

Olympia Coalition of Neighborhood Associations

Who we are and why we exist

The mission of the Coalition of Neighborhood Associations is " *to promote and enhance the quality of life in our neighborhoods by providing a forum to collaborate to achieve common goals.*"

The Coalition opened for "business" in October, 2006 after a year of lively discussions with neighborhood and community leaders to learn about what's important to them, and what kinds of issues they thought it would valuable for the Coalition to address.

The Coalition is governed by a Steering Committee elected by Coalition members. The Steering Committee is responsible for administering the Coalition and for selecting what items will be presented to Coalition members for consideration.

The Coalition **does not** make endorsements or take positions on any issue. Its primary purpose is to provide a forum for individuals and community organizations to discuss important topics with neighborhood association leaders, and to ask individual associations for support and help. The Coalition also helps associations to connect with and learn from each other how to organize and advocate more effectively.

The Coalition's principles include:

- Have a **positive impact** on the local community/Create positive long and short term changes/ **Build relationships**, trust, and methods of **communication** with **members of the community**.
- **Advance important shared issues**/Carefully and accurately identify endorsements.
- Use **inclusive methods**, including negotiating agendas, providing advance notice of issues, and inviting all interested parties to discussions.

The Coalition is improving the quality of life in our community in many ways by...

- **Supporting** public agencies and elected officials to make **well informed decisions** that are in the best interests of neighborhoods and the community.
- **Setting** a manageable set of **priorities** for decision makers.
- **Engaging** neighborhood representatives in a **meaningful** way to identify and help to address the most **critical neighborhood issues**.

To learn more about the Coalition and how you can get involved, you can contact the Coalition's Steering Committee at OlympiaCNASteering@yahoogroups.com.

Olympia Coalition of Neighborhood Associations Steering Committee Members

As of August 31, 2008

- Peter Guttchen, Chair – *Northeast NA*
- Julie Hankins, Vice-Chair - *Indian Creek NA*
- Lou Guethlien - *Concerned Citizens about Chambers Lake Basin*
- Bob Jones – *Goldcrest NA*
- Laura Schleyer - *Upper Eastside NA*
- Frank Spickelmire - *Cooper Point NA*
- Jeanne Marie Thomas – *South Capitol NA*
- Karen Veldheer – *Cooper Crest NA*

How to Make a Request to Olympia's Coalition of Neighborhood Associations

Thanks for your interest in bringing an issue to Olympia's neighborhood leaders. Based on how well your request meets the criteria the Coalition has established to evaluate requests, the Coalition's Steering Committee will make a decision on whether or not to grant your request. The primary criteria the Steering Committee will use to consider your request are listed below. These criteria are only guidelines so you know what we'll be looking for in your request.

The list of priority themes included so you have a sense of the kind of issues neighborhood leaders have expressed an interest in. However, even if your issue or request doesn't fall under one of these themes, we still want to hear from you. We just ask you to explain to us in your request why your issue would be of interest to neighborhoods.

- Serves the Coalition's mission
 - The topic is of wide interest to neighborhoods
 - A specific action is being requested of Coalition members
 - The topic is timely and relevant
 - The topic is appropriate for full Coalition consideration
- The topic fits within these priority themes:
 - *Downtown*
 - *Land Use/Zoning*
 - *Local Government Process*
 - *Parks and Recreation*
 - *Pedestrian/Bicycle*
 - *Public Safety*
 - *Transportation*
 - *Waterfront*

In drafting your request, please remember that the Coalition **does not** make endorsements or take positions on any issue. The Coalition provides a forum for individuals and community organizations to present topics to neighborhood association leaders, and ask for their help and support.

The Coalition prefers issues that it can discuss and take action on rather than only receiving presentations. Please think about ways to encourage interaction about your issue from the group.

It's simple to make a request to present to the Coalition. Just follow these simple steps:

1. Review the criteria and process the Coalition adopted to consider and act on requests
2. Fill out the form included in this packet
3. Include any additional information, handouts, copies of presentations you plan to make, etc. and include them with your request
4. Email your request to OlympiaCNASteering@yahoogroups.com or send a hard copy to the address at the bottom of the form.

If our meeting schedule does not allow you to bring your issue before the Coalition in a timely way, you can request to send your information to all the members of our Yahoo Group by sending an email to OlympiaCNA@yahoogroups.com. If the Steering Committee decides that your information is relevant to and would be of interest to the group, they will accept the message and post it to the group. This can take several days so please factor that in when sending emails. If the Steering Committee decides your message is not relevant or appropriate to send to the group, you will be notified and given an opportunity to challenge the decision.

Olympia Coalition of Neighborhood Association Presentation Request Form

Please tell us the following about your presentation.

1. Name of individual, group or organization making request
2. What is the topic or issue?
3. Why do you believe the topic will be of interest to neighborhood leaders?
4. How long do you need for a complete presentation, including discussion time with members?
5. Are there action steps that you will request from attendees, and if so, what are they (such as sign a petition, take part in a discussion, form a subcommittee for further action, write a letter; volunteer in support of your effort, etc.)
6. We encourage you to provide a brief written handout that includes a summary of your topic, and any relevant action steps to us prior to your presentation. If you have one prepared already, please include it with your request. If you don't, it is likely the Steering Committee will ask you to provide us one at least one week before your presentation to the full Coalition.
7. We generally meet quarterly. When would you like to make your presentation? Our 2008 meeting dates are: Feb. 4, 2008; May 5, 2008 and Oct. 13, 2008. All meetings are on Monday nights from 6:30 – 8:30 pm and are held in the Olympia Center in Rooms 101/102. *If your request is time-sensitive and urgent please tell us your timeline, and – if your request is approved – we'll suggest alternative ways for you to share your request with Coalition members.*
8. Who can we contact for further information?

Name

Phone Number

E-mail address

Please provide any additional information you think would be helpful to the Steering Committee in its review of your request

Please email your completed form to OlympiaCNASteering@yahogroups.com or send it to:

*Coalition of Neighborhood Associations
c/o Peter Guttchen
1310 Central St. NE
Olympia, WA 98506*

If you have questions, send them to OlympiaCNASteering@yahogroups.com.

Olympia Coalition of Neighborhood Associations

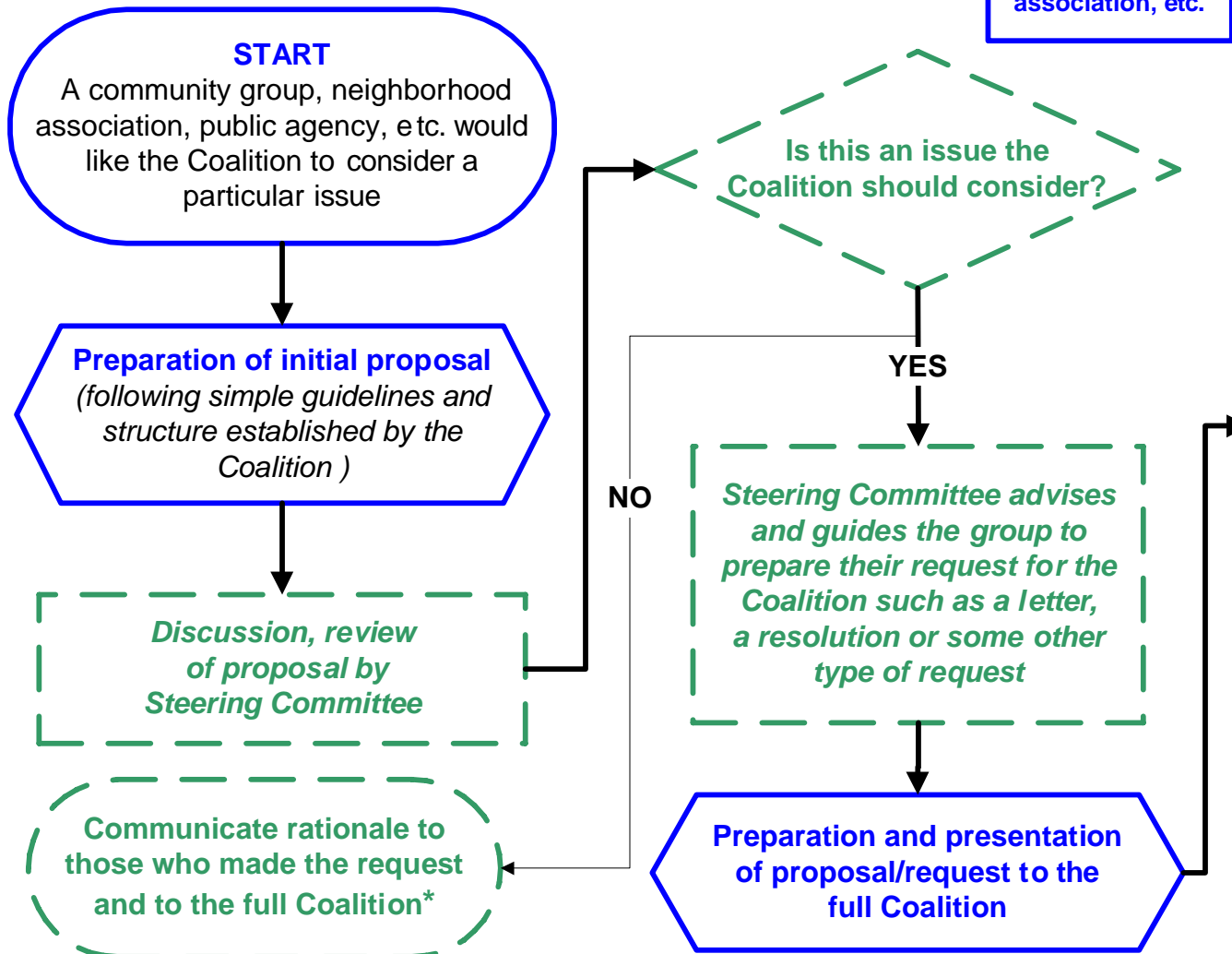
How requests from the community are addressed

Community group, public agency, association, etc.

Who's responsible

Steering Committee

Full Coalition



Coalition discusses issue

Individual Coalition members act on behalf of their own associations

Requests of Coalition members might include:

- Formal support
- Input and feedback
- Partners to help with the work, etc.

The Coalition may also arrange for presentations on topics of interest such as:

- Managing a neighborhood association
- Grant writing
- Innovative neighborhood programs, etc.

Working the issue

The group that requested the Coalition consider their issue is responsible for documenting which neighborhood associations went on the record to endorse their proposal, and for "working" the issue after the Coalition has considered and discussed it.

Coalition business

- Votes will be taken at Coalition meetings on matters related to Coalition business, such as the Bylaws, the agenda and work plan, and election of the Steering Committee. A quorum is comprised of eight members who are qualified to vote. When a quorum is present, a vote can be carried by a majority of qualified voters.

*The full Coalition may vote to consider an issue the Steering Committee recommends the Coalition not consider further. This might include asking for more information, requesting a presentation, etc.