	Minutes	Minutes Online	Web Volunteer	Budget
Belmont Hills Civic Association	Yes	Yes	Yes	No	No - used to, but not anymore	No - used on as needed basis
Belmont Village Civic Association	Yes	Yes	Yes	Yes	No-Bill updates himself	No -used on as needed basis
Central Roxborough Civic Association	Yes	No	Yes	No	Yes- a certain person's job	No - used on as needed basis
East Falls Community Council	Yes	Yes	Yes	Yes	Yes -Chris Caporellie	No - used on as needed basis
Manayunk Neighborhood Club	Yes	Yes	Yes	No	No- Kevin updates himself	Not really -monthly expenses minimal
Neighborhood Club of Bala Cynwyd	Yes	Yes	Yes	Yes	Yes-board member's husband	No - used on as needed basis
Ridge Park Civic Association	Yes	Yes	Yes	No		
Parkside Association	Yes	No	Yes	No		
Wissahickon Neighbors Civic Association	Yes	Yes	Yes	Some	No - Need one	No - only expenses P.O. Box & Insurance
Wissahickon Interested Citizens Association	Yes	No	Yes	No	No	No
Wynnefield Heights Civic Association	Yes	Yes	Yes	No	No - Need one	Not really -monthly expenses minimal
Wynnefield Residents Association	Yes	No	Yes	No	Corresponding Secretary	No - latest records from 2011
Parkwynn Loop?						
Penn Valley?						

