Heritage Hill Association: Board of Directors Meeting
November 19, 2025
Location: Trinity Health, Hauenstein Community Education Room

I. Call to Order (7:05 p.m.)
Board Members Present: Wayne Norlin, Denise Cook, Liz Bracken, Michelle Hoexum (Zoom), Jeremy Czubko, Jim McClurg, Jennifer Meeks, Kim Lucas, and Chris Ervine.

Board Members Absent: Jeff Phillips

Staff Present: Laska Nygaard, Maria Zache Starkey, and Carly Durham-Bruins (Zoom)

II. Public Comment: No public comment.

III. Approval of Previous Minutes: A few revisions were made and included in the revised minutes. Motion to approve: Moved by Jim McClurg, seconded by Wayne Norlin. Approved unanimously.

IV. President's Report

Potluck and Annual Meeting: Sign-ups were reviewed for the HHA Annual Meeting on December 2, including main dish, set-up, and tear-down. The December HHA Board meeting with officer elections will be held December 4, 2025 from 6:00–8:00 p.m. at 345 Morris Ave. SE, hosted by Jeremy. Laska will update the invitation with the address.

Committee Reporting: A new committee report format will be used. Committees are expected to submit reports in advance; if no report is received, it will be assumed there is nothing to report. Kim asked committees to notify her if there are changes.

Community Health & Safety Committee Appointment: A recommendation was made to appoint Nat Rauh-Bieri as Co-Chair with Chris Ervine. Chris described Nat as a strong contributor, and Laska shared that she first met him through community planning work and walk-and-talks. Motion: Moved by Chris Ervine, seconded by Jim McClurg Approved unanimously.

Formation of Governance Committee: The Board discussed governance and the outdated bylaws. A motion was made to change the name of the previously approved "Bylaws Committee" to the Governance Committee, with expanded scope including bylaws, policies, procedures, and governance oversight. Motion: Moved by Jennifer Meeks, seconded by Denise Cook. Approved unanimously. Jennifer Meeks will define the committee scope after the New Year.

Committee Recruitment: The Board emphasized the need to fill committees and develop a pool of volunteers. Board members were asked to actively recruit. Laska will provide a graphic of HHA committees for the January/February Herald, and Jennifer will help develop a 3x5 card in Canva after the New Year for Board Members to use in recruiting new committee members.

Existing Committee chairs will present at the Annual Meeting to encourage new member participation.

Block Groups: Jeremy shared an informational document used by his block on Morris. The Board discussed the lack of a current list of block groups and whether one can be reconstructed or formalized.

V. Treasurer's Report: Liz Bracken reported that finances are steady. Jeremy C. has contacted Ackerman regarding accounts receivable, and financials should appear cleaner next month. Page 5 of the report shows a year-to-date forecast of approximately $2,600 short, largely dependent on neighborhood contributions, which typically arrive closer to January. Additional expenses this year included computers and printers. The goal remains to finish the year at net zero. Michelle Hoexum suggested making a donation request at the Annual Meeting. Laska N. noted that Giving Tuesday and a non-perishable food drive are already being promoted in the Herald. Jennifer It was L. Bracken's last board meeting, due to her resignation earlier in the year due to work related commitments. The Board thanked Liz Bracken for her final Treasurer's report and all she has done for HHA.

VI. Committee Reports

Home Tour Committee: The committee met with an aide from Congresswoman Slotkin's office. CDBG funding will not return in 2026. Laska also raised concerns about insurance challenges for historic homes, lead in historic buildings, and the loss of state funding for lead abatement. Denise will schedule a follow-up meeting with Slotkin's office (Peter Kaligiros). The Home Tour Committee currently has only two additional members beyond Kim, Jeff, and Denise and needs more volunteers. The committee is one house short of 12 homes for the 2026 Tour. Sponsorship packets are available for Board outreach. Mammoth Distillery has been contacted regarding an after-party for the Annual Meeting.

Land Use Committee: Jay Fowler reported on the proposed Mary Free Bed parking structure associated with the new children's hospital. The project came to the committee's attention late through the Planning Commission agenda. An open house was held, but HHA was not formally invited. Wayne and Jay attended, along with six to eight HHA residents. Most public comments came from Heritage Commons residents. The committee decided not to take a position, as the project is outside the district and is a permitted use under zoning and height limits. Discussion included concerns about requiring active ground-floor uses in parking structures; however, Jefferson Street was not considered a strong candidate for such use. The Planning Commission ultimately approved the project. Jeremy C. will reach out to Mobile GR to establish a relationship. Wayne noted general support for parking structures over surface lots. Jay F. will follow up with Mary Free Bed and Chris Ervine regarding lead paint and architectural plans, and Laska N. will check with Rowan Brady.

VII. Nominating & Elections Committee

Jim McClurg reported that the committee is running officer elections at the December 2 Annual Meeting and developing a playbook. Because the bylaws were written in 2001, the committee proposed interpreting “telephone” ballot requests to include email. A motion was made to adopt this interpretation, with an amendment to clarify that Facebook and text messages are not acceptable. Motion: Moved by Kim Lucas, seconded by Denise Cook. Approved unanimously. The committee also addressed potential tie votes. In the event of a tie for a seat, absentee ballots will be removed from the tally, and any remaining tie will be resolved by an in-person vote. Motion: Moved by Kim L., seconded by Denise C. Approved unanimously.

VIII. Staff Reports: Laska reported holiday closures. Specifically, the office will be closed on the Wednesday before Thanksgiving and on Thanksgiving Day. Winter closure will be December 23 through January 5. Carly Durham-Bruins will work from home on December 22. Laska will be out of the country December 10–29. Wayne Norlin complimented the staff report.

IX. New / Old Business: Chris Ervine apologized for missing the previous month’s meeting. There was no public comment.

Adjournment: The regular meeting adjourned at 8:20 p.m.

X. Executive Session

Distinguished Service Awards: Laska N. reviewed survey results for the Crime Prevention and Neighborhood-at-Large awards. Wayne N. stated that staff and Board members should not be eligible.

Strategic Planning and Governance: The Board discussed sharing the strategic plan with the new Board and moving next-step planning to the Governance Committee. A Board retreat is needed and should be scheduled.

Block Groups: Chris Ervine reported that the Community Safety Committee will take the lead on block group sign-ups and produce a map for Annual Meeting on December 2.

2026 Executive Session: Motion: The first Board meeting of 2026 will be held in executive session on the third Wednesday in January to discuss strategic planning. Moved by Denise Cook, seconded by Jim McClurg. Approved unanimously.

Budget Review: Liz Bracken reviewed the confidential budget.

Office Keys: The President will hold office keys to coordinate opening the office.

Adjourned at 9:35pm