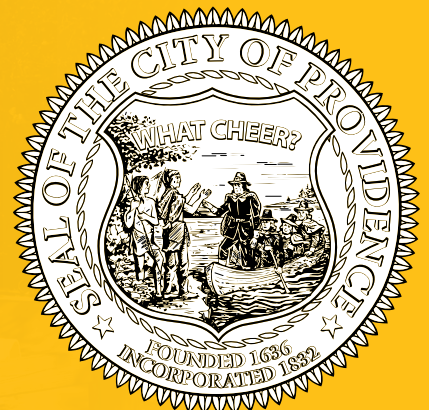




# NEIGHBORHOOD ASSOCIATION TOOLKIT

**A GUIDE TO CREATING A SUCCESSFUL  
NEIGHBORHOOD ASSOCIATION**



**MAYOR JORGE O. ELORZA**  
CITY OF PROVIDENCE

# Table of Contents

---

Welcome from Mayor Elorza ..... 2

Meet Your Support Team ..... 3

How to Connect with Your Elected Officials ..... 4

Community Relations Services ..... 4

What is a Neighborhood Association ..... 5

How to Form a Neighborhood Association ..... 6-7

How to Manage a Neighborhood Association ..... 8-15

Neighborhood Association Mentors ..... 16

Neighborhood Association Accomplishments ..... 17-19

What is a Crimewatch Group ..... 20-21

Crimewatch Mentors ..... 22

Links to Additional Resources ..... 23

Appendix ..... 24-34



## CITY OF PROVIDENCE

Jorge O. Elorza, Mayor

Dear neighbor,

Understanding that our society benefits when every person can rise, succeed, and be heard, we at Providence City Hall are driven by two fundamental beliefs. First, that increased transparency and knowledge of how government operates creates a more informed society; and second, that community voices should be prioritized and mobilized when making policy.

One of the best ways to engage with the City and make your community's voices heard is through the creation of a Neighborhood Association. This toolkit outlines in detail the process of how to form, manage, and sustain a well-engaged, well-informed, and well-rounded neighborhood advocacy association or Crimewatch organization.

Look around Providence and you will see that there's more activity in our 25 neighborhoods than at any other time in recent history. Providence is open for business and our administration is focused on creating a culture of innovation and performance to promote long-term sustainable economic growth.

We take a people-centered approach in every aspect of the work we do. Alongside our residents, we work collaboratively and proactively to implement the most effective communication, engagement, transparency and crime reduction strategies to prevent crime and increase outreach. As a result of the efforts of our brave officers in uniform and community partners, crime in Providence is at an all-time low.

Residents across our inclusive and thriving communities are now better connected to each other than ever and our downtown has been reinvigorated with family-friendly activities, history, art, and world-class dining experiences. Your commitment and service to your neighborhood help support our great City to improve the quality of life for all residents.

We hope you find these resources helpful to support your neighborhood. Please call to connect to the Mayor's Center for City Services by **dialing 3-1-1**, **visiting PVD311.com**, or downloading the **PVD311 mobile app** for smartphones for 24/7 access if you need any additional information.

Sincerely,  
Mayor Jorge O. Elorza



## Meet your Support Team

The mission of the Mayor's Office of Community Relations is to create, coordinate, and support events and opportunities that generate awareness of what is happening in Providence and to uplift our thriving communities. The Office proactively ensures that equitable community feedback is incorporated and shared with our team. The Office of Community Relations can also connect you to any local community groups. If you have concerns or ideas, please contact a member of our team.

**Alexandra Batista** was born and raised in the Dominican Republic. She is Latina, with both of her parents originally from the North End of the Dominican Republic. She came to Providence at the age of 15 and became the first member of her family to graduate from college, earning a Bachelor of Science in Business Administration from Johnson & Wales University. She currently lives in Providence and is the Neighborhood Outreach Manager. Within her portfolio, in addition to providing support on Neighborhood Associations and Crimewatch organizations, Alex leads on small business support, serves as the liaison to the Latino community, Department of Public Works, and also leads the Mayor's Latino Ambassador Group.

[abatista@providenceri.gov](mailto:abatista@providenceri.gov) (401)680-5567

**LaJuan Allen** was born in Brockton, Massachusetts, and raised in Boston. Of Cape Verdean and African-American heritage descent, LaJuan became the first person in his family to graduate from college earning a Bachelor of Arts in Political Science/Public Policy and Sociology from the Massachusetts College of Liberal Arts. He currently lives in Providence and is the Deputy Director of Community Relations. Within his portfolio, LaJuan maintains relationships with neighborhood associations and Crimewatch groups and supports the annual Mayoral Fellowship Summer program. Additionally, he serves as the team's liaison with outreach specific to education, youth & cultural organizations and supports social justice efforts.

[llen@providenceri.gov](mailto:llen@providenceri.gov) (401)680-5743

**Shawndell Burney-Speaks** was born and raised in Providence, RI. She was educated in the Providence Public School system and continued her educational studies at the Community College of Rhode Island and Roger Williams Universities – Adult Education Program. Shawndell has worked with inner-city youth and their families for over 20 years. Within her portfolio, she leads on social justice initiatives and currently leads the Mayor's African-American Ambassadors Group. Shawndell is the Senior Advisor to Mayor Elorza.

[sburneyspeaks@providenceri.gov](mailto:sburneyspeaks@providenceri.gov) (401)680-5406

or contact: [communityrelations@providenceri.gov](mailto:communityrelations@providenceri.gov) (401)680-5320

## How to Connect with your Elected Officials

Find your **City Councilor**  
and their contact info  
[BY CLICKING THIS LINK.](#)

Reach out to  
**Mayor Jorge Elorza's Office**  
[BY CLICKING THIS LINK.](#)

Find your  
**State Legislators**  
[BY CLICKING THIS LINK.](#)

Find your  
**US Congress Legislators**  
[BY CLICKING THIS LINK.](#)

## Community Relations Services

The following is a list of services that our Office can provide local Neighborhood Association or Crimewatch groups. For clarity on any of the below items, please reach out to our team.

- Light printing services
- Support to identify contacts at City Hall and elsewhere
- Connections with city staff to provide presentations on topic areas of interest
- Publicize meetings in regular emails to the public
- Provide recommendations on translation services for meetings
- Overview and information regarding the City's IDPVD program
- Help connect with other local Neighborhood Associations & Crimewatch groups
- Coordinate & support cultural events
- Provide recommendations on locations for meetings
- Event sponsorships, whenever financially feasible
- Support with business/non-profit engagement
- Support for getting the Mayor's attendance at events/meeting

# What is a Neighborhood Association

A Neighborhood Association is a group of residents who meet regularly to accomplish specific goals in their neighborhood.

Neighborhood Associations help identify challenges and concerns, support change and improvement efforts, help resolve conflicts, build community, provide volunteers for community initiatives, represent the neighborhood as a whole to elected officials and find resources to make the neighborhood a better place to live.

Neighborhood Associations should always strive to ensure the membership of the association is reflective of the community's demographics, cultures, opinions, and desires. This can be difficult to accomplish for many reasons, but it is important to always be accountable to this goal. See the section on Building Membership & Communicating for ideas on how to do this.

Before forming a Neighborhood Association, it is important to define or understand the goals of the proposed Neighborhood Association.

## Some goals may include:

1. Helping neighbors get to know each other by hosting social events
2. Making physical improvements such as painting a mural, installing a playground, or organizing a neighborhood clean-up
3. Organizing to advocate on policies that matter to the neighborhood, such as real estate development plans, transportation projects, social justice reforms, or refugee protections
4. Assembling a Crimewatch group



Latino Ambassador Group Community Clean-up

# How to Form a Neighborhood Association

## Create a Mission and Vision Statement and Guiding Principles

1. A mission statement defines the organization's business, its objectives, and its approach to reach those objectives.
2. A vision statement describes the desired future position of the organization.
3. Elements of mission and vision statements are often combined to provide a statement of the organization's purposes, goals, and values.
4. Guiding principles are a broad philosophy that encompass your personal beliefs and values and guide an organization throughout its life in all circumstances, irrespective of changes in its goals, strategies, or type of work. They create an organizational culture where everyone understands what's important.
5. Create By-laws
  - A. By-laws are the terms of governance for a neighborhood. An example of by-laws are provided in Appendix A of this document. Please note that this example should not be construed as (or replace) legal advice.

## Choose what type of legal entity you'd like to be:

### 1. Informal group

- A. Proceeding as an informal group saves paperwork and you won't have to file a tax return. Some groups start this way and then when they grow bigger and start looking for larger sums of money to do this work, they become an official 501c(3) non-profit organization.

### 2. 501c(3) non-profit

- A. 501c(3) designation makes your organization an official non-profit entity. This designation offers certain benefits:
  - I. Accept tax-deductible donations
  - II. Exempt status from sales tax on your purchases and from income tax on interest earned in your bank account
  - III. Eligibility for more grants, especially from government entities
- B. To form as a 501c(3), you can file with the State of Rhode Island and obtain your federal and state tax-exempt status with additional forms. Guidance on this process is provided here:
  - I. <https://www.ri.gov/SOS/quickstart/help/>
  - II. <https://www.nonprofitlegalcenter.com/rhode-island/>



PVD311 Walk with Downtown Neighborhood Association

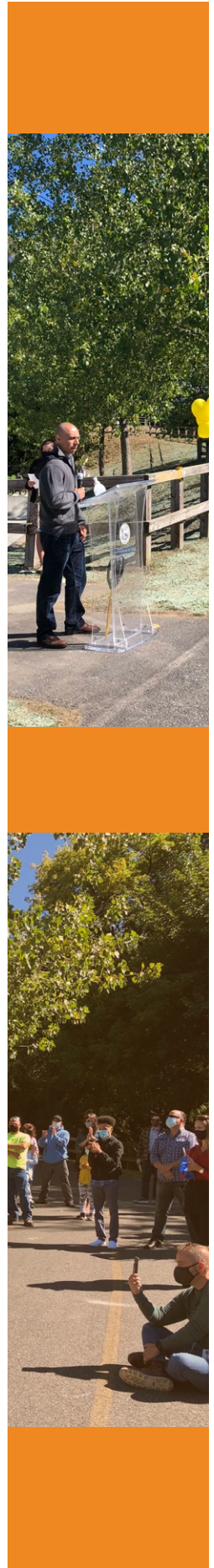
Leadership

- 1. Leadership in a neighborhood association can take many forms, but commonly there is a President, Vice-President, Secretary, and Treasurer. Other positions could include chairs of committees focused on certain tasks or subjects, like an Events Chair or a Community Garden Chair. Additionally, you may consider block captains who take charge of engagement and communication with smaller portions of the neighborhood.
- 2. Often, leadership and members participate in the association on a voluntary basis. However, some associations have paid staff and take on a more robust role in the community, such as advocacy for affordable housing development. These associations often have a board of community members to ensure the organization works in the interest of the community. West Broadway Neighborhood is an example of this organizational structure: <https://www.wbna.org/about/about-us>

# How to Manage a Neighborhood Association

## Holding meetings

1. In order to make meetings welcoming and accessible to the diversity of people in your neighborhood, be sure to consider the following:
  - A. Meet at a location that is accessible to the neighborhood by transit or by foot
  - B. Meet at a location that is ADA accessible
  - C. Have childcare services available
  - D. Use translation services to ensure people who aren't comfortable with English can still participate. You can reach out to the Community Relations office to get help in finding translation services
  - E. Consider school, work, and religious obligations when setting the meeting time
  - F. Provide food or refreshments
  - G. Designate someone to greet first-time attendees
  - H. Create pathways for participation and engagement outside regular meetings for those who can't make them
  - I. Set an agenda with the items you'd like to discuss and send it out ahead of time so members know what to expect, and can ask to add to it. Consider sending a call for agenda items ahead of time as well, so everyone has a say in the agenda. A sample agenda is provided in Appendix B
  - J. Consider using the following racial equity tools and training to help your group keep each other accountable for racial injustices. You may even consider joining with other associations to host training:
    - I. Racial Equity Institute: <https://www.racialequityinstitute.com/>
    - II. The People's Institute for Survival and Beyond: <http://www.pisab.org/>
    - III. Race Forward: <https://www.raceforward.org/trainings>
    - IV. Rhode Island for Community and Justice: <https://www.ricj.org/dei-trainings>



## Building Membership & Communicating

Recruiting members is key to a neighborhood association's success.

Neighborhood associations often fall prey to the reality that the people with higher incomes and who own homes tend to have the time and financial interest in joining associations.

([https://www.jstor.org/stable/40005326?seq=1#metadata\\_info\\_tab\\_contents](https://www.jstor.org/stable/40005326?seq=1#metadata_info_tab_contents); <https://www.huduser.gov/portal/periodicals/cityscape/vol16num3/ch1.pdf>; <http://www2.minneapolismn.gov/www/groups/public/@ncr/documents/report/wcmsp-217936.pdf>) Consider thinking proactively about how to reach renters, people of color, people with disabilities, and any other groups of people who may not have been engaged genuinely in the past by associations or local government.

Here are a couple of methods to consider for recruiting members and communicating broadly:

### 1. Personal

- A. Door-knocking:** Ask members (potentially block captains) to go door to door with information about the association and when meetings or events are happening. Be sure you have someone going to every block in the neighborhood. It can be helpful to provide door-knockers with a script to follow and practice beforehand with role-playing.
- B. Host Events:** Organize large neighborhood gatherings that will attract people of all ages and interests, with food and activities. Provide information and talk to people who attend the event to engage them in the association.
  - You can also request the Mayor to attend your event, which could boost attendance: [CLICK HERE FOR Mayor Elorza's Event Request Form](#)

- 2. Connect with other groups:** Reach out to notable organizations and businesses you already know of in your neighborhood. This could include places of worship, community centers, popular businesses, community gardens, schools, or cultural groups. You can ask them to join the association and share the call for members among their networks, and you can start to build a relationship for future partnerships on events or projects.

- A. Tabling:** Attending existing neighborhood or citywide events and have a table with representatives of the association along with information about the group. Having children's activities and swag, like buttons, stickers, or other trinkets, at your table can also help attract visitors. Events could include school fairs, sporting events, cultural events, and farmers markets.

### 3. Digital

- A. Social Media:** Social media can be a powerful tool to get the word out about your association. Consider creating and actively maintaining Facebook, Instagram, Twitter, NextDoor, and other social media accounts. Share useful resources and updates for the neighborhood, pictures of people, businesses, and notable places around the neighborhood, and of course, information on meetings and events. Ask members of the association to share on their accounts as well.

Check out these social media pages of other neighborhood associations in Providence:

- Elmwood: <https://www.facebook.com/ElmwoodPVD>
- Smith Hill: <https://www.facebook.com/SHPIDevelopmentPrograms/>
- Wayland Square: <https://www.facebook.com/groups/1679519959040774/>
- Summit: <https://twitter.com/snaprov/>
- Olneyville: <https://www.facebook.com/onaprovidence/>

- B. Newsletter:** You can create a newsletter with neighborhood news, highlighting community events, and publish the dates for your own meetings and events. This can be distributed in print and in digital form. A sample newsletter is provided in Appendix C.

- C. City Events Calendar:** The City hosts an events calendar: <https://www.providenceri.gov/event/>. You can reach out to Alexis Kievning at [AKievning@providenceri.gov](mailto:AKievning@providenceri.gov) to get your event on the calendar.

- D. Website:** A website is a great way to ensure all the information about your association is in one accessible place for anyone interested in finding you that has access to a computer or smartphone. There are several inexpensive and easy tools you can use to create a website, such as WordPress, Weebly, Neighborhood Link, and more.

Check out these websites of other Providence neighborhood associations:

- Downtown: <https://www.dnapvd.com/>
- West Broadway: <https://www.wbna.org/>
- Fox Point: <https://www.fpna.net/>
- South Providence: <https://southpvd.org/>
- Summit: <http://www.sna.providence.ri.us/>
- Jewelry District: <https://www.jewelrydistrict.org/>
- College Hill: <http://www.chnaprovidence.org/>



- E. E-mail:** E-mail can be a very effective way to communicate with members. E-mails should be clear and concise, highlighting the key action items or events in the subject line.

#### **4. Print materials**

- A. Flyers:** Flyers can be posted around the neighborhood to reach new people who may not be seeking out your association on social media. They can also serve as a constant reminder for people about events that are coming up. You can post them in parts of the neighborhood that doesn't have much representation in your association yet, at popular businesses, intersections, schools, parks, places of worship, or at transit stops. A sample flyer is included in Appendix D.
- B. Yard Signs:** You can order yard signs with information about your regular meeting that are not date-specific, such as "Neighborhood Meeting, Tuesdays at 7 PM, Elementary School Gym." These signs can be put out at key intersections in the neighborhood every weekend preceding a meeting.

#### **5. Community Engagement**

- A.** Beyond recruiting members to the association and holding regular meetings, your association may want to engage people in the neighborhood on specific issues or projects.
- B.** Many of the same tools that can be used to recruit members can also be used to engage people broadly. Social media and flyers can be used to distribute links to surveys, for instance. Door-knocking can be used to ask people for their feedback on a project or issue, as long as door-knockers are well-trained in this type of engagement and recording results. ([Check out this set of tips](#) for door-knocking). Tabling is a great way to distribute surveys and gather feedback in more creative ways, like engaging people in group artwork that illustrates a vision for the neighborhood or using maps and images to help people visualize what change a project might produce.
  - I.** When engaging the broader community, it can also be helpful to focus on going to the people you want to reach, rather than just asking them to come to you. Attend events and meetings hosted by other groups to ask for input. Post feedback boards and flyers at a site for a proposed development. Engage people at bus stops or farmers' markets.

- II. For a deeper conversation on issues, consider hosting an open house, charrette, or focus group.
- a. Open houses are best when trying to communicate information to as much of the public as possible. This can also include surveys and handout materials to attract people with no prior engagement with your organization.
  - b. Charrettes are structured more like a group work session, where small groups will brainstorm and produce ideas on how to proceed with an issue or project. This often includes drawing out ideas on big sheets of paper or on maps.
  - c. Focus groups are smaller groups of people who are engaged to help your organization understand how people feel about a project or issue.
  - d. Once again, it is key to focus your engagement on groups of people most impacted by the issue at hand, and groups that are often left out of the conversation. Think about how to engage renters, transit riders, youth, the aging population, non-binary folks, single mothers, communities of color, non-English speakers, and people with disabilities. Reach out to the Community Relations staff if you are having a hard time strategizing on how to reach these groups.
  - e. **Video-conference:** Given the COVID-19 pandemic, we've all gotten more capable of using video conferencing to host events. This can be a great way to allow people to attend that might not otherwise be able to transport themselves to an in-person event. It is important to reach out to community members to see if there are people who don't have access to the internet or a video-conferencing enabled device. Consider setting up group participant locations at a library or community center - as long as health guidelines allow gathering inside.



West End Community Church Meeting

## 6. Fundraising

- A.** Having funds is key to ensuring your association has the resources to carry out its mission. It's important that a group's finances are transparent and reported at least yearly.

### **B. Mechanisms for Fundraising**

- I. Dues:** Dues are sometimes collected annually and can range in price. Sometimes paying dues is required to gain voting rights into an organization, other times it is simply a donation. If you are looking to engage folks that don't have high incomes, removing the dues as a requirement is a good way to make your group more accessible.
- II. Donations:** You can set up a donations link through your website and social media accounts so people can always make one. Check out the [West Broadway Neighborhood Associations website](#) for an example. You can also do campaigns for donations for specific projects or events, or nationwide events like Giving Tuesday.
- a. Sponsorships/Advertisements:** If you have a website or newsletter, you could reach out to local businesses to see if they'd be willing to pay for ad space. Additionally, organizations may be willing to sponsor specific events that you host, in exchange for their logo being included on flyers, programs, and banners at the event. For more guidance on how to approach sponsorships, [check out this example](#) of a community event sponsorship packet.
- b. Grants:** Keep an eye out for grants that your organization could be eligible for. Some organizations that sometimes offer grants are:
- Grassroots Fund: <https://grassrootsfund.org/grant-programs/>
  - The Champlin Foundation: <https://champlinfoundation.org/what-we-fund/>
  - Partnership for Providence Parks maintains a list of environmental-focused grants: <http://providenceparks.org/category/grants/>
  - LISC Rhode Island: <http://rilisc.org/funding-opportunities/>
  - Rhode Island Foundation Community Grants: <https://rifoundation.org/grant/community-grants>
  - Rhode Island Foundation also maintains a database of grant opportunities: <https://rifoundation.org/grants-scholarships/find-a-grant-opportunity>
  - Citizens Bank recently administered several small business recovery grants: <https://citizensbank.smallbusinessrecovery.dja.com/>

- United Way maintains a list of funding opportunities: <https://www.uwri.org/agency-hq/funding-opportunities/>
- For guidance on grant writing, check out the City of Albuquerque's Toolkit: [https://www.cabq.gov/office-of-neighborhood-coordination/documents/cabq\\_onc\\_toolkit\\_final.pdf/](https://www.cabq.gov/office-of-neighborhood-coordination/documents/cabq_onc_toolkit_final.pdf/)

## 7. Bookkeeping

- A. Transparent and organized bookkeeping of finances is key to neighborhood association success. The Treasurer should be in charge of this.
  - I. Create a bank account, ideally at a local bank.
  - II. Consider reaching out to your neighborhood to see if there is anyone with professional expertise in bookkeeping that could get you started.
  - III. Use a bookkeeping system that should record all money received, paid out, and what it was used for. Disbursements and cash receipts should also be recorded. This information should be reported out annually in a financial report.
  - IV. Electronic payment applications, such as Venmo, CashApp, etc. are an easy way to accept payment from individuals, and it can be linked directly to your bank account.

## 8. Partnerships

- A. Partnerships with other organizations can greatly expand what your association is able to do. Ensure your group has the capacity to manage those partnerships before pursuing them, as there can be significant work involved in administering, evaluating, and reporting.
  - I. Some local organizations to consider partnering with on projects:
    - City of Providence Parks: <http://www.providenceri.gov/parks-recreation/>
    - City of Providence Arts, Culture, and Tourism: <https://www.providenceri.gov/art-culture-tourism/>
    - Providence Public Library: <https://www.provlib.org/>
    - Providence Recreation Centers: <https://www.providenceri.gov/providence-recreation/providence-recreation-centers/>
    - RIPTA: <https://www.ripta.com/>
    - Providence Streets Coalition: <https://pvdstreets.org/>
    - Providence Housing Authority: <https://provhousing.org/>
    - Many more: <http://www.providencechamber.com/list/category/non-profit-organizations-566/>



## 9. How to advocate for neighborhood needs

- A.** The first step in any advocacy work is equity-focused community engagement to ensure your community members have their voices represented in the advocacy effort.
- B.** Director Andi Wheeler of the Human Relations Commission recently created a Budget Advocacy & Participation Guide to direct community members through the City Finance process. You can reach out to Andi Wheeler via email for a copy of this guide at [awheeler@providenceri.gov](mailto:awheeler@providenceri.gov).
- C.** Reach out to your City Councilor. Find yours on [this interactive map](#). Once you know who your City Councilperson is, you can call the City Council Office at (401) 521-7477 and ask for them, or you can e-mail them at the e-mail address listed on their City Council webpage.
- D.** Review with community members what projects are planned for your neighborhood in the [Providence Capital Improvement Plan](#). Advocate with city staff and elected officials for what your community wants to see based on what is, or isn't, in this plan.
- E.** Similarly, you can [check on this map](#) for real estate development projects that are planned in your neighborhood.
- F.** Reach out to the City staff in the Planning & Development Department to talk about projects going on in your neighborhood, or to advocate for what your neighborhood wants to see:
  - **Bonnie Nickerson,**  
Director of Planning & Development: [bnickerson@providenceri.gov](mailto:bnickerson@providenceri.gov)
  - **Bob Azar,**  
Deputy Director of Planning & Development: [razar@providenceri.gov](mailto:razar@providenceri.gov)
- G.** Check out the [Providence Open Meetings Calendar](#) to see if there are upcoming meetings where there are items on the agenda that your neighborhood cares about.
- I.** Consider applying to serve on a City Committee or Board.

## Neighborhood Association Mentors

We have assembled a few people who have been heavily involved in Neighborhood Associations in Providence and are willing to connect with people who are looking to start a new association. These mentors could help guide you on how to proceed in forming a Neighborhood Association and help you get connected with resources that you might need, beyond what can be found in this toolkit.

### Mentors include:

**Dave Talan**, Reservoir Triangle Neighborhood Association,  
[davetalan@aol.com](mailto:davetalan@aol.com)

**Doug Victor**, Elmwood Neighborhood Association & Crimewatch,  
[doug.crimewatch@gmail.com](mailto:doug.crimewatch@gmail.com)

**Linda Perri**, Washington Park Neighborhood Association,  
[bettylinda@aol.com](mailto:bettylinda@aol.com)

**Amy Mendillo**, Fox Point Neighborhood Association,  
[foxpointneighborhood@gmail.com](mailto:foxpointneighborhood@gmail.com)

**Wole Akinbi**, Smith Hill Partners' Initiative,  
[aakinbi@half-full.com](mailto:aakinbi@half-full.com)



## Neighborhood Associations Accomplishments

- **Smith Hill Partners Initiative** has noted an annual Block Party in August. They close down Candace Street and have free food, music, raffles, prizes, games and resources: <https://www.facebook.com/events/2485221125111400/>
- **Fox Point Neighborhood Association** has advocated with the Governor and RIDOT to ensure the Gano Greenway is implemented the way the community desires. They've advocated with state and local government on the I-195 property rehabilitation. Fox Point also hosts volunteer events to improve parks in the neighborhood, and they work with partners to improve infrastructure along the main street to make it a better community gathering space. See more here: <https://www.fpna.net/initiatives/>
- **West Broadway Neighborhood Association** has worked with partners to build affordable housing, advocated for historic preservation, restored bocce courts, built community gardens, administered a cooking oil recycling program, created a neighborhood tool bank, and much more: <https://www.wbna.org/1192-westminster/>
- **The College Hill Neighborhood Association** has led the way to conserve **Prospect Terrace Park**, a sanctuary with spectacular overlook views of downtown Providence and the State Capitol building. Neighbors prioritized the condition of the park and were able to secure \$50,000 from Ward 2 Infrastructure Program in addition to \$10,000 from College Hill Neighborhood Association and Providence Parks Department, which has been used to revitalize the park. Phase two is scheduled to start in 2020. To find out more, please visit: <http://www.chnaprovidence.org/>
- The mission of the **Jewelry District Association** is to promote the development of the district, increase property values, and enhance residential living. The JDA accomplishes this mission through the volunteer efforts of its Board of Directors and Members, and through membership dues, sponsorships and donations. The JDA was a leading group supporting the development of the Wexler Innovation Building and has been extremely adamant against the development of Hope Point Tower (Fane Tower). Please visit <http://www.jewelrydistrict.org/> to learn more!
- **The Elmwood Neighborhood Association** provides technical support for residents who take on neighborhood projects. A monthly newsletter, Yahoo listserv, and occasional meetings help keep neighbors informed about projects and in touch with one another. The members of the ENA have been vocal advocates for the revitalization of the Elmwood Community Center, leading community business engagement through the implementation of the Elmwood Community Business Association, which engages business owners in the Elmwood community monthly. Exchange emails happen with other neighbors through subscribing to the **Elmwood Exchange** using the following link: <https://groups.io/g/ElmwoodExchange>. For more information please visit: <https://www.ena-pvd.org/>

- **The Wayland Square Neighborhood Association** is a community group bringing together the residents of the Wayland Square neighborhood, located on the East Side of Providence. They meet on a regular basis to discuss issues facing our neighborhood, work together on improvements, and grow together as a community. The Wayland Square Neighborhood Association was active in calling for the reopening of the Gano Street exit, which RIDOT announced it would reopen in March of 2020. Please visit their Facebook page to learn more: <https://www.facebook.com/groups/1679519959040774/>
- **The Summit Neighborhood Association** is a non-profit, all-volunteer membership organization dedicated to expanding citizen engagement and improving the quality of life in the Summit neighborhood of Providence, Rhode Island. They engage neighbors by providing a forum for community discussion via forums such as monthly and annual meetings, newsletters, and electronic communication. They are partnering with businesses and other area stakeholders to explore new solutions for the betterment of North Main Street. Past work has included crosswalks to allow pedestrians to cross to the North Burial Ground safely. Current priorities include work to attract a grocery store to one of the vacant properties along the corridor. To get involved, please visit: <http://www.sna.providence.ri.us/>
- **The South Providence Neighborhood Association** was developed to lift up the community and to provide a platform to help our citizens better understand the communities in which they live and other neighborhoods that are nearby. The South Providence NA has continuously advocated for equitable environmental sustainability throughout the neighborhood, which has led to numerous community partnerships with local fresh food vendors to provide healthy, local & affordable food to community members. Visit <https://www.facebook.com/SouthProvNeighbors/> to find out more!
- **The Downtown Neighborhood Association (DNA)** is dedicated to improving the quality of life for residents and businesses in downtown Providence. The DNA plays a key role in strengthening downtown residents' sense of civic responsibility through community-building improvement projects. An area of focus remains the Riverwalk Restoration Project. With the help of 200+ volunteers, the DNA led a community effort of revitalization through sanding & painting of hundreds of railings, light poles & benches, and replacing broken cables along the waterfront. You can join the efforts by visiting <https://www.dnapvd.com/>.

- **The Washington Park Neighborhood Association (WPNA)** is a neighborhood organization that serves the community as a platform for open discussion, regarding regional, and local neighborhood, environmental, government, safety, licensing, and social issues, as it relates to our neighborhood and residents well being. WPNA's effort can be found here: <http://southpvd.org/>
- **The Reservoir Triangle Neighborhood Association (RTNA)** serves 1,300 families and businesses in this area, on the south side of Providence. Its main function is to help people know their neighbors and their neighborhood better. They have worked to promote Mashapaug Pond as a public recreation area, and have developed 4 parks on its shoreline. Some of their work includes: fixing & maintaining their neighborhood playgrounds; arranging clean-ups and tree plantings; solving traffic problems; organizing block parties; working with their community police officers; and educating residents on available government services. For more info about the Reservoir Triangle; and to obtain the 32-page Neighborhood Information Booklet written by the RTNA, please contact RTNA President, Dave Talan at [DaveTalan@aol.com](mailto:DaveTalan@aol.com)
- **The Olneyville Neighborhood Association (ONA)** organizes low-income families, immigrants communities, and people of color in Olneyville and beyond to create a diverse, community-led movement that wins economic, social, and political justice. ONA envisions a community where the social, economic, political, cultural, and ecological conditions are such that every human being is equal in dignity and rights. Please visit their Facebook page for more information: <https://www.facebook.com/pages/Olneyville-Neighborhood-Association/528137207342145?nr>
- **The Mount Hope Neighborhood Association** strives to support Mt. Hope neighbors in the areas of "Community and health awareness, high self-esteem, academic excellence, environmental consciousness, and economic empowerment through community focus groups, programs, and services." Join the Mt. Hope Neighborhood Association by visiting [https://www.facebook.com/pg/Mount-Hope-Neighborhood-Association-Inc-126364125591/about/?ref=page\\_internal](https://www.facebook.com/pg/Mount-Hope-Neighborhood-Association-Inc-126364125591/about/?ref=page_internal)
- **The MILE OF HISTORY Association (MOHA)** is a private, non-profit 501(3)(c) organization working with the Providence Preservation Society and the City of Providence to revitalize area infrastructure; ensure that properties in the area are in compliance with zoning and housing standards and Historic District Commission guidelines; and preserve and promote the historic character of the area for both residents and visitors. More information can be found here: <https://www.mileofhistory.org/>
- **The West Broadway Neighborhood Association (WBNA)** organizes neighbors and businesses on the West Side of Providence to preserve and promote our diverse, historic, urban community as a safe, vibrant, and sustainable place to be SWELL (Shop, Work, Eat, Live, and Learn locally). Please visit <https://www.wbna.org/> for more information.

# What is a Crimewatch Group?

Neighborhood Crimewatch groups are assembled by a group of people living in the same area who want to make their neighborhood safer by working together and in conjunction with local law enforcement to reduce crime and improve their quality of life. These groups are often implemented as subgroups to Neighborhood Associations.

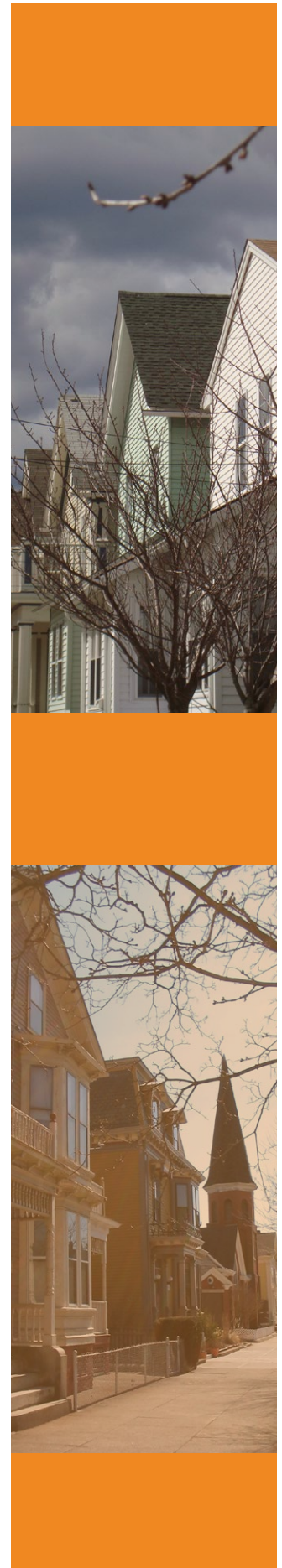
Crimewatch groups emphasize **prevention**. For example, locking of vehicle & house doors, not leaving valuables on site, securing air conditioner units, Halloween safety tips for the kids, etc.

## Crimewatch Goals include:

1. Discuss issues around crime & safety
2. City Ordinance related issues
3. Share information
4. Provide preventative tips to neighbors
5. Relay any information the police department would like residents to know or assist with.
  - A. For example, a Crimewatch group leader may get a call from the District Lieutenant asking for support in locating a blue Chevrolet that has been seen in connection with taking packages from porches in the area. The Crimewatch then posts that information in community forums and on social media.
  - B. District Lieutenants may also attend Crimewatch group meetings and give updates related to crime and safety.

## Getting Started

1. **Background Research:** Use the following websites to determine if a crime watch group is already organized in your community:
  - <https://www.providenceri.gov/police/crime-prevention-safety/>
  - <https://www.providenceri.gov/community-relations/neighborhood-crime-watches/>



- 2. Connect with the local Neighborhood Association and/or Start a Facebook Group:** Neighborhood Associations are a great starting place to start a Crimewatch. In addition, start a Facebook group with your neighbors to get to know one another and the community better!
  - A.** If/when you do start the group, set safeguards to prevent negative or inaccurate information from being shared. It is also recommended that you set up initial questions potential group members must answer before they join such as their address, how long they have lived there, concerns, and rules of courtesy.
- 3. Identify & Build Structure:** Once your group is going, you can conduct a poll to see how the membership would like to organize their group.
  - A.** Some Crimewatch groups prefer not to go to regular meetings but be informed through Facebook. Some, however, like to get together when there is something important to discuss or meet on a monthly basis.
- 4. Connect with District Police Lieutenant:** District Lieutenants can provide crime updates to the group and best practices to ensure safety in the neighborhood. It is best to connect with them early in the creation of a Crimewatch group to establish and build a meaningful relationship.
  - A.** District Lts. can also be helpful in obtaining public information data such as arrests, police reports, court records, property records, and other data.
  - B.** Please use the following link to determine who your district lieutenant is and their contact information: <https://www.providenceri.gov/police/districts/>
- 5. Connect with Tina Shepard (PPD Community Engagement Specialist):** The Providence Police Department has an established Community Relations Bureau. The Community Relations Bureau (CRB) works to foster, enhance, and maintain the relationships between the police and the citizens of Providence. Created in 2017, the mission of the CRB is to develop, recommend, and strengthen policies, as well as create and implement programs that allow us to continue to expand our community policing efforts. Tina Shepard serves as the liaison to this group.
  - Tina Shepard: [tshepard@providenceri.gov](mailto:tshepard@providenceri.gov)

**The following links provided guidance and additional resources for Crimewatch groups:**

- <https://www.providenceri.gov/open-providence/>
- <https://data.providenceri.gov/Public-Safety/Providence-Police-Case-Log-Past-180-days/rz3y-pz8v/>
- <https://data.providenceri.gov/Public-Safety/Providence-Police-Department-Arrestsand-Citations/vank-fyx9/>
- <https://publicportal.courts.ri.gov/PublicPortal/Home/Dashboard/29/>
- <http://gis.vgsi.com/providenceri/Search.aspx/>



## Crime-Watch Mentors

We have assembled a few people who have been heavily involved in Crimewatch groups in Providence and are willing to connect with people who are looking to start a new group. These mentors could help guide the interested person on how to proceed in forming a Crimewatch and help them get connected with resources they might need, beyond what can be found in this toolkit.

### Mentors Include:

**Susan Derita**, Elmhurst/Mt. Pleasant Crimewatch,  
[Susan.Derita@cox.net](mailto:Susan.Derita@cox.net)

**Doug Victor**, Elmwood Neighborhood Association and Crimewatch,  
[doug.crimewatch@gmail.com](mailto:doug.crimewatch@gmail.com)

**Linda Perri**, Washington Park Crimewatch,  
[bettylinda@aol.com](mailto:bettylinda@aol.com)

## Links to Additional Resources:

Links to additional toolkits in case you didn't find the answer you were looking for in here:

- **City of Charleston, SC:** <https://www.charleston-sc.gov/DocumentCenter/View/18960/Sept-10-2018-Toolkit/>
- **Portland, OR Cathedral Park neighborhood toolkit for advocacy on development projects:** <https://www.pdx.edu/urban-studies-planning/search/psu?keys=neighborhood%20toolkit>
- **Neighborhood Resources Connection:** <http://www.nrc4neighborhoods.org/new-nrc-neighborhood-association-toolkit/neighborhood-association-toolkit/>
- **City of Pascagoula, AL:** <https://cityofpascagoula.com/DocumentCenter/View/56/Neighborhood-Association-Toolkit-PDF/>
- **City of Rochester, MN:** <https://www.rneighbors.org/neighborhood-resources/neighborhood-toolkit/>
- **City of Boise, ID:** <https://www.cityofboise.org/programs/energize/energize-toolkit/?category=all&search=all/>
- **City of Bellevue, WA:** [https://bellevuewa.gov/sites/default/files/media/pdf\\_document/mc382A\\_Neighborhood\\_Organizing\\_Guide\\_WEB.pdf](https://bellevuewa.gov/sites/default/files/media/pdf_document/mc382A_Neighborhood_Organizing_Guide_WEB.pdf)

# Appendix A: Example of By-Laws

## Fox Point Neighborhood Association By-Laws

(As Adopted April 14, 2008)

### Article I

#### General

- 1.1 Purposes.** Fox Point Neighborhood Association (the “FPNA”) shall promote the historic preservation, protection, revitalization and use of the Fox Point neighborhood in Providence, Rhode Island and shall inform the public and undertake actions in support thereof.
- 1.2 Powers.** FPNA shall have the powers enumerated in the Rhode Island Nonprofit Corporation Act, as from time to time amended (the “Nonprofit Corporation Act”); provided, however, FPNA shall exercise its powers only in furtherance of exempt purposes as such terms are defined in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder (the “Code”).
- 1.3 Principal Office.** FPNA shall have its principal office in Providence, Rhode Island or at such other place as may from time to time be determined by the Board of Directors.

### Article II

#### Members

- 2.1 Membership.** The members shall consist of those individuals of voting age whose primary residence is in the Fox Point District as defined herein, and who have paid the dues as established by the Board of Directors. The “Fox Point District” shall mean that area of the City of Providence, Rhode Island, bounded by the Providence River on the West, by Waterman Street on the North, and by the Seekonk River on the South and East, excluding any area included within an institutional zone.
- 2.2 Meetings.** All annual meetings and all special meetings of Members shall be held at such time and place as shall be stated in the notice of meeting. An annual meeting of the Members shall be held in the spring or fall of each year as determined by the Board of Directors. At each annual meeting, the Members shall elect a board of directors and shall transact such other businesses may properly come before the meeting. A special meeting of Members, for any purpose or purposes, may be called by the president, the board of directors, or at least twelve (12) Members. Any such call shall state the purpose or purposes of the proposed meeting.

- 2.3 Notice of Meeting.** A written notice of every meeting of the Members, stating place, time, date and hour thereof, and the purpose for which the meeting is to be held, shall be given by the Secretary or by the person or persons calling the meeting not less than ten (10) nor more than sixty (60) days before the meeting to each Member by leaving such notice with him or her at his or her residence or usual place of business, by email communication, or by a postage paid mailing to such Member at his or her address as it appears upon the books of FPNA. No notice need be given to any Member if a written waiver of notice, executed before or after the meeting by the Member or his or her duly authorized attorney, is filed with the records of the meeting.
- 2.4 Quorum.** The presence in person or by proxy of twenty-five (25) Members shall constitute a quorum for the transaction of business at any meetings of Members. If, however, such quorum shall not be present or represented at any meeting of Members, the Members entitled to vote thereat, present in person or by proxy, shall have power to adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present or represented. When a quorum is present at any meeting, the vote of a majority of Members entitled to vote present in person or represented by proxy, shall decide any question brought before the meeting, unless the vote of a greater number is required by the Nonprofit Corporation Act, the Articles of Incorporation of FPNA or these bylaws.
- 2.5 Voting and Proxies.** Each Member shall be entitled to one vote and may authorize another person or person to act for him or her by proxy, executed in writing by the Member or by his or her duly authorized attorney-in-fact. . No proxy shall be valid after eleven (11) months from the date of execution, unless otherwise provided in the proxy.

## Article III

### Board of Directors

- 3.1 Powers.** The property, affairs, and business of FPNA shall be managed by the Board of Directors, and the Board of Directors shall have, and may exercise, all of the powers of FPNA except as such are conferred by law, the Articles of Incorporation of FPNA or these bylaws upon the Directors.
- 3.2 Number and Qualification.** The number of directors shall not be less than three (3) nor more than fifteen (15). Directors shall be selected with regard to their potential for active service, support, and commitment to the FPNA mission. All directors shall be Members of FPNA.
- 3.3 Election and Term.** The directors shall be elected by the Board of Directors for staggered terms of up to three (3) years each, or until a successor shall have been duly elected and qualified or until earlier death, resignation or removal, as hereinafter provided. Directors are eligible for reelection. In addition, the Board of Directors may elect one or more Honorary Directors who shall have the right to seat and voice, but not a vote.

**3.4 Regular and Special Meetings.** The Board of Directors may hold regular or special meetings, either in or outside of the State of Rhode Island. Regular meetings of the Board of Directors may be held at such times and at such places as may from time to time be determined by the Board of Directors. Special meetings may be called at any time by the President, Vice President(s) or the Secretary, and shall be called by the Secretary upon written request of three (3) directors or more upon three (3) days' notice to each trustee; provided, however, that a special meeting may be called upon twenty-four (24) hours notice if such notice is given personally, by telephone, by email or by facsimile transmission to each trustee. At each regular meeting the Order of Business shall include the following:

1. Attendance and announcement of quorum
2. Introduction of visitors, guests
3. Approval of minutes of previous meeting
4. Treasurer's report
5. Old business
6. New business
7. Adjournment

**3.5 Quorum.** A majority of the number of directors then in office who are entitled to vote shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

**3.6 Voting.** The vote of a majority of the directors who are entitled to vote, at a meeting at which a quorum is present, shall be the act of the Board of Directors, unless the act of a greater number of directors is required by the Nonprofit Corporation Act, the Articles of Incorporation of FPNA or these bylaws.

**3.7 Vacancies.** Any vacancy occurring on the Board of Directors may be filled by the directors. A trustee elected to fill a vacancy shall serve for the unexpired term of his or her predecessor in office.

**3.8 Resignations.** Any trustee may resign at any time by giving written notice to the Board of Directors or to the Chairman, President or Secretary thereof. The resignation shall take effect at the time specified in such notice, and unless otherwise specified in such notice, acceptance shall not be necessary to make it effective.

**3.9 Removal.** A member of the Board of Directors may be removed by the directors, at any time, with or without cause.

**3.10 Action by Directors without Meeting.** Any action required or permitted to be taken at a meeting of the Board of Directors or of any committee thereof may be taken without a meeting if a written consent, setting forth the action to be taken, is signed by all the directors or all the directors of such committee, as the case may be, entitled to vote thereon.

## Article IV

### Committees of the Board of Directors

Upon the recommendation of the President, the Board of Directors may appoint one or more committees as may from time to time be deemed suitable, necessary or convenient to aid in accomplishing the purposes of FPNA. A Committee shall consist of not less than three members, and except for an Executive Committee, members of a committee may include individuals who are not directors. The duties and powers of any such committee and the term of office of members shall be as determined by the Board of Directors from time to time. Notwithstanding the foregoing, except as provided by the Rhode Island Nonprofit Corporation Act, the Articles of Incorporation or by further resolution of a majority of the directors in office, an Executive Committee so designated and appointed may exercise all the authority of the Board of Directors. In addition, the Board of Directors, upon the recommendation of the Chairman, may appoint a Board of Advisors to assist with accomplishing the purposes of FPNA.

## Article V

### Notices

- 5.1 How Delivered.** Whenever under the provisions of the Nonprofit Corporation Act or of the Articles of Incorporation of FPNA or of these by-laws written notice is required to be given to any person, such notice may be given by mail or by a generally recognized overnight delivery service, addressed to such person at his, her or its address as it appears in the records of FPNA, with postage or delivery charges thereon prepaid, and such notice shall be deemed to be delivered at the time when the same shall be deposited in the United States mail or be delivered to the delivery service. Notice may also be given to any trustee either personally, by email or by telephone or by facsimile transmission to his or her residence or office either directly or by leaving a message thereat.
- 5.2 Waiver of Notice.** Whenever any notice is required to be given under the provisions of the Nonprofit Corporation Act or the Articles of Incorporation of FPNA or these bylaws, a waiver thereof in writing, signed by the person or persons entitled to such notice and who did not receive the same, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Attendance of a person at a meeting shall constitute a waiver of notice of such meeting, except when a person attends such meeting for the express purpose of objecting to the transaction of any business because of the failure to lawfully call or convene such meeting.

## Article VI

### Officers

- 6.1 Number.** The officers of FPNA shall be a President, a Vice President, a Secretary and a Treasurer. The Board of Directors may, from time to time, elect or appoint such other officers, including one or more vice or assistant officers, as it may deem necessary or convenient. Any two (2) or more offices may be held by the same person with the exception of the offices of President and Secretary.
- 6.2 Election and Tenure.** The officers shall be elected by the Board of Directors to serve a term of one year, or until his or her successor shall have been duly elected and qualified or until his or her earlier death, resignation or removal, as hereinafter provided. Any officer may be removed by the Board of Directors, at any time, with or without cause. Such removal shall be without prejudice to the contract rights, if any, of the person so removed. Election or appointment of an officer shall not of itself create contract rights.
- 6.3 Resignations.** Any officer may resign at any time by giving written notice to the Board of Directors or to the President, Vice President or the Secretary thereof. A resignation shall take effect at the time specified in the notice thereof, and, unless otherwise specified in said notice, acceptance shall not be necessary to make it effective.
- 6.4 Vacancies.** A vacancy in any office by reason of death, resignation, removal or otherwise may be filled by the Board of Directors for the unexpired portion of the term thereof.
- 6.5 Authority and Duties.** The President shall preside at all meetings of FPNA and the Board of Directors at which he or she is present. The President shall have general supervision of all of the business and affairs of FPNA and shall have general supervision of all agents and employees of FPNA. The Vice President shall preside in the absence of the President, and shall assume the duties of the President in the President's absence and perform duties as assigned by the President. The Treasurer shall ensure that a true and accurate accounting of the financial transactions of FPNA is made and that reports of such transactions are presented to the Board of Directors. The Secretary shall keep or cause to be kept the minutes of the meetings of FPNA and the Board of Directors, and shall keep or cause to be kept a record of current Members, Directors, and Committees that are formed from time to time and their contact information; and shall keep a calendar of FPNA scheduled meetings; and shall make such reports and perform such other duties as are incident to the office of secretary or as required by the Board of Directors. In addition, each officer shall have the powers to perform the duties customarily appurtenant to the respective office, and shall have such further powers and shall perform such further duties as may from time to time be assigned to him or her by the Board of Directors.

## Article VII

### Fiscal Year

The fiscal year ends shall be determined by the Board of Directors and in the absence of such determination shall end on December 31.

## Article VIII

### Prohibited Activities

- 8.1 No Commercial Endeavors.** The name of FPNA or names of any Directors, Officers, or recipients of grants therefrom in such status, shall not be used in any connection with any commercial endeavor or with any partisan interest or for any purpose not appropriately related to the promotion of the objects of FPNA.
- 8.2 Commitments on Behalf of FPNA.** FPNA may cooperate with other organizations, foundations and agencies with purposes similar to that, but persons representing FPNA in such matters shall make no commitments that bind FPNA without prior written approval of and authorization by its Board of Directors.
- 8.3 Earnings of FPNA.** No part of the net earnings of FPNA shall inure to the benefit of, or be distributed to its members, directors, trustees, officers, or other private persons, except that FPNA shall be authorized and empowered to pay reasonable compensation for services rendered and to take payments and distributions in furtherance of the purposes set forth in Article Third hereof.
- 8.4 Dissolution of FPNA.** Upon the dissolution of FPNA, the officers shall, after paying or making provision for payment of all the liabilities of FPNA, dispose of all the assets of FPNA exclusively for the purpose of FPNA in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Code (or corresponding provisions of any future United States Internal Revenue Law), as the members shall determine. Any such assets not so disposed of shall be disposed of by the Superior Court of the County in which the principal office of the corporation is then located, exclusively for the purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.
- 8.5 Tax-exempt Activities.** No Director, employee, agent, representative, or recipient of any grant from FPNA shall take any action or carry on any activity by, or on behalf of, FPNA not permitted to be taken or carried on by organizations defined in Section 501(c)(3) of the Code, or which are not permitted to be taken by an organization to which contributions are deductible pursuant to Section 170(c)(2) of the Code.

**8.6 Assets of FPNA.** No Director, Officer, employee or person connected with FPNA or any other individual shall at any time receive any of the assets of FPNA other than reasonable and bona fide expenses incurred on behalf of FPNA, as approved by the Board of Directors.

**8.7 Non-Discriminatory Racial Policy.** FPNA shall not in any respect discriminate in any manner by virtue of gender sexual orientation, race, creed, citizenship or country of origin.

## **Article IX**

### **Indemnification**

FPNA shall indemnify to the fullest extent permitted under Rhode Island General Laws Section 7-6-6, as amended from time to time, or any other applicable law related or succeeding thereto, then in effect, every trustee, non-employee, officer and members of a committee or of FPNA made a party to a proceeding by reason of such person being or having been a trustee, nonemployee officer, or member of a committee of FPNA having been a trustee, non-employee officer, or member of a committee of FPNA against judgments, penalties, fines, settlements and reasonable expenses actually incurred, including those expenses actually incurred prior to the final disposition of such proceeding, subject to limitations, if any, contained in Rhode Island General Laws Section 7-6-6, as amended from time to time, or in any other applicable law relating or succeeding thereto then in effect.

## **Article X**

### **Amendments**

These bylaws may be altered, amended or repealed by a majority of all Directors then serving at any meeting of the Directors, notice of which shall specify the subject matter of the proposed alteration, amendment or repeal of the sections to be affected thereby, by vote of the directors.

## Appendix B: Sample Agenda

### Example Neighborhood Association Community Meeting

#### Sample Agenda

Wednesday February 25th, 2020

- 1. Roll Call**
- 2. Introductions**
- 3. Approval of Last Meeting's Minutes**
- 4. Chairperson's Report**
  - A.** Monthly Report
  - B.** Updates on Co-Committee Work
- 5. Treasurer's Report**
  - A.** Budget Overview
  - B.** "Dues" Update
- 6. Old Business**
  - A.** Status of Volunteer Opportunities
  - B.** Status of New Membership
- 7. New Business**
  - A.** Upcoming Events
  - B.** Other New Business
- 8. Crime Report**
- 9. Adjournment**

## Appendix C: Sample Newsletter

To: [Redacted]  
Subject: Parking Ban + Snow Emergency



### SNOW EMERGENCY ALERT

December 16, 2020



### **Parking ban begins at 12:01am tonight**

*The following press release is from the City of Providence, posted here as a courtesy to our community.*

\* \* \*

#### **Providence Citywide Parking Ban in Effect 12:01AM, Thursday, December 17, Until Further Notice**

PROVIDENCE, RI – Due to winter storm conditions, **a citywide parking ban will go into effect at 12:01AM, tomorrow, December 17, until further notice.** Residents with overnight parking passes are advised that they cannot park on the street during the duration of the citywide parking ban. All vehicles parked on the street in violation of the citywide parking ban will be ticketed and towed to ensure that roadways can be plowed.

Providence City Hall and 444 Westminster St. will be closed on Thursday, December 17, but City services will remain operational. The [Providence Public School District has also announced](#) that while **school buildings will be closed on Thursday, December 17, all students will be participating in virtual learning.** Providence recreation centers remain closed.

Garbage and recycling pickup in Providence scheduled for **Thursday, December 17 will be made on Friday, December 18 and Friday's scheduled collections will take place on Saturday, December 19.**

The City's youth meal delivery program delivered food packages on Tuesday, December 15 and will make the second weekly delivery today. Weather permitting, regular Tuesday and Thursday delivery schedule will resume next week.

The Department of Public Works has prepared all equipment and personnel to respond to the storm. Roadways will be pretreated ahead of the expected snowfall. To report a non-emergency issue, call to connect to the Mayor's Center for City Services by dialing 3-1-1, visiting [www.PVD311.com](http://www.PVD311.com) or by downloading the PVD311 mobile app for 24/7 access. Residents can receive snow ready tips online by visiting [www.providenceri.gov/snow-ready/](http://www.providenceri.gov/snow-ready/) to ensure they are well prepared with the latest information before, during and after a snow fall.

To receive up-to-the-minute alerts and updates, residents are encouraged to register for the CodeRED emergency notification system by visiting: [www.providenceri.gov/codered](http://www.providenceri.gov/codered)

Residents experiencing power outages should contact National Grid at 800-322-3223. Individuals are warned never to touch downed power lines and report downed lines to National Grid. In the event of an emergency, dial 9-1-1.

When extreme cold is forecasted, warming centers are open to the public for those who need to seek temporary shelter in Providence. To view a list of facilities serving as warming centers, please visit [www.providenceri.gov/pema/providence-warming-centers/](http://www.providenceri.gov/pema/providence-warming-centers/). This page will be updated with information as additional centers are opened. Residents should contact Warming Centers directly for any changes to service.

# # #

Photo credit: Junior Veloz

## GILDA'S CHRISTMAS FOOD DRIVE



Gilda's Christmas Food Drive is taking place on Saturday, December 19, 2020, from 10am to 3pm at the Dexter Training Ground Bocce Courts (Parade & Oak Streets).

Gilda Jeffrey is honored by her family as an exemplary and generous Chapin Street neighbor and force for positive change with this special food drive that benefits the RI Community Food Bank. All new, unexpired, and unopened non-perishables are welcome!

**FUN FACT:** The *WBNA Bocce Courts* were donated in 2015 by the Jeffrey Family in Bob & Gilda Jeffrey's honor.

## SPREADING CHEER FOR ALL TO HEAR

SPREAD JOY, NOT GERMS while continuing a neighborhood tradition during this year's virtual **Holiday Caroling!** Join neighbors and friends at 6pm on Sunday, December 20, for a singalong from home, and a look back on 13 years of WestSide Caroling! And this year you can invite all your friends and family who live FAR AWAY! Hosted by event creators/originators Elaine Collins & Mike Ritz, with WBNA.



## Upcoming Events

Please visit our [events page](#) for details.

- Dec 20: [Virtual Neighborhood Caroling](#)

Having problems viewing this email? [View it in your browser](#)



Copyright © 2020 West Broadway Neighborhood Association (WBNA). All rights reserved.  
You are receiving this email because you opted in at our website to receive information about WBNA and neighborhood events.

Was this newsletter forwarded to you?

Sign up to receive your own WBNA alerts and news [here](#)





Want to change how you receive these emails?

You can [update your preferences](#) or [unsubscribe from this list](#)

West Broadway Neighborhood Association (WBNA)  
1560 Westminster Street  
Providence, RI 02909

[Add us to your address book](#)

## Appendix D: Sample Flyer



City of Providence

# Mayor Elorza's Neighborhood Cleanup

Join Mayor Elorza, the Department of Public Works and neighbors for a neighborhood cleanup! DPW will be filling potholes and will have the street sweeper on streets, and volunteers will be supporting with trash pickup throughout the community. Providence residents can drop off mattresses at no cost between 9am-12pm at the Webster Avenue Elementary School where a dumpster will be made available for mattresses exclusively.

Neighborhood Partners Include: Olneyville Neighborhood Association, El Rancho Grande, Walgreens

¡Acompañe al Alcalde Elorza, el Departamento de Obras Públicas y vecinos para una limpieza en el vecindario! DPW llenará baches y tendrá un camión barriendo las calles, y los voluntarios apoyarán con la recolección de basura en la comunidad. Los residentes de Providence pueden dejar colchones sin costo entre las 9am-12 pm en la Escuela Primaria Webster Avenue, donde estará disponible un contenedor de basura para colchones exclusivamente.

Participantes del vecindario incluyen: Asociación de vecinos de Olneyville, El Rancho Grande, Walgreens

**When / Cuando:**  
**Saturday**, September 28, 2019  
**Sábado**, 28 de Septiembre, 2019  
**9am - 12pm**

**Where / Donde:**  
**Webster Ave Elementary School**  
191 Webster Ave  
Providence RI 02909

