

Memorandum

REPORT TO: Inter-Neighborhood Council

FROM: Beth Boyson, New Hyalite View INC rep

SUBJECT: Communication Best Practices for Neighborhood Associations (15 minutes)

MEETING DATE: April 9, 2026

AGENDA ITEM TYPE: Citizen Advisory Board/Commission

RECOMMENDATION: None

STRATEGIC PLAN: 7.3 Best Practices, Creativity & Foresight: Utilize best practices, innovative approaches, and constantly anticipate new directions and changes relevant to the governance of the City. Be also adaptable and flexible with an outward focus on the customer and an external understanding of the issues as others may see them.

BACKGROUND: At the March meeting, Beth Boyson request INC discuss communication best practices at the April meeting. The following is a list of tools some neighborhoods use.

Communication Tools from Neighborhoods

- Bogert Park: email for communication, using free Google Workspace with a contact list and a Google website.
- Cooper Park: Communicates with neighbors through email alias (cooperparkbzn@gmail.com) and do occasional posts on Nextdoor. INC rep maintains membership through Google Drive (Google Sheets) and manages both the membership list and email accounts.
- Figgins Addition: Chair maintains Google spreadsheet with names and email addresses of neighbors who attend past neighbors who attended past neighborhood annual meetings. This spreadsheet is shared with the Vice Chair, Secretary and the two neighbors who typically organize the annual Figgins potluck. Also use a private Facebook group that was created in 2013. Some of the people in this group are in adjacent neighborhoods but most reside in Figgins. Chair typically sends out an email and then repost the information on the private Facebook page.
- Mar-Lin: Uses Google drive & gmail for communication to the neighborhood. Also uses What'sApp group and many use this for real-time communication. What'sApp was helpful during the construction project and other kinds of communication as well. Regular consistent communication (monthly or less) is better than no communication in the neighborhood's experiences.

- University: Uses email to communicate to neighbor and keeps the address list in gmail.

UNRESOLVED ISSUES: None

ALTERNATIVES: None

FISCAL EFFECTS: None

Report compiled on: April 3, 2026