

## **Old Speedway City Neighborhood Association**

### **Association Board of Directors**

To be elected to the Board of Directors, a member must have his/her membership current and live within the association boundaries.

The Board of Directors consists of a minimum of seven and no more than eleven members. Each member is elected for a two year term and may be elected two more times for a total of six consecutive years served on the board. Members are elected at the December annual meeting.

The association officers are elected from within the Board for a period of one year.

The Board meetings are held at least seven days before a regular, general meeting. At the Board meetings, the members review financial expenditures, make recommendations regarding programs for general meetings and special events, and generally oversee the operation of the organization.

Board members are expected to attend all general and board meetings with a minimum attendance record at each of 75% of the meetings yearly.

Board members usually serve as OSCNA representatives on town and related committees or meetings. Some of these meetings/groups are:

- Speedway Town Council
- Speedway Redevelopment Commission
- Neighborhood Watch
- Speedway Pride Implementation Team
- Speedway Trails
- Indianapolis Neighborhood Resource Center
- Historic Urban Neighborhoods of Indianapolis, a group related to Indiana Landmarks

Should a vacancy on the Board of Directors occur, a replacement will be appointed by the Board of Directors. The appointee is to complete the term of office held by the person leaving the Board.

### **Association Officers**

#### **President of the Board of Directors**

Preside at all meetings of the Association

Reserve the use of Speedway United Methodist Church Fellowship Hall for General meetings and Library for Board meetings by contacting the Church Administrative Assistant (241-1563).

Prepare a Calendar of events for the year (meetings/board/special events) and distribute to the Board

Prepare agenda for the General and Board meetings

Distribute the General Meeting agenda to the Board for their comments or additions prior to the meeting. If no additions or corrections then:

- a) Print the Agenda with the prior meeting minutes for distribution at the General Membership Meeting.

Distribute the Board agenda to the Board members for their comments or additions prior to the meeting. If there are no additions or corrections; notify the Board members. When changes are required, distribute the corrected agenda to the Board members prior to the meeting.

Check the PO Box weekly and distribute the information to whoever is responsible for the item.

Update information in the OSCNA cabinet at the Library

Arrange volunteers to staff the OSCNA booth at special events, (i.e. Lions Club Breakfast, Xmas on Main Street and any other events in which we have an opportunity to present)

Keep our display board up to date with information for use at special events

At General meetings establish a quorum is present if any official business requiring a vote is to take place.

Arrange for representation to other community groups as the Board determines.

File with the Indiana Secretary of State the "Official Business Entity Report." It is due August 31 each year. There is a fee and filing can be done online. In case no reminder was received, contact the Secretary of State at <https://myweb.in.gov/SOS/EmailAddressManager/Home/Index> to enroll in the email notification program. Check to see if any of the officers' names need to be changed.

### **Vice President of the Board of Directors**

If the president is away or unable to perform the duties of his/her office for any reason, the vice president shall occupy his/her position and perform his/her duties with the same authority as the president. The vice president shall, under the direction of the president, oversee the functioning of such committees of the OSCNA as the president shall designate.

### **Secretary of the Board of Directors**

The secretary serves for a period of one year as appointed/approved by the Board of Directors at the first Board meeting of the year.

The secretary shall attend each general business and Board of Directors meetings and record actions. Corrections to the minutes shall be noted and made.

If unable to attend a General Business or Board meeting, the secretary shall find a substitute to record the minutes

Minutes are a general overview and do not contain specific names of who said what, nor do they describe things in a word-for-word format. Motions, however, are word-for-word, but who moved and seconded or amended is not recorded.

Prepare a sign-up sheet for general membership meetings and retain it with the records.

Create and respond to correspondence as necessary.

Send minutes to the webmaster for posting to the OSCNA website.

Keep copies of minutes and correspondence.

Receive annual dues and maintain an accurate list of membership. Transfer all annual dues to the Treasurer for deposit.

Yearly prepare a membership directory for use by the Board of Directors.

Notify membership of called meetings.

## **Treasurer of the Board of Directors**

The outgoing treasurer shall give to his/her successor: checkbook, box of additional checks, endorsement stamp, and financial binder with all documentation of expenditures, bank statements, codes to access bank statements and carbon copies of written checks.

Deposit all funds into the association bank account as soon as possible.

Update monthly financial record via bank statements and check receipts. Keep all receipt(s) and attach explanation of expenditure(s).

Bank statement is to be reconciled monthly.

Report to the Board and to the general meeting attendees the current balances for both general and designated funds.

Any and all checks written on behalf the OSCNA must be endorsed by two (2) designated members of the OSCNA Board -- designated signers: President, Vice President and Treasurer.

File annual IRS Form 990 tax return and annual State of Indiana Business Entity Report (Note: Bev will provide more information relating to our IRS non-profit classification and the filing process to secure such designation)

## **Financial Procedures**

### **Bank Checking Account:**

Regardless of banking institution requirements, the Association requires that the signature card at the bank contain the signatures of the President, Vice President and Treasurer of OSCNA.

The Association requires that all checks written and other financial statements require the signature of at least two of above named officers.

Upon election of new people to fill any of these positions, the prior year's president must accompany the incoming President, Vice President and Treasurer to the bank to update the signature card and verify that the people are newly elected officers.

### **Reimbursement Requests**

Request for reimbursement of expenses shall be submitted on the OSCNA Expense Reimbursement Request form.

The form shall be accompanied by receipts showing payment by the person requesting reimbursement. Account number and other private information may be blacked out with permanent marker.

The form and receipts shall be submitted to the OSCNA treasurer. Upon verification of information presented, the Treasurer will issue a check.

See Reimbursement Request Form on page 10 of the Appendix

## **Association Committees**

### **Nominating Committee Process**

The Nominating Committee is formed for the purpose of nominating a slate of members to fill Board of Directors positions that will be vacated in the following calendar year. The committee consists of three (3) members who have voting rights.

The president shall add the Nominating committee formation to the agenda for the July General meeting. During discussion of that topic, the president describes the purpose of the committee and asks the membership to think about volunteering to serve on the committee. At the same time, it is prudent to ask the membership to start thinking about the possibility of offering to serve in a Board position. If someone wishes to be nominated, they should not volunteer to serve on the nominating committee.

Volunteers can notify the president of their interest at the July meeting or any time after the July meeting.

The Nominating Committee shall be designated no later than August 7<sup>th</sup> of each calendar year. The announcement of committee members should be made at the August General Meeting.

Once the committee members are identified, that group meets and determines who will be the chairperson. Current officers should communicate to them any names of people who have expressed an interest in serving on the Board of Directors. The qualifications of Board membership are described in the Association By-laws.

The president shall identify for the committee the status of all current board members in order to identify the minimum number of candidates for nomination that must be supplied. Any current Board members who are eligible to commit for another term of service should be contacted by a member of the nominating committee to ascertain whether they want to continue to commit to serve in that capacity.

Then, the committee will determine how many of the positions need to be replaced to meet the minimum requirements as addressed in the by-laws.

If there are not enough volunteers to fill the vacancies, the committee must peruse the membership list, identify people who could serve in that role and contact them to generate interest in that service.

The slate of candidates must be ready to present to the membership for voting at the December general meeting.

### **Membership Committee**

The purpose of the Membership Committee is to extend invitations to attend and join and to retain current membership and reactive former members.

The committee should be composed to two to four members.

The association might be divided into four quadrants with committee members being responsible for his/her quadrant.

Membership is from January to December. Dues received after September 30 applies to next year. Have knowledge of what constitutes full membership and associate membership

Committee members should be knowledgeable about the members' benefits:

- Interesting and educational monthly meetings

- Fellowship opportunities, such as, June picnic and December Progressive Dinner

Opportunities to learn about our community and our town's government  
Opportunity to become acquainted with neighbors  
Quarterly newsletter, "Over the Fence"  
Discounts at select businesses within the association boundaries

**Suggestions:**

Distribute flyer of invitation to join along with an order form for luminaries (If project continues) by Quadrant leaders in November.  
In December mail current members a renewal letter with membership renewal form included  
Also in December send a similar letter to those who have been inactive for one or more years  
Send a January reminder for those who have not renewed their membership.  
In conjunction with other events, such as luminary sales, Speedway Spectacular, Lions Club Pancake Breakfast, develop information/displays introducing the association and offering memberships.  
Watch for new neighbors in your area. Invite them to meetings

**See Appendix for:**

Suggested letter to former members  
Membership Form  
Incentive Program to Patronize Merchants  
Sample merchants agreement form

**Publicity**

Monthly, notify cable station of the next month's meeting with date, topic, and location  
Develop and distribute the quarterly OSCNA Newsletter via email or U.S. Post Office.  
Prepare informational press releases and provide to the Speedway Press for publication.  
Post the General Membership meeting at the Speedway Public Library.

**OSCNA Annual Picnic**

The OSCNA annual picnic, held the first Monday in June at Leonard Park, replaces the June general business meeting. Invitations shall be extended to all within the association boundaries. This is a social event and an opportunity to get acquainted with non-members. Other invited guest may be police and fire department, Town Council members, Town clerk-treasurer and the Town manager.

Attendees are asked to bring a salad, side, chips or dessert to share. OSCNA shall furnish the hot dogs, hamburgers and buns. OSCNA volunteers cook the meat. Average attendance is between 35 and 45 people.

The annual budget contains a line item for the picnic. If the committee needs to spend more than budgeted, that request needs to come before the Board at the May OSCNA Board meeting for approval.

### Timeline for Picnic:

By February 28 a letter shall be sent to the Speedway Parks and Recreation Board requesting the date of the picnic and use of the shelter without paying the usual fee. Once approved by the Parks and Recreation Board, the committee chairperson makes sure the shelter is reserved for OSCNA for that date.

At the April General Business meeting, the OSCNA Board president puts the picnic on the agenda with the chairperson as the presenter. At that time, the chairperson asks for volunteers from the general membership to serve on the committee.

### Picnic Committee Responsibilities

1. Determine who will come early to set up the shelter,
2. Obtain the grills (if using them)
3. Plan advertising via Speedway Town Press and flyers. Flyers, which have RSVP information, should be distributed through the association area, invited guests as listed above. Advertising begins at the April and May general business meetings, and via e-mail, Facebook and twitter
4. Provide name tags
5. Purchase the meat and buns and arrange for condiments for the sandwiches. Historically we generally buy 50 hamburgers and 50 hot dogs with buns to match. Those numbers should be based on the sign-up sheets. If more than 45 people sign up then larger quantities of meat will need to be prepared
6. At May general meeting sign-up sheet shall have a check-off for providing drinks, ice, plates, plastic ware, cups, napkins, cooks and grills.
7. The OSCNA Board president puts the picnic on the May general meeting agenda and requests a report from the chairperson. The sign-up sheets are then made available to attendees at that meeting.
8. The evening of the picnic, the committee arrives about 30 minutes early to put tablecloths on the tables, hang a sign, ice down drinks if necessary, and start the grills. When the picnic is over, the committee also cleans up and returns borrowed items to the owners.
9. The person who purchased the meat and buns prepares a reimbursement request to receive reimbursement from the treasurer.

Historically, the members of the Board and the committee have made an attempt to circulate and speak with all attendees, especially those who are not members of OSCNA.

See Suggested Letter on page 11 in the Appendix

### **OSCNA Community Sale Process**

The annual OSCNA Community Sale is usually held Friday and Saturday which follows Labor Day. Anyone within the Association boundaries may participate. This Sale does not count toward the annual limit of five sales per year by an individual.

The association pays for and does all the advertising of the sale. Participates set their own dates and hours of operation.

Request the September OSCNA Community Sale be added to OSCNA calendar

### June

1. Open a free email account on AOL, Hotmail, or Gmail
2. Obtain email addresses of association members from the Board of Directors

## July

1. Formulate a press release and ask Speedway Press to place the third or fourth week of July
2. Inspect yard sale signs for wear and need to clean and/or replace
3. At the July OSCNA general meeting announce the sale date. Remind members to-contact you, as chair, with the following information: address, dates of sale, and pertinent information such as “in the alley.” This is to be collected and entered in a spreadsheet.
4. Contact the Speedway Junior High band teacher and churches in the association about the sale, including the date, as they often participate.

## August

1. The first or second week: Contact the Speedway Press to discuss advertisement prices and possible discount. Ask for another press release be posted in second week of the month.
2. Make an event for the sale on Facebook; be sure it is not set as private. Invite your friends.
3. Start an Excel spreadsheet or document to enter residential sale sites of those who want their sale listed on the sheet to distribute at individual sales site.
4. Start trolling the Internet for yard/garage sale sites. There are many free sites to post the sale.
5. About three weeks before, each week until the sale, including the days of the sale, place our Facebook event on The Facebook pages of the Speedway Garage Sale, the Town, ~~and~~ Speedway Diner, For the Love of Speedway, OSCNA website.
6. Three weeks before sale, put up fliers any place on Main State that will permit
7. The third, fourth weeks of August, place an ad on Craigslist – under community events. Week of sale put in three (3) separate ads. Be annoying with it.
8. Two weeks before the sale, remind participants that the spreadsheet is being completed and emailed to them by (state date) to pass out at their sale.
9. The week before and week of the sale, place ads in Speedway Press.
10. On Thursday, the week before the sale, register the sale at Town Hall. If you do it too early, it will not get noticed for placing on the TV channel.
11. Week before the sale – contact Yard Greetings at 781-1557. Tell them you want sign (from Wednesday through Saturday the week of the sale), how you want sign worded, where you want it placed, and that you will place a marker. Place a stake with ribbon or balloons at the site on Tuesday evening. They will place the sign Wednesday morning before 7 a.m. and remove it Saturday night after the sale.
12. The week of the sale, start tweeting about the sale. You can use this twitter account for anything OSCNA, not just the sale. It needs to be updated and used. It’s a good way to get the word out.
13. Put signs out Sunday or Monday of sale week. Check with businesses on corners, such as to see if placement of a sign is permitted. Pick up signs after the sale is over.
14. Complete an OSCNA Reimbursement Form with receipts attached for the yard sign and advertising costs.

## **Progressive Dinner**

The OSCNA Annual Progressive Dinner is held the second Monday in December each year. The volunteer organizer needs three volunteers to host the appetizers, dinner and dessert locations. The host house is responsible for providing a pleasant location for visitors to eat and assist the organizer in finding three to four volunteers to help supply the necessary dishes.

Each host is to provide the appropriate eating utensils

<b>Course</b>	<b>Time to be Ready by:</b>	<b>Provides</b>
Appetizers	6:00 p.m.	Appetizers and beverages
Main Course	7:00 p.m.	Main course, vegetable, salad, rolls, and beverages
Dessert	8:00 p.m.	Desserts and beverages

## **LIAISON ASSIGNMENTS to Community Organizations**

Liaisons shall serve as a two-way communicator between the association and the assigned Town unit or committee. As a liaison you should attend the assigned meetings and report back to the general membership and the Board of Directors any information that has an impact on the OSCNA.

### **Speedway Town Council Meeting**

2<sup>nd</sup> and 4<sup>th</sup> Monday of the month, 7 p.m. in Town Hall Auditorium

The Speedway Town Council is the legislative body for the Town of Speedway. The liaison shall listen for actions that affect the citizens of the Association area.

### **Speedway Redevelopment Commission**

3<sup>rd</sup> Monday of the month, 6 p.m. in Town Hall Auditorium.

The town has four distinct development districts primed for business growth — including the Motor Sports Technology district, the Indianapolis Motor Speedway district, the Museum/Entertainment/Retail district and the Town Center district. Speedway is working with the state of Indiana to develop targeted incentive packages that will attract domestic and international companies and stimulate startup firms.

### **Neighborhood Watch Program**

The liaison shall attend the Neighborhood Watch meetings called by the SPD sergeant responsible for the Neighborhood Watch program

This role is an important function to take OSCNA concerns back to the Speedway Police Department and District 4 area and report to OSCNA any responses from these programs or departments.



### **Neighborhood Pride Implementation Team**

Comprised of Speedway residents, the Team is tasked with developing new initiatives, administrative measures and programs for beautification of the Town.

### **Arts Advisory Council**

The Arts Advisory Council will review options for public arts initiatives, grant funding and enhancement and promotion of the arts in Speedway.

### **Speedway Trails**

1<sup>st</sup> Tuesday of the month, 6:30 p.m. at Speedway Public Library

Speedway Trails Association is a non-profit, all volunteer organization working with other Speedway organizations, businesses, local neighbors and the Town of Speedway to promote the development of recreational trails in the Town of Speedway.

The Speedway Trail loop utilizes the bike path and wide sidewalks on Main Street, the Peoria and Eastern Railroad (P&E) bed, the Eagle Creek Trail and the Baltimore and Ohio (B&O) abandoned rail bed. The P&E rail bed was acquired in 2014.

### **Historic Urban Neighborhoods of Indianapolis**

Meetings are held quarterly at the Indiana Landmarks Center, 1201 Central Ave, from 5:30 to 7:15 p.m., unless otherwise noted.

Historic Urban Neighborhoods of Indianapolis (HUNI) is an advocacy group supporting the preservation, revitalization and interests of Indianapolis' urban historic neighborhoods. To be eligible for HUNI membership, neighborhoods must be recognized as being historic either nationally by their listing on the National Register of Historic Places and/or locally by the Indianapolis Historic Preservation Commission (IHPC).

### **Indianapolis Neighborhood Resource Center**

The annual meeting of the INRC is the only regularly scheduled meeting for the organization.

The Indianapolis Neighborhood Resource Center (INRC) offers training and technical assistance to help grassroots neighborhood organizations address issues that impact the quality of life in their neighborhoods. Established in 1994 as a private, not-for-profit organization, INRC provides support and resources to neighborhood-based organizations to *strengthen, develop and empower neighborhoods.*



**Old Speedway City Neighborhood Association**  
Founded 1999

**EXPENDITURE CLAIM**

Payee \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expenses Claimed:

*Itemize and Describe Below*

*Cost*

TOTAL DUE .....\$ \_\_\_\_\_

DATE \_\_\_\_\_ SIGNED \_\_\_\_\_

MAIL TO: OSCNA Treasurer  
P O Box 241156  
Indianapolis, IN 46224

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Approved on \_\_\_\_\_ By \_\_\_\_\_

Check No. \_\_\_\_\_ Date \_\_\_\_\_

Park Board shelter use request



OSCNA

P.O. Box 241156

Speedway, IN 46224

(Date of Letter)

Dear Parks and Recreation Board:

Since 1998 our association has held its annual picnic at Leonard Park. We are requesting the rental fee be waved as has been done in recent years.

Invitations to the picnic are extended to all who live within the association boundaries, especially non-association members, our police and fire department and elected officials. This gives our residents an opportunity to become acquainted with their neighbors as well as our policemen and fire fighters and elected officials.

We respectfully request consideration for allowing us to reserve and use a shelter on June (Date) with no fee.

The (fill in year) picnic is being planned for (supply date of picnic). May we receive a response in time for us to reserve the shelter for that date? Your thoughtful discussion of this request is appreciated.

Sincerely,

OSCNA, President

OSCNA, Vice President

## Suggested Letter to Past Members

Dear \_\_\_\_\_ :

We miss you. This letter is to encourage you to rejoin the Association for another year.

The officers are working to make this an eventful year. Interesting programs are being planned for the general meetings of the Association. Remember the general meeting is held the first Monday of most months.

Informative Programs planned for the general meeting:

- Report from the Speedway Redevelopment Commission
- Report about the Speedway Public Library
- Candidate forum for the November election.
- At each meeting you also will be informed of the activities of:
  - The Speedway Community Development Corporation
  - The Neighborhood Pride Team
  - The Speedway Neighborhood Watch for our area.

Other benefits of belonging to the Association:

- Getting to know your neighbors during the social time at meetings
- Receiving a quarterly newsletter
- Participating on committees that improve our neighborhood.
- Receive discounts for patronizing merchants in our area:

Tolen's Florist

Leo's Barber Shop

Dawson's on Main

Main Attraction Antiques

Barbeque & Bourbon

Doodadz Resale Hut

Yogulatte

Three Sisters and a Trunk

Rolling in the Dough

The Famous Tomato

See page 14 for details

# Old Speedway City Neighborhood Association Agreement

Date \_\_\_\_\_

\_\_\_\_\_ agrees to provide a discount of \_\_\_\_\_ for  
members of the Old Speedway City Neighborhood Association member with the  
purchase of:

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Upon presentation of a 2014 OSCNA membership card with their name printed there  
on.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

# Old Speedway City Neighborhood Association Agreement

Date \_\_\_\_\_

\_\_\_\_\_ agrees to provide a discount of \_\_\_\_\_ for  
members of the Old Speedway City Neighborhood Association member with the  
purchase of:

---

Upon presentation of a 2014 OSCNA membership card with their name printed there  
on.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

## The 2015 Cooperating Merchants:

To participate, present your 2015 OSCNA Membership Card

### On Main Street:

Tolen's Florist 10% discount off flowers or gifts-local service only  
Rolling in the Dough Market and Café 10 % off food purchase, excludes beverages  
Leo's Barber and Beauty \$2 off price of haircut  
Dawson's on Main Restaurant 10% discount off food only, excludes alcoholic beverages  
The Main Attraction Antique Mall 10% off in store items, excludes markdowns  
Three Sisters and a trunk 10% off any purchase  
Barbecue and Bourbon on Main 10% discount off food purchase, excludes alcoholic beverages  
Doodadz Resale Hut 10% discount off any one item  
Yogulatte on Main in Speedway 10% discount off order  
The Famous Tomato 10% off Salad and Soup Bar Purchase

Update 2/2016

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## MEMBERSHIP FORM

### Old Speedway City Neighborhood Association

*(Annual dues based on calendar year)*

(Please Print Clearly)

☐ New ☐ Renewal ☐ Associate members live outside OSCNA boundaries

**YEAR of Membership:** 20 \_\_\_\_\_

Member #1 \_\_\_\_\_

Member #2 \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Membership Category:      \$10 per person      ☐ Property Owner      ☐ Renter  
   \$10 per business      ☐ Business      ☐ Church

\_\_\_\_\_ Number of memberships @ \$10 each      =      \_\_\_\_\_

Total due OSCNA      Check # \_\_\_\_\_ =      \$ \_\_\_\_\_

My name may be published with address and phone number to other members of OSCNA.

(The list will not be provided to any other organization.)      Yes \_\_\_\_\_ No \_\_\_\_\_

Make check payable to OSCNA. Mail this form with payment to: Please do not mail cash.

Old Speedway City Neighborhood Association, PO Box 241156, Speedway, IN 46224