

Concordia Neighborhood Association
Board Meeting
January 10, 2017
Kennedy School Community Room, 7 to 8:30pm
MINUTES
(Prepared by Susan Millhauser)

Board Member Attendance

Chair – Chris Lopez PRESENT	At Large 1/Treasurer – Robert Bowles PRESENT
East 1 – Tyler Bullen PRESENT	At Large 2 – Donn Dennis PRESENT
East 2 – Steve Elder PRESENT	At Large 3 – Jody Pollak PRESENT
SW 1 – Garlynn Woodsong ABSENT	At Large 4/Secretary – Ali Novak PRESENT
SW 2 – Daniel Greenstadt PRESENT (7:40)	At Large 5 – Truls Neal ABSENT
NW 1 – Isham “Ike” Harris ABSENT	At Large 6 –Heather Pashley PRESENT
NW 2 –Amelie Marian PRESENT	

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

Welcome and Introductions

Chair Chris Lopez called the meeting to order at 7:10pm, Board members and guests introduced themselves, with a quorum established.

Public Comment

Jessica Rojas shared information about an upcoming diesel pollution workshop, presented by NE Coalition of Neighborhoods and Neighbors for Clean Air, to be held on January 18 at Unite Oregon, with more information available at: <http://necoalition.org/diesel/>.

Review & Approve Agenda and Prior Meeting Minutes (Consent Agenda)

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

MOTION (Robert/Steve) – To approve the November and December Board meetings and November Annual Meeting minutes. 8 in favor, 0 opposed, 1 abstains. MOTION PASSES.

Unfinished Business

1. Annual CNA.EMSWCD Workshop, March 15

Chris reported the CNA would partner with the East Multnomah Soil and Water Conservation District to host a free workshop on beneficial insects, scheduled for Wednesday, March 15 at the Kennedy School. He asked for volunteers to help set up the room and welcome people, noting Katie from the Social Committee would follow up with them with details. Heather and Jody volunteered.

New Actionable Items

1. Review of CNA 2016 Accomplishments

Chris noted that Ike had requested time on the agenda this month for the Board to discuss and reflect on their accomplishments the past year. He shared his list of things he felt the CNA did really well and what was not so great.

Really Well:

- Spring Egg Hunt (March 26) – This year there were more than 400 kids participating and 10,000 stuffed eggs. This annual event is in partnership with the American Legion Post 134 on Alberta Street and takes 20 to 30 volunteers.
- Clean Up Day (May 14) – Also held annually, clean up day, where neighbors bring non-household trash and recyclables for a fee, netted \$1,998. The organizing committee can always use help!
- Sunday Parkways Tabling (July 24) – While tabling at Fernhill Park, CNA Board members and volunteers gave away hundreds of energy bars and lots of water while sharing information about CNA with people.
- National Night Out (August 2) – CNA teamed with Home Forward at Dekum Court to host kid activities, a picnic, and a bike and pedestrian parade to Fernhill Park for the last summer concert.
- Holiday Party (December 13) – Held at the Cerimon House, the party was a huge success. There was great food and feedback that people liked the choirs and band, which likely brought people in. The Social Committee suggested the Board send a thank you note to the Cerimon House as they donated the space.
- Community Room – Revenue from the Community Room rental was \$18,000 for 2016. For new Board members, Chris explained that CNA events are free, non-profits pay \$15/hour, and others pay \$25/hour for room rental.
- Summer Concerts in the Park at Fernhill were hugely successful.

Not So Great:

- Board volunteerism at events was low and sometimes they struggled to make a quorum at Board meetings. He added that only two-thirds of Board members served on committees, and that it should be 100%, and reminded Board members that serving on the Board includes serving on committees and attending events.
- Improved communication could help overall with effectiveness.

Board members shared their thoughts. It was noted the Concordia News was looking good and the new team was doing a great job. Chris stated the monthly cost was still a concern for him; over the past six months CNA has covered on average \$700/month of the expenses for the CNews. He added he hoped the Board would discuss further at an upcoming meeting. Robert added that the goal of the CNews is neighborhood outreach and information sharing, not to make money, and that Community Room revenue has held up the newspaper for many years. Ben noted that the Media Committee did a nice job updating the website, which is an important communication tool for CNA. Susan noted that the Land Use and Transportation Committee and Board did a lot of important work related to land use policy and advocacy with the City Council.

2. Strategic Planning Retreat

Chris shared information about a strategic planning retreat for the Board. He noted the purpose would be to set goals for the year, discuss Board volunteerism, and address other topics of interest, such as figuring out priorities for allocating funds back out to the community. He wondered if Board members wanted to put time and money into it. They could meet at the Kennedy School and hire a facilitator; perhaps NECN staff could help. The Board agreed a retreat sounded useful and some dates were discussed, narrowing it to February or early March so they could meet prior to the March general meeting. Robert agreed to send out a Doodle poll with some date options to make sure everyone can be there. Chris added they should plan for about four to five hours with lunch. Chris and Jessica agreed to talk further to work out the details regarding NECN facilitation assistance.

3. Elect CNA 2017 Officers

Chris stated, per the bylaws, which positions were to be filled by a vote of the Board at their January meeting – Secretary, Treasurer, and Vice Chair – and read the description of each position. Nominations and elections followed.

*MOTION (Heather/Robert) – To nominate and elect Heather Pashley to serve as CNA **Treasurer** for 2017. 10 in favor, 0 opposed. MOTION PASSES.*

*MOTION (Ali/Robert) – To nominate and elect Steve Elder to serve as CNA **Secretary** for 2017. 9 in favor, 1 opposed. MOTION PASSES.*

*MOTION (Steve/Heather) – To nominate and elect Daniel Greenstadt to serve as CNA **Vice Chair** for 2017. 9 in favor, 1 opposed, 1 abstains. MOTION PASSES.*

4. Plan CNA 2017 Calendar

Chris stated that CNA typically holds general membership meeting every three months: March, June, September, and November (annual meeting and election). He took a straw poll to see if Board members wanted to keep to the same practice of holding Board meetings the same evening as a general meeting or if anyone was interested in holding the general meetings on a different night, such as the first Tuesday of the month. There was not a lot of interest in holding the general meetings on a different night. There was more interest in keeping them on the same night as a Board meeting, with the Board meeting possibly starting earlier to allow for a full meeting.

Chris briefly reviewed other events and potential dates, as follows:

- The Spring Egg Hunt will be held on April 15.
- The Board discussed potential dates for the Clean Up Day. Board members suggested a Saturday in May, but not Memorial Day weekend. Chris suggested the event committee could figure out a final date after the initial meeting at NECN is held.
- The Community Yard Sale is usually in the summer but the previous organizer has passed away. Katie asked Nancy to include an article in an upcoming CNews to get a new committee chair for this event. It was suggested once a new chair is found they would work with the committee to set a date.
- The City will let CNA know the date of the NE Sunday Parkways.
- National Night Out is always the first Tuesday in August.
- For the Holiday Party, December 12 was suggested. Chris agreed to forward this date to the Cerimon House.
- Regarding Summer Concerts in the Parks at Fernhill, the City Parks department will let the concert committee know the dates.

5. Establish a Finance Committee

Heather, Jody, Steve, and Robert agreed to serve on the Finance Committee. As Treasurer, Heather will chair the committee. Robert noted they could set a regular meeting date or decide to meet on an as needed basis, with proper meeting notice provided one week in advance.

CNA Committee Reports

1. Finance

Robert reviewed the 2016 Year End Finance report, which he handed out and emailed prior to the meeting, noting CNA has a \$11,105 YTD Net. He asked for questions from the Board. Daniel wondered if the CNews and Media Committee could get a broken down summary to see how CNews has been doing, e.g., since ad

rates changed, how have sales changed. Robert suggested Heather, the new Treasurer, could meet with the Media Team to further discuss.

2. Land Use and Transportation

In Garlynn's absence, Ben, LUTC Secretary, handed out draft meeting minutes from the November 16, 2016 LUTC meeting for the committee's report. He noted 2016 was a huge transition year for the LUTC. It is now a diverse and dynamic group, with 9 Board approved members and an established charter. Ben also noted that Tyler Bullen, who is a new Board Member, joined the LUTC mid-year and was recently selected as Vice Chair. He summarized some of their accomplishments:

- Numerous letters were sent to the City Council, with positive feedback from Council staff.
- There were several demolitions in the neighborhood and the LUTC got involved with the demolition delay ordinance process.
- The Bighouse (30th and Killingsworth) project took a lot of committee time and will continue to in 2017. The design team that helped to develop the response and recommendations for the Bighouse project will next work on design standards for the Concordia area.
- The LUTC commented on several City land use policies, such as the Fossil Fuel Ordinance and the Residential Infill Project.
- There was lots of activity related to transportation, including advocating for Highway 30 bicycle safety improvements and several speed reduction requests. The alley clean ups and naming contest are dormant for now.

Daniel thanked committee members for their work and suggested the Board keep up its support for the LUTC as it's doing great work.

Ben stated that the LUTC requests Board approval of funds to contract with someone to take LUTC meeting minutes. He noted they are estimating up to \$1,000 for one year (5 hours/month at \$20/hour for 10 meetings).

MOTION (Steve/Ali) – For the Board to approve up to \$1,000 for 2017 for a contract LUTC recording secretary. 9 in favor, 0 opposed, 1 abstains. MOTION PASSES.

Jody suggested it would be really helpful to have documents referred to in the LUTC minutes attached to the minutes. Ben noted he could work to get more source documents posted on the website, especially now with time freed up to take care of the website. Daniel wondered if the Board should advertise the contract position opportunity. It was suggested the LUTC could submit a brief description to Nancy, which Ben agreed to do.

Concerns about non-communication from Concordia University (CU) and the lack of a current Good Neighbor Agreement (GNA) were discussed. Ali reported the LUTC has been unsuccessful recently in getting CU to communicate with them, which is especially concerning as the university is in the midst of expanding. She suggested CNA needs to insist on communication and an updated GNA. Ben suggested the Chair or Vice Chair could meet with CU staff to establish a better overall relationship. Jody agreed a highly placed person would be best as well as having someone present from the LUTC at every meeting to help set expectations. Daniel wondered which came first, an updated GNA or getting CU to address specific concerns or issues? Ali opined a GNA needs to come first; if one had been in place there could have been fewer issues. Ben suggested a GNA could address positives and negatives. Chris noted he was having lunch with Gary Withers at the end of the month. It was agreed that Chris, Daniel, Ben, and Garlynn would meet soon. Tyler noted that LUTC would discuss goals of a GNA at their next meeting, as well as who should be involved.

3. Media

Steve confirmed the Board would like to have access to Gina's, CNews ad salesperson, spreadsheet on Google drive.

Steve and Gordon raised the issue of Board approval for ongoing out-of-pocket expenses related to the publishing of CNews. Gordon came up with a list of incidental expenses, for a total of approximately \$150/year to cover the cost of proofing copies and periodic purchase of images to use in in-house ads.

MOTION (Tyler/Jody) – For the Board to authorize up to \$150 for miscellaneous printing expenses to reimburse the Media Team for 2017 expenses. 10 in favor, 0 opposed. MOTION PASSES.

Robert suggested the Media Team should develop a budget for the Board's review.

4. Social

Chris shared that everyone would be hearing from Katie, the Social Committee Chair, soon!

Meeting Adjourned

The Chair adjourned the meeting at 8:55pm.

The next Board meeting will be held Tuesday, February 14 from 7 to 8:30pm at the Kennedy School, Community Room.