

Virtual Meeting Instruction

DOWNTOWN NEIGHBOR NETWORK ADVISORY

Hello,

As many of you know, recent restrictions and mandates have been issued in an effort to reduce the spread of COVID-19. For this reason, and for the safety and wellbeing of our members and employees, we would like to continue to move GR Forward through virtual meetings.

We have decided to use Microsoft Teams for video/phone conferencing for all upcoming board and alliance meetings. Teams has many exciting features including screen sharing, recording, live captions, file sharing, and more. Below are instructions on how to access your upcoming virtual meeting.



MICROSOFT TEAMS

How to Join the Meeting:

1. It is recommended to download the App (but not necessary):
 - a. [Apple Devices](#)
 - b. [Android Devices](#)
2. When you click the following link, it will prompt you to choose: Launch App, Download App, or Join by the web. [Click here to access the September 3rd Team meeting.](#)
3. Allow access to your mic and camera (this is very important for you to join the conversation).
4. Prior to joining the meeting, it will require you type your name. Make sure your mic and audio are on and click join.

Virtual Meeting Etiquette:

- Test the app and all technology (including camera/video, Wi-Fi, and audio) before the meeting.
- Always have a contingency plan, you may want to download the app to a second device.
- Mute your microphone when you're not speaking.
- Start a comment by saying your name. Not everyone may recognize your voice. This practice also facilitates the work of the person who is taking minutes.
- Be aware of your surroundings: make sure your background is professional and work appropriate.

If you have any questions or need further assistance, please email mmcdaniel@downtowngr.org. Thank you!

Best,
Mandy



Mandy McDaniel
Administrative Assistant
Downtown Grand Rapids Inc.

29 Pearl NW, Suite 1
Grand Rapids, MI 49503
P: 616 . 719 . 4610

AGENDA



DOWNTOWN NEIGHBOR NETWORK

Advisory

Members:

Christopher Billmeier • Daniel Drent • Eddie Tadlock • Jane Reynolds • Kathy Steindler • Kelli Jo Peltier • Latesha Lipscomb • Laurie Craft • Mark Tangen • Michael Dorney • Myric Harris • Rose Martinez White • Wilma Banks •

September 3, 2020

11:30pm- 12:30pm

[Microsoft Teams](#)

- | | | |
|-----|---|------------------|
| 1. | Call to order/ introductions | Kelli Jo Peltier |
| 2. | Approval of minutes | Kelli Jo Peltier |
| 3. | Approve DNN Advisory Job Description | Kelli Jo Peltier |
| 4. | Draft DNN Application and Recruitment Process | Kelli Jo Peltier |
| | <ul style="list-style-type: none">• Consider volunteering for Vice Chair Role, election in December• Consider staying on DNN Advisory for 2021 or last meeting in December• Advisory member changes (Drew Terwee, Amy Skentzos) | |
| 5. | DNN Website RFQ | Annamarie Buller |
| 6. | Safer Streets Update | Annamarie Buller |
| 7. | Happy hour at Uccello's 4:30pm, social | Kelli Jo Peltier |
| 8. | Advisory member discussion | Kelli Jo Peltier |
| 9. | Public comment | |
| 10. | Next meeting on October 1, 2020 | |
| 11. | Adjournment | |

The DNN exists to foster a community of downtown neighbors that are connected, informed and empowered to improve downtown living.





Downtown Neighbor Network Advisory

August 6, 2020

1. Call to order: Ms. Buller called the meeting to order at 11:35 am.
2. DNN Members Present: Daniel Drent, Drew Terwee, Michael Dorney, Kathy Steindler, Latesha Lipscomb, Laurie Craft, Eddie Tadlock, Kellie Jo Peltier,

DNN Members Absent: Myric Harris, Rose Martinez White, Wilma Banks, Amy Skentzos, Jane Reynolds, Mark Tangen, Christopher Billmeier.

Others Present: Annamarie Buller, Marion Bonneaux, Andy Guy, Mark Miller, Samantha Suarez, and Mandy McDaniel (DGRI Staff).

3. Approval of DNN Advisory Minutes – July 2020
Daniel Drent, supported by Kathy Steindler, motioned to approve July 09, 2020 Meeting Minutes. None opposed. Motion passed.

4. Social Districts Overview

Mr. Miller reviewed the social districts/commons area map included in the agenda packet. Social districts are different from social zones. The social zones deploy seating into public space. The social districts, also called refreshment areas, allow open alcoholic beverage consumption on public streets and sidewalks. Businesses who currently carry a liquor license, are eligible to apply to the State to participate in the social districts. The city and state have approved the social districts and we are now waiting on individual business approvals.

The alcoholic beverage must be in an approved cup. The cups must display which commons area and the MLCC Liquor License holder distributed the cup. Cocktails or drinks purchased from one establishment is not allowed into another establishment.

The city plans to review the social districts again at the end of the year. As of right now, the State law does not authorize us to use the Skywalk for a commons area, but we are working on that process at that State level.

5. Draft DNN Job Description

Ms. Buller reviewed the draft job description included in the agenda packet.

Members recommended changing the document name from “Job Description” to “DNN Advisory Roles and Responsibilities”. Additional recommendations include making the description universal to stand the test of time, exclude names, and shortening the description by highlighting key components.

Ms. Buller stated the final draft will be included in next month’s agenda packet for final review.

6. DNN Updates

Ms. Peltier reviewed the DNN Update Email included in the packet. Ms. Peltier stated last month we discussed Ms. Buller emailing weekly updates. This update would include resident requests, nearby neighborhood information pertaining to downtown neighbors, and a developing projects and events relevant to the group. Ms. Peltier asked if this example is something members would like on a weekly basis.

Members agreed Annamarie should send out a bi-weekly email, with shortened content, will help keep them informed.

7. Member Discussion

Ms. Buller stated she is considering a new meeting format for next month if COVID numbers are down (virtual meeting 1-hour/downtown experience 1-hour).

Potential agenda items for the next meeting include Pedestrian Safety Data, Social Zone review, and Homeless Outreach Team update.

8. Public Comment

9. Next Meeting Dates: September 03, 2020 11:30am

10. Adjournment

Ms. Buller adjourned the meeting at 12:35 pm.

Minutes taken by:
Mandy McDaniel
Administrative Assistant
Downtown Grand Rapids Inc.

Downtown Neighbor Network Advisory Responsibilities:

Updated 8/6/2020

Qualifications and Collective Responsibilities:

- Live in Downtown in a multi-unit building as your primary residence OR live in a near neighborhood that is Downtown adjacent.
- Demonstrate a commitment to the Downtown Neighbor Network's Mission to foster a community of downtown neighbors that are connected, informed and empowered to improve downtown living.
- Demonstrate a commitment to the Downtown Neighbor Network's Vision to work to build a neighborhood that is vibrant and culturally diverse, active, safe and full of opportunity and experiences unique to downtown living.
- In addition to the desirable qualifications identified above, the DNN will prioritize recruitment of new DNN advisory members with unique and diverse connections to the community and underrepresented properties or demographics the advisory agrees to target to address its goal of full diversity.

Individual Responsibilities:

- Support the Downtown Grand Rapids Inc organization, staff and its work.
- Attend the 12 monthly meetings. DNN members are allowed 2 excused absences from the DNN advisory annually. Otherwise they may be asked to leave the committee.
- Maintain an environment of mutual accountability and respect.
- Avoid speaking publicly on behalf of the DNN unless the group has authorized you to do so.
- Stay informed by joining in a subcommittee, ad-hoc committee or project that aligns with Downtown Grand Rapids Inc, GR Forward or one of the DGRI Goal Alliances.
- Better understand your Downtown by regularly attending other meeting where decisions are made that affect Downtown.
 - *For example: City Commission meeting, Downtown Development Authority, Downtown Improvement District, Goal 2 Alliance, Business or Neighborhood Association any other board meeting) Consider sharing what you learn on the DNN Social Media or by emailing our group.*
- Commit to learning and something about Downtown each month.
 - *For example: learning about or exploring a concept about urban planning, zoning, mobility, community organizing, GR Forward, City of Grand Rapids Master Plan or even departments at the city each month. We will often offer courses or trainings, be the first to sign up.*
- Commit to trying something you have never tried in Downtown each month.
 - *For example: Haven't been on the DASH--- take the DASH to dinner. Haven't been to Monroe North---go for coffee or breakfast. Commit to learning about your downtown and sharing what you learn on social media or in an email to the group.*
- Attend and bring friends to Downtown places monthly.
 - *Possibly consider taking pictures and sharing that event, new businesses or place on the DNN social media.*
- Be an ambassador, resource and booster to Downtown. Work to promote and share what you learn at DNN meetings and from your Downtown experiences to your Downtown friends, neighbors and visitors.
- Reach out to someone who just moved into your building or introduce yourself to someone who you don't already know at a downtown event and have a conversation with them, connect them with the DNN.
 - *For example: Forward new neighbor the DNN Newsletter or sign them up. Share the DNN GR Facebook page. Connect them with Annamarie.*

The DNN Advisory Application

Thank you for your interest in the Downtown Neighbor Network (DNN). The DNN exists to foster a community of downtown neighbors that are connected, informed, and empowered to improve downtown living.

The DNN elects' members at the December advisory meeting, you are welcome to audit meetings and not vote or provide feedback until that time. If elected your first meeting will be in January. For your application to be considered for the next year, it needs to be submitted by 8:00a.m. the first Thursday in November to Annamarie Buller, Manager of Neighbor Experience at Downtown Grand Rapids Inc. abuller@downtowngr.org for the current DNN Advisory to evaluate prior to the December meeting.

The DNN requires active participation. Please read over the DNN responsibilities and make sure that you can commit.

The DNN meets on the first Thursday of every month from 11:30a.m. – 1:00p.m. You are allowed two excused absences. Please make sure that this time fits in your schedule before applying.

Name:

Phone Number:

Email Address:

Address:

Name of Downtown Building/Near Neighborhood that you reside in:

Employer or other relevant volunteer work:

Please share how your background, perspective, experience, and expertise will make you an ideal candidate for the DNN:

Share your favorite story/experience about living downtown:

Tell us how you currently connect with your neighbors:

What do you want accomplish as a member of the DNN:

Other information you would like to share with the group:

Demographic Information

The DNN is committed to the principals of diversity, equity, and inclusion in the recruitment, development, and support of its members. We publish our demographics annually to show the community the make up of whom is seated on our committees. You name will be listed as well as the property you live in. Any demographics will not be connected you specifically.

Gender:

Race/Ethnicity:

Age:

Recruitment Process for DNN Advisory

- The DNN term of service is reviewed annually in September where DNN are asked if they would like to serve for another year. DNN Advisors are invited to recommit to the advisory for the upcoming year.
- Also, in September, the DNN Advisory will prioritize what are looking for in new Advisory members. For instance: buildings are underrepresented, areas of the Downtown, and race, age and skill set.
- The DNN Advisory should not exceed 18 members. But as long as most major buildings in Downtown are represented the group size can fluctuate.
- Applications to the DNN Advisory are live on October 1, 2020 and due on October 28, 2020. Advisory members are welcome to share application with potential candidates. It will be shared on the DNN Facebook page and in the DNN Newsletter.
- The DNN Advisory reviews applications at the November meeting. Referencing agreed upon recruitment priorities.
- The DNN elects' members annually in December.
- Terms for new board members would begin in January of 2021.

Chair and Vice Chair Roles

Chair and Vice Chair have a term of service of 2 years, then they can step down or re commit to another 2 years for up to 2 terms.

Chair of DNN Advisory helps set agenda, chairs meetings and helps to manage the advisory members. This person is the leader and champion of the DNN Advisory and works closely with staff.

The Vice Chair of the DNN Advisory chairs meetings in the absence of the Chair and provides additional support and leadership to ad hoc committees and projects. This person will likely be asked to step up as Chair when the Chair is no longer able to serve. But they do not necessarily have to serve as Chair.



REQUEST FOR QUALIFICATIONS

DOWNTOWN NEIGHBOR NETWORK WEBSITE

Deadline:

Downtown Grand Rapids Inc. will receive qualifications by September 25, 2020

Deliver to:

Downtown Grand Rapids Inc.
Attention: Annamarie Buller
29 Pearl Street NW
Suite 1,
Grand Rapids, MI 49503
Or abuller@downtowngr.org

Downtown Neighbor Network Website Request for Qualifications

1. Project Overview

[Downtown Grand Rapids Inc.](#) is seeking interested parties to submit their qualifications to build a stand-alone website that supports the [Downtown Neighbor Network](#). This website will assist in building community and making resident connections for Downtown and near Downtown neighbors.

Who: Downtown Grand Rapids Inc. contact person, Annamarie Buller, abuller@downtowngr.org

What: Downtown Neighbor Network (DNN) Website

RFQ Release: September 4, 2020

RFQ Due: September 25, 2020

2. Opportunity Overview

This RFQ is to create a website for Downtown residents. We have done quite a bit of research on other downtown resident groups and organizations throughout the country and have a vision for what we would want but also are looking for expertise on how to keep it simple, functional and easy to edit and change overtime as needs change. We have a strong brand, images and some draft copy already in our current website.

3. Organizational Overview

DNN, a project of Downtown Grand Rapids Inc. values the collaboration, participation and input of the growing residential population in Downtown Grand Rapids. The [GR Forward Downtown and River Activation Plan](#) identified the goal to create a Downtown neighborhood that is home to a diverse population. To that end, DGRI looks to support initiatives that improve Downtown living for existing residents and attract new Downtown residents in order to foster civic engagement and strengthen community ties downtown. GR Forward specifically identifies the opportunity to establish a Downtown resident council. In early 2018, an ad-hoc Downtown Resident Steering Committee was formed to explore the creation of an organization to represent Downtown neighbors. In 2019 an advisory group of Downtown and near-downtown neighbors were brought together to organize the activities of the DNN which is an advisory group of Downtown Grand Rapids Inc. This group focuses on communications to broader resident population, events to connect the resident population and working in advocate around key issues for Downtown neighbors. This website will help with accomplishing and supporting the DNN's efforts.

4. Project Scope

- ✓ Development of entire website including current DNN Branding, content and images.
- ✓ Design of individual pages based on information given about the DNN.
- ✓ The website must keep in mind SEO best practices, copywriting and design etc
- ✓ Members of DGRI would like access to the CMS for analytics and basic editing purposes.
- ✓ Website must have a newsletter sign up feature that connects to Mailchimp and/or our CRM.
- ✓ Request a domain name that is some version of the Downtown Neighbor Network GR.
- ✓ Website should promote and link to Facebook group:
<https://www.facebook.com/groups/DNNGR>
- ✓ We also want it to work well for event registration through Eventbrite or other platforms.
- ✓ Also provide space for surveys and resident feedback (currently using Survey Monkey).

5. New Website Objectives

Downtown Grand Rapids Inc. has a strong and project filled website that has the Downtown Neighbor Network project page pretty buried in the website. The DNN exists to foster a community of Downtown neighbors that are connected, informed and empowered to improve Downtown living. It's difficult to do that when it is not

easy to find the DNN project page within DGRI's website. We would still keep the landing page on our website but would like to have a short and easy journey for folks to find our new website and get plugged into what we do so we can continued to grow and market our network of neighbors.

View these two pages to see content for the [DNN the project page](#) and [Info for Downtown Neighbors](#) page.

We would likely reorganize the content that is already the page into smaller chunks to keep our message clear and help folks find the things they are seeking.

Simply put, we are looking to build community and get the word out about who we are and our programs and projects.

Help to clearly communicate to folks with the DNN is and how they can plug in.

We want residents to be able to provide feedback on Downtown projects and priorities.

Help us promote events, programming and resources in Downtown.

Archive past publications, projects and meeting agendas.

6. Proposal Format Requirement

- a. Introduction: Company, history, employee backgrounds/resumés who would work on project
- b. Scope: Recommendations, process, specialties or affinity to this project
- c. General timeline reference
- d. Portfolio of similar work (3–4 examples)
- e. References
- f. Budget proposal

7. Review and Submission Process

RFQ Release (September 4, 2020)

RFQ Due (September 25, 2020)

RFQ Award (Early October)

Website Launch (January 2020)

If you have questions please contact Annamarie Buller, abuller@downtowngr.org, 616-240-4752

Please email completed proposal to Annamarie Buller, abuller@downtowngr.org