

Bloomington Civic Association (Association)

Guidelines and Policies for Organizing, Reporting and Working within a Committee

1. Selecting the Committee Chair

The President may appoint the Chair of any Bloomington Civic Association Committee (Committee); an active member of the Association may volunteer to serve as a Chair on a Committee; a Chair may be selected from amongst the members of a Committee formed by volunteers who are also active members of the Association.

2. Organizing

Immediately upon the formation of a Committee, the Chair will submit a list of active Committee members to the BCA Executive Board (Board) and notify the Board of the date and time of the first planning meeting of the Committee. Organizing rules are as follows:

- a. A member of the Board will be identified as the liaison to the Committee;
- b. The liaison to the Committee will be the first point of contact to the Board, and a point of reference to answer questions that may arise during meetings of the Committee;
- c. The President will be an ex-officio member of the Committee.

3. Planning

After the first planning meeting, the Committee Chair or representative must present a proposed Plan of Action (POA) to the Board at the next regularly scheduled Board meeting, held on the 1st Tuesday of each month. The procedures for reporting to the Board are as follows:

- a. Contact the Board liaison, if not present at Committee meeting, to be put on the Board meeting agenda for presentation of the Committee's POA;
- b. The proposed POA should outline the Committee's goal(s) or objective(s) as well as corresponding event(s) or activities to support the POA for the calendar year; (There is no requirement to present more than one event or activity for the calendar year.)
- c. Each activity or event should include a budget;
- d. Each activity or event should also, if applicable, include a fundraising component, if it exceeds the current budget for that Committee;
- e. The Board will approve the Committee's POA, based on the following criteria:
 - a. Goals are consistent with the Association's Mission and Bylaws, and the individual committee's mission.

- b. The Association's/Committee's budget is adequate to support the request (if applicable).

The Committee Chair or member will be required to present the proposed POA at a regularly scheduled General Membership (Membership) meeting to receive approval and support by a majority vote of the Association's members present before the Committee may proceed with any POA.

4. Cross-Committee Collaboration

From time to time committees might plan or propose activities that overlap with the responsibilities of other committees and/or may require multiple committees to work together. When this occurs the committee chairs, along with their Executive Board committee liaisons, will work together to ensure cooperation between the committees to facilitate the execution of the project or activity.

5. Reporting

Reporting requirements by the Committee are designed to ensure that the Committee's work is moving forward, is on budget and to identify any problems that may arise in the planning or execution of the POA. The reporting requirements are as follows:

- a. Provide periodic updates during the planning or implementation of any event, which may be accomplished by presenting at the Membership meeting or providing updates to the Board liaison or Ex Officio;
- b. The Chair or Committee member will provide a brief status update on Committee activities, to include:
 - I. Committee activities during the previous month;
 - II. Committee activities for the coming month(s); (*It is acceptable to have no report of activities if none are planned*)
 - III. Request assistance from the Membership or Board. (if applicable)

Year-End Reporting requirements are intended to give the Association a view of the Committee's accomplishments as well as allow feed-back and assessment from the Membership on their work during the calendar year. At a meeting designated by the Board in December or January, the Committee will present a year-end report to the Membership which should include the following information:

- a. Description of the Committee's overall accomplishments;
- b. Discussion of whether the Committee met its goals and objectives for the year. If not, why (e.g., lack of resources, goals set were too ambitious, goals changed, etc...)?
- c. Lessons learned (how can the Committee re-direct/improve goals and activities for next year).

Historic Preservation / Bloomingdale Historic District

Mission: To promote historic preservation in the Bloomingdale Historic District – the built environment, social and cultural history, and encourage quality design through advocacy and outreach.

Activities:

- Facilitate the discovery, documentation, and protection of Bloomingdale history.
 - History-related activities (especially social history) will be done in collaboration with the BVS
- Work with the DC Historic Preservation Office (HPO) to promote the DC Historic Preservation Homeowner Grants Program (and any other grant programs available).
- Promote the Bloomingdale Historic District and encourage use of the HPO Bloomingdale Design Guidelines.
- Develop a continuous community education program on HP (e.g., what it is, how does it work, what are the rules & regulations, etc.) geared toward newcomers to the neighborhood
- Routinely provide updates of changes or modifications in HPO rules, regulations, and programs using various means of outreach (e.g., public forums, website, etc.)
- Serve as BCA’s primary liaison with OP and other HP organizations
- Should Bloomingdale qualify for the HP Homeowner Grants Program, provide technical assistance to eligible homeowners with the application process, as needed
- Lead BCA’s advocacy for HP (based on membership vote), specific HPRB applications, and increased funding for HP Homeowner Grants Program.

Fundraising

Mission: Lead fundraising efforts in support of all BCA committee initiatives and activities, which serve to promote and enhance the Bloomingdale neighborhood.

Role of the Committee Chair:

- Presents reports on proposed fundraising activities at executive board and association meetings.

Role of Committee Members:

- Focuses on the organization's overall fundraising and grant writing efforts.

Activities:

- Create a fundraising Plan of Action (POA) for the 2-year term.
- Work with other BCA committees in their efforts to raise funds in support of their committee activities.

Membership

Mission: To recruit new members from myriad ethnic, social, economic and cultural experiences from the Bloomingdale Community on a consistent basis.

- Encourage member participation in the Association’s activities and events;
- (Periodically) Monitor and assess membership needs are met and;
- Be consistent in its recommendations of services, initiatives, and activities that address the dynamic needs of the membership.

Goal 1: Improve and Sustain Member Retention

Objective 1: Communicate the benefits with current members

Activity 1: Develop schedule to promote membership benefits through various channels

Activity 2: Member experiences/reflections to community value

Activity 3: Recognition for service

Goal 2: Increase (new) membership by 50 percent in the current year (2019)

Objective 1: Revamp Membership Categories to increase Numbers/Participation/Revenue – pricing plans

Objective 2: Redesign membership print materials for distribution to new members, potential members, and others

Goal 3: Increase affiliate membership (e.g., local businesses)

Objective 1: Redesign membership print materials for distribution to new members, potential members, and others

Goal 4: Increase member participation in activities, events, and/or collaboration with the BCA

Objective 1: Member engagement activities

Activity: Contests

Activity: Competitions

Activity: Plant day (in conjunction with the Beautification committee)

(Note, the objectives outlined here are suggestive and should not be considered final. The final goals and objectives of the Membership Committee will be decided once the Committee has formed and a Chair selected and presented to the body)

Beautification

Mission: Improve the quality of the NW DC neighborhood of Bloomingdale’s physical streetscape through beautification and cleanup projects.

Goals:

- To raise awareness among residents and businesses interested in the beautification of the neighborhood, adding aesthetic value to the community.
- To provide incentives for residents, businesses, and city departments and agencies to promote participation in the upkeep and beautification of the neighborhood.

Role of the Committee Chair:

- Lead Committee activities and represent the Committee before the board, the Bloomingdale community at large, and with BCA affiliated partners on beautification related matters.
- Serve as the primary liaison between the Committee, the BCA, and BCA affiliated partners (e.g., DC government and local businesses supporting the BCA’s beautification efforts).
- Oversee the Committee’s effort to support the BCA Executive Board’s activities related to beautification and cleanup projects.

Role of Committee Members:

- Dedicated volunteers that care about the environment and the health and beauty of the neighborhood.

Activities:

- Lead beautification projects and upkeep throughout the neighborhood
- Coordinate the annual Bloomingdale Beautification Day.
- Promote seasonal decoration contests and awards.
- Provide recommendations and advice to various DC departments and agencies on neighborhood issues.
- Seek collaborative opportunities to work across all BCA committees, as necessary, and other community groups in an advisory role.

Bloomington House Tour

Mission: To promote the Bloomington residential and business community by showcasing its beautiful, historic, and modern characteristics. The house tour is the BCA’s primary funding source for the BCA Scholarship Fund.

Role of the Committee Chair:

- Identify community members to serve on the committee
- Reports on proposed activities timelines and cost of the Tour to the Executive Board and the BCA membership.

Role of Committee Members (to align with event planning actions for the House Tour):

- Coordinate all elements of the biennial House Tour
- Lead coordination efforts across all BCA committees, as necessary, to host the House Tour
- Identify and foster community / citywide linkages to support the promotion Bloomington.

Scholarship

Mission: To publicize and solicit scholarship applications from Dunbar Senior High School, McKinley Technology High School, and throughout Bloomingdale.

Criteria: The Committee will select scholarship awardee(s) who must be:

- 1) a graduating high school senior from either Dunbar or McKinley Tech HS, *or*
- 2) a graduating high school senior residing in Bloomingdale and,
- 3) enrolling in an accredited college or university.

Scholarship recipients may also be currently enrolled college student(s) in good academic standing who reside in Bloomingdale.

Role of the Committee Chair:

- Reports committee updates to the BCA Executive Board and before the BCA membership.
- Reviews applications to ensure the criteria are met.
- Responsible for implementing any needed program changes or improvement that may have been identified by the Scholarship Committee.

Role of Committee Members:

- Develop and administer scholarship criteria, in coordination with and approval by the BCA Executive Board.
- Establish and adhere to a fair and unbiased selection process.
- Notify all applicants of scholarship award results.
- Invite scholarship recipients to attend a BCA meeting for presentation of award.
- Committee members cannot be related to applicants, or must recuse themselves from any Committee discussion or vote on the application of a relative.
- Solicit annual updates from scholarship recipients for BCA awareness.

Bloomingtondale Village Square Project

Mission: To promote Bloomingtondale as a stable, diverse (e.g., age, race/ethnicity/country of origin, sexual orientation, socio-economic status), and inclusive neighborhood through use of history, architecture and design, and civic engagement.

Goals:

- Strengthen the Bloomingtondale neighborhood’s community identity and shared history;
- Strengthen Bloomingtondale’s sense of place, including the historical and unique character, and the exceptional contributions of its residents;
- Promote neighborhood diversity, inclusion and civic engagement;
- Promote neighborhood responses to gentrification that strengthen neighbor relations and the creation of intentionally inclusive neighborhood spaces and activities.

Activities in support of committee goals include:

- Support and/or conduct of oral histories of neighborhood residents;
- Provide periodic updates of a scholarly, written history of the Bloomingtondale neighborhood;
- Assess and implement needed improvements to Bloomingtondale’s public spaces;
- Conduct/lead informational and educational forums related to BVS goals for Bloomingtondale residents and others;
- Document and disseminate BVS efforts and outcomes through use of social media, web-based platforms, and other forms of conventional advertising and media.
- Grantsmanship in support of BVS activities.

BCA’s Bloomingtondale Village Square (BVS) Project was established in 2015 in response to neighborhood change, development, and gentrification.

Public Safety/Emergency Preparedness Committee

Mission: To foster and build public safety, disaster mitigation and emergency preparedness awareness and capabilities among Bloomingdale community, e.g., associations, residents, religious institutions and businesses in partnership with District and federal government agencies and local volunteer service organizations to protect the Bloomingdale community related to public safety, natural disasters and other environmental and security/terrorism issues to ensure a resilient community.

Vision Statement:

To become a centralized community based public safety/emergency preparedness organization in the Bloomingdale community.

Other BCA Standing Committees:

(Mission Statements and Activity descriptions TBD)

- Amenities
- Community Relations
- Education
- Finance
- Housing
- Recreation
- Transportation
- Youth Programs