

Concordia Neighborhood Association

Board Meeting

March 14, 2017

Kennedy School Community Room, 5:30 to 6:50pm

MINUTES

Board Member Attendance

Chair – Chris Lopez PRESENT	At Large 1– Robert Bowles ABSENT
East 1 – Tyler Bullen PRESENT (6:20)	At Large 2 – Donn Dennis PRESENT
East 2/Secretary – Steve Elder PRESENT	At Large 3 – Jody Pollak PRESENT
SW 1 – Garlynn Woodsong ABSENT	At Large 4 – Ali Novak PRESENT
Vice Chair/SW 2 – Daniel Greenstadt PRESENT	At Large 5 – Truls Neal ABSENT
NW 1 – Isham “Ike” Harris ABSENT	At Large 6/Treasurer – Heather Pashley PRESENT
NW 2 –Amelie Marian ABSENT	

Also in attendance: Susan Millhauser, Contract Recording Secretary; Nancy Varekamp and Gordon Riggs, CNews/Media Team; Ben Earle, LUTC Secretary.

Guests in attendance: Herb Shlobo.

Welcome, Introductions and Announcements

Chair Chris Lopez called the meeting to order at 5:40pm. A quorum was established.

Public Comment (items not on the agenda)

None

Review and Approve Agenda and Prior Meeting Minutes

Chris reviewed the agenda. Meeting minutes were distributed prior to the meeting.

MOTION (Steve/Daniel) – To approve the March agenda and February 14, 2017 Board meeting minutes as drafted. 7 in favor, 0 opposed, 0 abstains. MOTION PASSES.

Unfinished Business

1. CNA Yard Sale Updated

Herb Shlobo introduced himself as this year’s organizer for the yard sale, which will be held June 23-25. New this year people will be able to use PayPal to join the yard sale, otherwise not much has changed. It costs \$7 to participate and includes being put on the map and getting signs and balloons. The money will also be used to purchase ads in the Oregonian. Sharon Griffin will help that weekend since Herb will be out of the country.

2. CNews Contracts

Daniel gave an update, noting he has gotten a lot of good feedback and made good progress on the personal services contracts. He added that since Susan Trabucco departed, some of the position tasks got divvied up between the remaining team members, so the position descriptions are not so clear now. His thought is to bring to the Board the position descriptions with a motion that clarified that sometimes roles and people have to be adjusted. In response to a question from Chris, Daniel noted that there will still be four positions but that one is currently unfilled and others have taken on these tasks. He added that they

still need a bit more time to finalize everything and would like time at the next meeting for review and approval by the Board.

New Actionable Items

1. Spring Egg Hunt – Request for Funds - \$800

Chris shared that that Social Committee is requesting \$800 for this year's event. Last year they spent a little more than the \$700 authorized. The funds are used to purchase candy and plastic eggs and the event is jointly sponsored with American Legion Post 134. Jody noted that she recently had attended a finance training at NECN and suggested that the Board should request a breakdown of estimated expenses prior to approving funding requests, and that receipts must be provided with an invoice prior to paying. She added that NECN also reminded people at the finance training that neighborhood associations need to notify NECN of events in advance so they can notify the insurer. Chris responded that Katie had already notified NECN about the event so they should be good to go

MOTION (Jody/Daniel) – To approve the request for \$800 with a budget breakdown to be provided to the Board soon. 7 in favor, 0 opposed, 0 abstains. MOTION PASSES.

2. Fernhill Summer Concerts – Request for Funds - \$3,000

Chris shared the line up for the Summer Free for All concerts at Fernhill Park. Concerts will be on Friday evenings – July 7, 14, 21, and 28, and August 8. The August 8 concert will be in celebration of National Night Out, with the kid's parade from Dekum Court and a movie after the concert – Lego Batman. The total cost to CNA is \$3,000 for all five concerts. Chris noted that Robert's company, Rose City Mortgage, has agreed to sponsor the movie at \$600. In response to a question about having food carts, Chris noted there will be several neighborhood restaurant food vendors, which Portland Parks and Recreation coordinates.

MOTION (Heather/Ali) – To approve the request for \$3,000 for five Summer Free for All concerts at Fernhill Park, including National Night Out. 7 in favor, 0 opposed, 0 abstains. MOTION PASSES.

3. Sunday Parkways – Form Ad Hoc Committee

Chris shared that the NE Sunday Parkways will be held on July 23. The CNA has a table at Fernhill Park for the event and he would like an ad hoc committee to form to help set things up, figure out what to have at the table, and organize volunteers. Additional volunteers will be needed to "staff" the table on July 23.

Daniel, Jody, and Heather agreed to form an ad hoc committee. Daniel noted he would not be able to help on July 23, though. Ali wondered if there was a budget for the event? Chris suggested the ad hoc committee could come up with a budget proposal for the Board. Chris agreed to submit the required paperwork to PBOT.

4. Media Team Guidelines

Daniel noted he had sent draft Media Team guidelines to the Board via email a few days prior. He explained that the Media Team thought a guiding document would be helpful for present and future committee members. He added that the guidelines are not in final form yet. He had hoped for the Board to approve that night but he had received feedback by email, which they had not yet had a chance to discuss. The Board discussed further. Ali wondered if there had been any further discussion about CNews developing an operating budget? Daniel responded that the draft guidelines say financials are to be reported to the Board, but does not specify a budget so the Board can have flexibility; the Board could pass a more specific policy resolution related to CNews and a budget. Jody stated that an operating budget would be helpful so the Board can understand how much the CNA will spend annually, assuming CNews is not profitable. She added

that having a budget would also be helpful in terms of tracking and paying invoices. Gordon agreed there should be a budget forecast. Ali suggested adding a request for a budget to the guidelines. Chris asked Board members to please send additional thoughts to Daniel.

Daniel noted that the Media Team is somewhat fluid and open to the public, so they are hoping the guidelines help to define who gets to make decisions, who are members. He added that rather than try to formalize these things in the guidelines, language is included that allows the Media Team to organize itself, with anyone who has issues able to bring concerns to the Board. In response to a question about the difference between a team and committee, Daniel noted that the Media Team is a committee of the Board like the LUTC and Social Committee, and has some Board members as well as members of the community. Ali shared what the LUTC does in terms of who can vote. Ben added that the LUTC also had initial charter members approved by the Board; he would be happy to share more information.

Tyler raised a question about a recent article he wrote for the “CNA Voice” column, sharing that Nancy of CNews told him he was not allowed to state an opinion about an elected official, in this case the US President. Tyler added that Nancy suggested he raise this topic with the Board and hoped it was okay to bring up at this point in the agenda. It was noted that neighborhood associations are clearly not allowed to endorse a candidate or ballot measure. Nancy shared that it was her understanding the “CNA Voice” column essentially represents the Board, so she would prefer no opinions be expressed since there could be backlash or liability, so she was erring on the side of caution. Jody opined that if the column is labeled “opinion” it should be okay to express an opinion; if not then it would not be okay. Tyler responded that his piece had been edited in a way he was fine with, so the article should be okay. Daniel observed that the “CNA Voices” piece occupies a weird middle ground. Ali suggested it is okay to include individual opinions so perhaps the article should be framed this way. Jody suggested adding a note at the end that says the piece is one Board member’s opinion.

Conversation followed about individual voices versus a consensus opinion from the Board. Daniel wondered if it would be more helpful to determine the purpose of this particular spot in the CNews. Ali agreed. The issue was resolved for now, but Board members agreed there needed to be further conversation about the purpose of this column going forward.

5. CNA Holiday Party – Request for \$500 for Cerimon House Rental

Chris shared that the Social Committee is requesting \$500 for rental of Cerimon House for the annual holiday party. CNA would rent the space from 3 to 10pm, which would usually cost \$1,800. He was bringing this to the Board now as Cerimon House is booking for events next winter. For the past two years, Cerimon House has donated the space, though the first year the space was not really finished. In response to a question about where the event has been held prior to Cerimon House, Chris responded it has been held at Concordia Univ., which was more expensive as they had to use CU catering and could not bring in outside food, as well as at St. Michael’s Lutheran Church, which was free.

Ali wondered what the dollar value was of the CNews ad deal with Cerimon House? Daniel noted it came out to about \$500/year. Ali suggested that the Board needed to approve more clearly laid out policies regarding ad rates in CNews for neighborhood partners.

MOTION (Heather/Daniel) – To approve a request for \$500 to rent the Cerimon House for the holiday party. 7 in favor, 0 opposed, 1 abstains. MOTION PASSES.

CNA Committee Reports

1. Finance – None.

2. Land Use and Transportation – Ben handed out the draft LUTC agenda, which would be held the following night, March 15 at 7pm, and a Housing by Design flyer about the City’s multi-dwelling zoning code project. He gave a brief update:

- There was a possibility of illegal tree removal on a development site at NE 23rd and Ainsworth.
- The LUTC was hoping the Board could have a discussion soon about reviving the Safety and Livability Committee.
- The Concordia University / CNA relationship discussions still need to move forward.

3. Media – See above.

4. Policy and Procedure – None.

5. Social – See above.

General Meeting

Chris gave a brief rundown of how the general meeting would happen:

- Introductions of CNA Board and Committee Members.
- Committee Reports – brief overview of what they are up to.
- Commissioner Dan Saltzman (to arrive 7:15-7:30) followed by Q&A.
- General discussion / ideas solicited from attendees about direction the CNA should go.

Meeting Adjourned – The Chair adjourned the meeting at 6:55pm.