



THE

CORNER POST

RESOURCE ISSUE 2013
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Working to create safe,
attractive and healthy neighborhoods
throughout Central OklahomaSM

A periodic publication of
The Neighborhood Alliance, Inc.
1236 NW 36th Street • Oklahoma City, OK 73118-5604
Phone: (405) 528-6322 • Fax: (405) 521-0798 • www.nacok.org

We are a nonprofit 501(c)(3) organization offering education, training and organizational assistance to neighborhoods in Central Oklahoma

The Resource Issue



*Many thanks
to the volunteer neighbors,
police and fire personnel,
and city employees who help
forward our mission every day.*

About Neighborhood Alliance

Safe and healthy neighborhoods are places that provide opportunities, resources and an environment that children, youth and adults need to maximize their life outcomes. They include high quality schools, safe and affordable housing, thriving commercial establishments, access to quality health services, parks and recreation amenities, and social bonds between neighbors. Unfortunately, thousands of Central Oklahoma residents still live in distressed neighborhoods, where a combination of crime, poverty, unemployment, poor health, struggling schools, inadequate housing stock, and apathy can keep people from reaching their full potential. These neighborhoods can see change, but it takes nurturing and constant support of the residents from trusted advisors for success. Neighborhood Alliance is that trusted advisor.

If we expect neighborhood volunteers to help us make meaningful changes in their communities we must give them the resources they require to accomplish their goals. For 36 years Neighborhood Alliance has been successful at helping residents create sustainable change through our educational and support programs. Our training and connections allow neighborhood leaders to work alongside Police, Fire, School Administrators, City Officials, Corporations, Volunteer Groups, other Non-Profits and Foundations in order to improve their neighborhood.

We are building a better Central Oklahoma by empowering and educating citizens to better our city one neighborhood at a time.

Association Tools

When New Leadership is Elected

New officers, including officers of the Executive Committee, Leadership Committee or Board of Directors need to make sure the following things are done:

- ★ Contact us with new names. Change Forms are available at nacok.org (look under "Association Tools.")
- ★ Call a meeting of your new leadership to read and review the by-laws of the organization.
- ★ Change your signature card information at the bank. Failure to do so can delay association business.
- ★ Change officer information on the Articles of Incorporation at the Secretary of State's Office, if applicable.
- ★ Audit the financial account. Ensure the officers are aware of how the organization's money can and cannot be used. This should be done even if you trust the former treasurer with your life. It will also help the leadership understand when money is needed and for what events.
- ★ Oversee that all records are turned over to the new or appropriate officers.
- ★ Contact Neighborhood Alliance at (405) 528-6322 to reserve your seats for the next New Officers Training. This is, generally, on the first Monday of each month.

Look
for our full
calendar of events
at nacok.org! We're
always adding things
to meet your
neighborhood
needs!

Workshops and Training

Who Should Attend - Our training and workshops are for everyone interested in making a difference in Central Oklahoma neighborhoods.

We offer a wide variety of training to help neighborhoods in every stage of evolution, from those just starting their organizing efforts to those who have run like a well-oiled machine for many years.

Location and Registration

- Our monthly roundtable, Organizing Your Neighborhood/New Officers' Training, are held at the Neighborhood Alliance Building, 1236 NW 36th at the SE corner of Classen, Oklahoma City. Other workshops vary in location. Check nacok.org for workshop details and registration. For our monthly roundtable, "Organizing Your Neighborhood/New Officer Training" please call us at least a day in advance to reserve your seat, 528-6322.

Fees - Most of our workshops and roundtables are given free of charge. To help us continue offering free classes you can donate on our website or when attending an event.



Tips for Neighborhood Officers

Create a unified front. Leave disagreements at the board meeting and don't bring them up at the membership meetings.

Typically in a neighborhood association the four officers make up the "Board". Refer to your bylaws as all associations are a little different.

You should have term limits in your bylaws and adhere to them!!

You are a conduit of education, not the one to solve all problems. Empower your residents to learn about City resources and processes and solve their own issues.

All About Speakers and Meetings

Speakers

Police Community Relations (PCR) Officers

See page 5 to find your PCR Officer. To find your police division, go to nacok.org/Downloads/OCPD.org.

Your council representative

Go to okc.gov/council to determine your ward.

Your local OKC Firefighters

Contact Capt. Jere Korthanke at the Fire Marshall's Office
Jere.Korthanke@okc.gov or 297-3318

Oklahoma City Beautiful

See OKCBeautiful.com or 525-8822.

OKC Parks Dept

297-3903 or
Jennifer.McClintock@okc.gov.

OKC Action Center

297-1340 or Beth.Crounse@okc.gov.

Office of Emergency Management

Contact Franklin.Barnes@okc.gov or 605-8200.

Rebuilding Together

607-0464, or online at rebuildingtogetherokc.org.

The Community Action Agency of OKC

232-0199 x2300 or ARicketts@CAAofOKC.org

Central OK Humane Society

Call 405-286-1229 or see www.okhumane.org



Creative Meetings:



Have a trivia contest with questions about your neighborhood's history.



Have a meeting in a neighbor's yard and invite a landscape designer to give some ideas.



Have a "Potluck Progressive Meeting": start a meeting in one home for a meal and move to another for dessert.



Have a dessert contest and invite your council person, PCR or local firefighters to judge the tasty treats.



Make your meeting family-friendly by enlisting the help of neighborhood baby-sitters in exchange for the "Marketing Opportunity."



If you have a culturally diverse neighborhood, hold an international pot-luck dinner. Encourage neighbors to include written insight about the dish.

Tips for Using Speakers Successfully

Ask at least one month in advance and always follow up with speakers the day before the event. Even if the ask is on the phone, follow up with a written invitation with detailed directions and expectations.

Discuss with speakers exactly what they will speak about and give them a time limit (Usually ten minutes to speak followed by ten minutes for Q&A is sufficient).

Help your speaker stay on time by standing in the back of the room and waving when they have two minutes left.

Have someone greet your speaker when they get to the venue and show them where to go. Remember, they are an invited guest and don't know everyone in the room.

Put your speaker at the first of the meeting and allow them to leave after their presentation if they desire.

All About Neighborhood Communications

Electronic Communications

Online, email or printed paper, the idea is the same: communicate with your neighbors! There are lots of FREE options out there for email and websites. Some of our favs: mailchimp.com, tinyletter.com, wordpress.com, sites.google.com.

Free printing at CAA

Community Action Agency will print your neighborhood newsletter for FREE! Just call them at (405) 232-0199 ext.1412 and ask for the print shop. There are strict deadlines for delivery and pickup, so be sure to ask about these when you call.

To see specific printing guidelines, see our website under "Association Tools."

Newsletter Content

You always have permission to reprint anything we include in the Corner Post or the Crime Stats inserts. Both of these are archived on our website.

Ask your council person for a monthly column.

Ask a neighborhood realtor to submit neighborhood sales data.

Always include your boundaries in your masthead.

See okc.gov and search for "[articles for your neighborhood newsletter](#)."

Don't forget there are people outside of your neighborhood who are very interested in what is happening there. Please include the following people on your mailing list or in your delivery network:

★ Neighborhood Alliance

1236 NW 36th St.
OKC, OK 73118
info@nacok.org

★ Your City Councilperson

c/o City Hall
200 N. Walker
OKC, OK 73102

- ★ Ward 1 – James Greiner, ward1@okc.gov
- ★ Ward 2 – Ed Shadid, ward2@okc.gov
- ★ Ward 3 – Larry McAtee, ward3@okc.gov
- ★ Ward 4 – Pete White, ward4@okc.gov
- ★ Ward 5 – David Greenwell, ward5@okc.gov
- ★ Ward 6 – Meg Salyer, ward6@okc.gov
- ★ Ward 7 – John A. Pettis Jr, ward7@okc.gov
- ★ Ward 8 – Patrick Ryan, ward8@okc.gov

★ City of OKC City Manager

420 W. Main St., 3rd Floor
OKC, OK 73102
james.couch@okc.gov

★ City of OKC Planning

420 W. Main St.
OKC, OK 73102
Shannon.Entz@okc.gov

★ The Oklahoman, okc@newsok.com

★ Police Community Relations Officer

Hefner Division
3924 NW 122nd St.
OKC, OK 73120
robert.skalla@okc.gov

Santa Fe Division
9000 S. Santa Fe
OKC OK 73139
steven.brackeen@okc.gov

Springlake Division
4116 N. Prospect
OKC, OK 73111
erick.huff@okc.gov

Will Rogers Division
3112 N. Grand Blvd.
OKC, OK 73112
michael.loruse@okc.gov



SCAN HERE



Useful Phone Numbers



Call 911

For All Emergencies and
Suspicious Activity

City and Community Services

Action Center	297-2535
Animal Control (pick-up)	297-2255
Animal Shelter	297-3100
Area-wide Aging Agency	942-8500
Building Permits	297-2547
City Council (office)	297-3884
Code Enforcement	297-2317
Community Action Agency	232-0199
Garage Sale Permits	297-2606
Graffiti Removal	297-2535 or 297-0199
Handicapped Parking Permits ...	425-2403 or 425-7711
Household Hazardous Waste.....	682-7037
Metro Transit	297-2053
Neighborhood Alliance	528-6322
Housing and Neighborhood Programs.....	297-2846
Parks and Recreation	297-3882
Planning Department.....	297-2576
Poison Control.....	271-5454
Possibilities, Inc.	525-3131
Potholes.....	297-2535 or 631-1111
Public Works	297-2581
Sewer Backup/Water Problems	297-3334
Council of Neighborhoods	672-7223
Traffic Management	297-2531
City Water/Sewer/Trash.....	297-2833

OKC Police Department Contacts

Police Community Relations Officers

Central OKC – Will Rogers Division	
MSgt Michael Loruse	316-4525
East OKC – Springlake Division	
MSgt Erick Huff.....	316-5138
North OKC – Hefner Division	
MSgt Robert Skalla	316-5035
South OKC – Santa Fe Division	
MSgt Steven Brackeen.....	316-4806
Crimestoppers	235-7300
Anonymous Crime Reports (Non-Emergency)	231-2121
Gang/Narcotics Hotline	232-6272 or 297-1193
Traffic Enforcement	297-1145
Truancy Hotline	557-6990



Call 211

For Health and Human Services
Referrals and Volunteer Opportunities

OKC Fire Department Contacts

OKC Fire Department (general number)	297-3314
OKC Fire Prevention Services	297-3585

Oklahoma County Services

Oklahoma County Assessors Office	713-1200
Oklahoma County Commissioners	713-1500
Oklahoma County Sheriff's Department	713-1000
Oklahoma Highway Patrol	682-4343
FBI	290-7770
OSBI	848-6724
Homeland Security	425-7296
Oklahoma One Call System (Call OKIE before you dig)	
OKC	840-5032
Statewide	(800) 522-OKIE (6543)
OGE.....	272-9741
OGE outage reporting.....	272-9595
ONG.....	551-4000



The City wants to help you make your neighborhood a better place to live. One way is through the Action Center - a one-stop citizen assistance office.

Among the code violations which can be reported to the Action Center are illegally parked cars, abandoned and inoperable cars, dead trees and tall weeds.

Report problems in your neighborhood or get information about the many City services using the **online service request at okc.gov/action** or call the Action Center, **405 297-2535**.

All About Safety

Crime Watch vs Crime Patrol

To set up a **Crime Watch**, Neighborhood Alliance will come to your neighborhood and train you and your neighbors how to watch out for each other. Things to look for, how to report and where to report are all covered in the training.

Neighbors promise to report all suspicious activity to police and keep the neighborhood association informed if anything suspicious is seen.

A **Crime Patrol** is the ultimate step toward neighborhood safety. Neighborhood Alliance and the OKC Police Department will train your neighborhood how to operate a successful Crime Watch program.

After training, volunteers will be able to drive around and "patrol" the neighborhood looking for suspicious activity, acting as the eyes and the ears of the police department.

Patrol team members must be trained by the OKC Police Department prior to going on duty. A neighborhood must have a minimum number of volunteer patrollers willing to be trained before the OKC Police Department will sanction your Patrol.

With 30 patrollers, a team of two would only have to do two 2-hour shifts a month! Even a few hours patrolling a week can make a huge difference in reducing criminal behavior in your neighborhood.

One additional tool you can use is the OKC Police Department's Neighborhood-Specific Crime Reports. These weekly reports will help you see trends in neighborhood crime. For Registered Neighborhoods in OKC-service areas, these reports can be viewed anytime at nacok.org.



To get started call Neighborhood Alliance. We'll guide you through the process and get you set up!

Become a "Hard Target"

Criminals choose their targets carefully. With just a little extra effort, you can make yourself, your home and your neighborhood an undesirable "Hard Target." Here are some basics we all can be reminded of:

- Park in your garage whenever possible
- Vary your daily routine
- Be aware of who is around you
- Have your keys ready so you don't have to dig in a purse for them
- Lock your windows
- Don't put your expensive electronics on display with a view from the street
- Be suspicious of ANYONE who knocks on your door unexpectedly
- Lock your doors
- Don't leave your garage door opener in your car parked in the driveway or street
- Stop your newspaper and mail delivery if you're away for a few days
- Get to know your neighbors - it's the cheapest, most effective crime fighting tool available!

When to call 911

Dial 911 not only for emergencies but also to report information or suspicious activity to the police. If you are not sure, call 911 and let the dispatcher determine if the situation requires an emergency response. If your call does not meet the emergency guidelines, you will be given the appropriate number to call .

911 is for anything having to do with safety; it does not have to be an emergency in progress. For example, you would call 911 to report an auto burglary that was just discovered but happened a week ago. When dialing 911 a professionally trained call taker receives your call.

Anonymous Crime Reporting in Oklahoma City can be accomplished by calling 231-2121. These calls go to the same place as 911, only the dispatcher cannot see who is calling or the location of the caller .

Finances, Taxes and Legal

Tax Breaks for Associations

Neighborhoods that have crime prevention or neighborhood safety as part of their mission are eligible for a sales tax exemption on the first \$2000 spent in each calendar year. To qualify, the Neighborhood must be a not-for-profit corporation in the state of Oklahoma and have been created to "help prevent criminal activity through community involvement and interaction with local law enforcement."

For proper forms and instructions search for "exemption packet" at www.tax.ok.gov or call the Taxpayer Assistance Line at 522-0869.

For forms,
instructions and
assistance see
tax.ok.gov or
call 522-0869

Rules for Filing Taxes

One of the most frequently asked questions of neighborhood associations is "Do we need to file taxes?" The short answer is "Yes, unless the association has taken in less than \$500 during the tax year."

The **IRS form is 1120-H** and is a single page form you can fill out right online at irs.gov, print out and mail in. Even if your association falls below the income threshold, best practices suggest filing every year.

Incorporate with
the Secretary of
State and update
your records with
any change in
leadership.

Tips for Fundraising and Membership

- Use the Neighborhood Alliance Donor Designated Program to raise tax deductible gifts (see www.nacok.org for more information).
- Send out dues collection invoices once a year just like a bill. Include a return envelope if you can to make it convenient.
- Use an online payment system to make instant payments a possibility.
- Always give your members a budget to show why you need the dues payment. Show them where their money is going.
- Do not expect that an ad in your newsletter is sufficient to draw in your dues paying members. You will have to recruit them.
- Look for neighbors who take obvious pride in their property and invite them directly to participate for a specific role; sometimes all you have to do is ask!

Incorporating

Neighborhood Associations are considered a statewide organization and as such should be incorporated. This is done simply by filling out the *Articles of Incorporation for a not-for-profit organization* paperwork and sending them, with a \$25 filing fee, to the Oklahoma Secretary of State's office, State Capitol, 2300 N. Lincoln Blvd., Room 101, State Capitol Building, Oklahoma City 73105-4897. Complete instructions, as well as the proper forms, can be found on the Secretary of State's site, sos.ok.gov.

Remember, incorporation is a state designation only, and does not mean your neighborhood association will be a charity. Donations made to your neighborhood association will not be tax deductible. (For a tax deductible option see "Donor Designated Program" on our website at nacok.org/Resources, see "Fundraising & Grants.")

2012 - 2013 Board of Directors ELECTED BOARD MEMBERS

President

NICOLLE GOODMAN
(ARCHITECTURAL DESIGN GROUP)

Vice President

VINCENT DEBERRY
(UNIVERSITY OF OKLAHOMA)

Treasurer

JOHN MILNER
(TREE & LEAF CLOTHING COMPANY)

Secretary

CRESHA REDUS
(PUBLIC STRATEGIES, INC.)

CAROLE BROWN
(METRO TECH)

LUCAS MALICOATE
(CHASE BANK)

CINDY MOTIL
(MIDFIRST BANK)

JEFF PARDUHN
(PELCO PRODUCTS, INC.)

DR. BERNARD RHONE
(DENTIST)

JENNIFER SEAL
(AMERICAN HEART ASSOCIATION)

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(GUERNSEY)

MICHAEL WOFFORD
(DOERNER, SAUNDERS, DANIEL & ANDERSON, LLP)

STAFF

GEORGIE RASCO
Executive Director

JENNIFER MECKLING
Programs Coordinator

LAURA HAMILTON
Accountant

ASHLEY DICKSON
Neighborhood Capacity Builder

AMANDA OLSZEWSKI
Development



1236 NW 36th Street
Oklahoma City, OK 73118

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Free Services

Neighborhood Alliance offers many of our services at no cost to all who attend, our workshops, call our office or show up at our door. While our end users often pay nothing to take advantage these services and events, it costs us over \$300,000 every year to lead this charge.

If it is important to you to live in a city with strong, safe, beautiful and healthy neighborhoods and it is important to you that there be an organization that supports the volunteer efforts of neighborhood leaders, then please support Neighborhood Alliance. Your gift will make an even stronger and more connected city.

- ✓ \$50 allows one citizen to learn community engagement skills
- ✓ \$150 gives crime prevention tools to 400 neighborhoods by covering the mailing and printing costs of a monthly crime statistical report
- ✓ \$500 can begin the organizational process for up to five new neighborhoods by hosting a monthly organizing assistance class

Together we can make a difference in OKC neighborhoods !