

City Park West RNO Board Meeting Minutes

September 17, 2026 | Revised September 18, 2026

Draft minutes based on the meeting transcript and post-meeting verification. Topics included City Park maintenance coordination, the Weebly-to-Wix website migration, financial administration, neighborhood watch, grants, board development, and annual meeting planning. The board selected Thursday, October 29, 2026, 6:00–8:00 PM for the annual meeting; the exact venue remained pending as of the September 18 follow-up.

Attendees

- Current board members present (per the current CPW website / working official roster): Scott, Graylon, Jo.
- Other CPW participants / prospective board members: Holly Dowden, Zac Hughes, Jodi Kopke; Guests: Kathy Maskell (prospective board member), Aidan McMorro (Denver Animal Shelter)

City Park Maintenance & Regional RNO Coordination

- Scott noted recurring informal complaints about perceived inequitable maintenance of City Park (mowing, flowers) compared with other Denver parks.
- Scott has already contacted South City Park, City Park Friends and Neighbors, Park Hill, and Skyland Clayton RNOs to propose quarterly joint meetings so surrounding RNOs can present a more unified voice to Parks & Rec on maintenance issues. This is separate from City Park Alliance, which focuses on fundraising.
- Decision / follow-up: The board supported moving forward with quarterly coordination among surrounding RNOs. Scott has already begun outreach, and Jodi volunteered to help coordinate next steps. Exact ongoing ownership is still being worked out.

Denver Animal Shelter Presentation

- Aidan McMorro, Community Engagement Administrator with Denver Animal Shelter, presented on shelter services: Denver's open-admission shelter; free vaccine clinics, including mobile clinics available for neighborhood events; spay/neuter services; behavior, foster, and volunteer programs; urban wildlife guidance; and response to bite investigations.
- The board discussed potentially hosting a mobile vaccine clinic at a future CPW event.
- Aidan offered to send service blurbs and photos for use in CPW's newsletter and website. Contact: aidan.mcmorro@denvergov.org | 303-910-0875.

Website & Communications

- The current website (Weebly, behind Square) has recurring admin-access problems; Holly does not have reliable admin access.

- Holly presented a draft replacement site built in Wix (6–8 pages), including a proposed “new resident resource guide” page.
- **Decision:** The board agreed to migrate the website from Weebly to Wix.
- Membership/donation forms will continue to integrate with Member Planet (\$50/month); no decision was made to discontinue it.
- The CPW logo will be kept but improved (the current file is low-resolution); Zac will look into help from a designer contact.
- **Target:** draft site ready by end of October, ahead of the annual meeting.
- **Outstanding:** the CityParkWest.org domain (hosted via Network Services) needs to be transferred to the new site, and admin access confirmed; the existing email list needs to be preserved/exported during migration.
- Follow-up: Basecamp access should be broadened so relevant board and working members can access bylaws, articles, and other organizational documents. The final access list and account ownership should be confirmed.
- The board discussed forming committees (membership, communications, events) as workload grows; no formal action was taken.

Financial & Administrative

- Holly raised a concern that some CPW expenses are being charged to a board member’s personal credit card rather than the official CPW card.
- Jo noted she is likely the only authorized legal signer on the CPW bank account at UMB, which the board agreed is a risk.
- Follow-up: The board identified having too few authorized UMB bank signers as an organizational risk. No additional signer was formally confirmed in the meeting; any change to authorized signers is a Board decision.

Neighborhood Watch & Public Safety

- Two active neighborhood watch groups were confirmed: High Street/Vine Street, and the High Street/Williams area between 22nd and 23rd (near “the gathering place”). Both have an established point of contact with the Denver Police Department (DPD).
- Signage has not yet been installed for at least one watch group; Zac has two signs on hand and offered to deliver them. Further signage coordination is pending a resident list from Paula, expected back from travel in October.
- Graylon Cole shared observations from a recent ride-along with DPD, including a report of shots fired near 39th and Holly.

Grant Funding

- Jodi reported that CPW’s application for a City of Denver grant was not funded this cycle. After follow-up with the city (including threatening an open-records request), CPW was told other neighborhoods were prioritized; the program will run again next year.

- Scott will obtain grant leads and information from Whittier neighborhood's grant program (a longstanding open action item), including the Denver Foundation as a reliable funding source, after Whittier's community meeting.

Annual Meeting Planning

- Decision: the annual meeting date was changed from October 22 to Thursday, October 29, 2026, 6:00–8:00 PM, to accommodate Councilmember Hinds's availability.
- Venue: St. Joseph Hospital remained the preferred venue, but the October 29 date had not yet been confirmed by the hospital as of the September 18 follow-up. Scott planned to follow up by Tuesday/Wednesday; Jo offered to call if needed.
- Annual-meeting content: Councilmember Hinds and the Community Oversight contact were notified of the October 29 date. Conservation Overlay is definitely part of the agenda; the remaining question is whether Historic Denver will present or Scott will present after his September 30 meeting with them.
- The board discussed keeping the annual meeting focused and avoiding the length of last year's meeting. The exact presentation structure remains to be finalized as speaker availability is confirmed.
- **Outreach plan:** Facebook/Instagram posts; an e-mail newsletter to the full distribution list (~400 contacts via Member Planet); 1,000 door hangers distributed roughly two weeks before the meeting; posters at local coffee shops, breweries, and community bulletin boards.
- Kathy Maskell offered Bellwether House, a community/hospitality space associated with East Denver Vineyard at 1600 Race Street and seating approximately 80, as a possible venue for future non-annual-meeting events.
- **Next board meeting:** Thursday, October 15, 2026 (two weeks ahead of the annual meeting).

Board Composition & Elections

- Current board members per the CPW website / working official roster: Graylon Cole, Scott, Bill, and Jo. The bylaws call for no fewer than six Board Members so long as that number is reasonably available and willing to participate, so adding willing members is a current priority.
- Required officer roles: President, Vice President, Secretary, Treasurer.
- Governance follow-up: genuine Board vacancies may be filled by vote of the remaining Board under the bylaws; the exact current vacancies/terms should be confirmed before appointment. Jo proposed voting on new board members at the October 15 board meeting.
- Annual-meeting voting is not open to every attendee simply because the meeting is public. Voting eligibility should follow the bylaws/current membership policy; the 2026 RNO filing states that dues are not required to vote.
- Board interest: Zac Hughes and Jodi Kopke want to join the board. Holly Dowden's current formal board status should be confirmed; the Secretary role is currently understood to be open. Roles and responsibilities remain to be determined.

- Kathy expressed interest in joining the board and will confirm her decision (including availability for monthly Thursday meetings) before the October 15 board meeting.
- The board discussed offering a virtual meeting option in the future; no action was taken, to be revisited as an option for 2027.

Unresolved Matters / Follow-Up

- Conservation Overlay is confirmed as an annual-meeting topic; the presenter is not yet confirmed (Historic Denver if available, otherwise Scott may present after his September 30 meeting).
- Domain-transfer process for CityParkWest.org (admin access, hosting transition) not yet finalized.
- Website email-list cleanup/verification of active subscribers not yet started.
- Kathy's decision on board membership pending.
- Neighborhood-watch signage installation pending a resident list from Paula.
- Formal committee structure has not yet been established. Jo proposed creating DPD/Safety, City Park, Communications, and Events committees at the October board meeting so annual-meeting attendees can sign up for specific areas of interest.

Action Items Summary

Action Item	Owner	Target
Build and migrate CPW website from Weebly to Wix, including planned pages/forms	Holly Dowden	End of October
Send screenshots or a Word doc of the draft Wix site to the board for review	Holly Dowden	
Coordinate with Jo to get admin access to the CityParkWest.org domain and transfer it to the new site	Holly Dowden	
Send Denver Animal Shelter service blurbs, photos, and related info for CPW communications	Aidan McMorrow	
Broaden Basecamp access to relevant board / working members and confirm account ownership	Jo / Board	
Determine appropriate additional authorized signer(s) on the UMB bank account	Board	

Action Item	Owner	Target
Send prior City Park RNO-coordination email/history to Jodi	Scott	
Coordinate next steps / first quarterly meeting with surrounding RNOs	Scott + Jodi (working jointly)	
Send Whittier / Denver Foundation grant-lead information to Jodi	Scott	Week of Sept 22
Compile a grant calendar and apply for eligible grants using the collected leads	Jodi	
Confirm Conservation Overlay presenter after Historic Denver meetings and update board	Scott	After Sept 30
Create a list of coffee shops, businesses, and community bulletin boards for annual-meeting posters	Zac Hughes + Jodi	
Update Graylon Cole's board contact entry to show full name before email address	Scott	
Deliver neighborhood-watch signs and coordinate additional signage with Paula	Zac Hughes	
Confirm decision on board membership	Kathy Maskell	Before Oct 15
Next CPW board meeting	All	October 15, 2026
Schedule communications/operations working session covering meetings, agendas, events, email, minutes, public contact routing, and ownership	Scott + Zac + Holly	Next week
Confirm current formal board roster, officer vacancies, and genuine Board vacancies before October action	Scott / Board	Before Oct 15
Prepare proposed committee structure: DPD/Safety, City Park, Communications, Events	Board / interested leads	Oct 15
Confirm October 29 annual-meeting venue with St. Joseph or select fallback	Scott + Jo	By Sept 23