



NEIGHBORS WEST-NORTHWEST

Coalition of Central Westside Neighborhoods

Arlington Heights · Goose Hollow · Forest Park · Hillside · Linnton · Northwest Industrial · Northwest Heights
Northwest District · Old Town-Chinatown · Pearl District · Portland Downtown · Sylvan-Highlands

Neighbors West-Northwest Review Board

Wednesday, June 8th, 2011

Minutes

Attending

NWNW Board:

Frank Bird, President, NWDA

Charlie Clark, Northwest Heights Neighborhood

Dave Davis, Pearl District Neighborhood

Peter Stark, Hillside Neighborhood Association

Jeff Boly, Arlington Heights

Harold Hutchinson, NINA

Tommy Huynh, Old Town Chinatown

Claudia Martin, Sylvan-Highlands

Scott Schaffer, Goose Hollow Foothills League

Les Blaize, Forest Park Neighborhood Association

Bill Barnes, Portland Downtown Neighborhood

NWNW Staff:

Mark Sieber, Executive Director

Alison Wallisch, Community Support Coordinator

Meeting called to order at 5:31 PM

Approval of May 11, 2011 Minutes

Motion 1: Blaize moved to approve the minutes as written. Hutchinson seconded. Motion passed.

Finance Report

Sieber passed around the recent finances, there won't be an official account until May's books are closed. 80% of cross-reporting has been cleared up to make it so that items are appropriately reported and not duplicatedly accounted. We are not over-budget. By August we'll have the complete closed books for the year.

NWNW Budget

Supplemental grants have been made available by the Office of Neighborhood Involvement and the Office of Emergency Management. These funds have to be off those bureaus books by the end of the year, but we would have longer to spend them.

- **Graffiti**

Last year we had graffiti money we could give out from the same funding. There is more available this year, and we would manage it the same way. Some coalitions don't have committees they just award it. Last year we combined it with Small Grants. The graffiti grant was able to be applied for on the same timeline as the Small Grants.

This year there was a clause in the agreement that ONI could reject artists labeled as graffiti vandals if the project applied for was a mural. Deferring the authority back to ONI could create liability issues, especially as the people ONI might feel to be graffiti artists have probably not been prosecuted for the crime. There is a school of thought that it's good to involve youth who have previously been involved in graffiti to have them work on a project with a positive impact.

This criteria has been questioned and will likely be removed, but the city attorney is currently looking at it. The criteria are not part of the grant contract. \$4365 is available.

This is for hands-on projects not communication. Murals, Mitigation etc could be funded. The money would be spent next year. One man's graffiti is another man's art. Pearl District devised an adopt-a-block and all blocks are adopted. Murals do reduce the tagging. We could have applications without artists noted that would remove the opportunity for censorship.

Motion 2: Blaize moved to apply for the grant pending the city's outcome of censorship. Boly seconded. Motion passed unanimously.

- **Financial Training and Review**

\$3000 is being made available per coalition to spend on training and review of financial best practices and procedures. Right now Sieber's thought is to earmark the funds for three projects. 1) Some will be shared with other coalitions to hire someone from Non-profit association of Oregon to do a financial best practices training. We will invite someone from each neighborhood. Two coalitions used someone like this six months ago and found it to be of benefit. 2) Some of the funding will pay some of the cost of doing our 990 and CT-12 reports, the part of the review that is not just looking at the forms but advising about best practices could be paid for. 3) The rest could be used to contract with current bookkeeper to have her train boards about their individual neighborhood finances and best practices and also a general treasurer's training.

This will come back to the board once we know more about the project. Frank already signed the agreement for this because it was due last week. Stark pointed out small neighborhoods might not benefit enough from this.

- **Emergency Preparedness**

This is the same grant we discussed last month, we're still not entirely sure what this will pay for and we've asked if it can potentially pay for staff time. Angela held a public meeting asking what types of things the neighborhoods would like to see. There was a lot of interest in doing a DIY emergency preparedness plan, like NET team trainings, but smaller scale.

What's missing in Portland is the lower tier how do you as an individual prepare for an emergency. Portland will be implementing a program like SNAP from Seattle. Currently staff and volunteers at Southeast Uplift are re-structuring the documents to be relevant to Portland's emergency management system. We aren't sure how many people are working on this. If we need to work with other coalitions we could help re-make these materials and do outreach and an event about this. About a year and a half ago there was a survey to all neighborhood members and emergency preparedness was rated highly by the neighborhoods.

The grant could augment materials and supplies, best case it would pay some staff time. When we get a little more information we will write out the RFP at the end of the month. They don't have the form up and haven't yet told us what it can pay for. Patty Reuter at POEM asked us to submit what we would like to do.

Stark pointed out that Elizabeth Abby is already interested in doing something related to emergency preparedness that will be with lots of neighborhoods. SNAP is almost like an online course in emergency planning. Bird pointed out that there are already people on Sunset Blvd for emergencies, and would like us to work with that group on something similar. POEM would like to make a master map of emergency planning efforts. Ginger Burke in Hillside has set up a system to communicate with the whole neighborhood. Greg Madden in NINA is working on HAM radio trainings for neighborhood members.

ONI Base Grant figures are now corrected.

Budget Update and Review (Executive Session)

Motion 3: Boly moved to go into executive session, Hutchinson seconded. The motion passed.

Wallisch moved to the lobby.

Motion 4: Blaize moved to approve the budget as amended, Boly seconded. Motion passed unanimously.

Sponsorship for NWDA ONI Grant for Accessibility

ONI has the money to provide help with Marino's translation. It will last for approximately 14 months if Marino wants to attend a meeting per month. The coalition will hold the funds and pay the bills. Bird signed this last week.

IRS Document Retention Policy

IRS Requires us to have a records management policy in place by the beginning of our next fiscal year. Sieber revised one from SW and then a few others to develop this. State requires 7 years for non-permanent records. Almost everything except permanent records would be kept for 7 years.

NWNW has a unique relationship with City Archives, they already hold about twenty years of our records.

Membership lists and financial documents will be destroyed to avoid identity theft.

Formal correspondence and informal correspondence are differentiated in SW's document. Boly suggested taking out informal correspondence. Any time you do something as a board member it becomes a permanent record. Everyone would need to keep emails. We are trying to come up with a simple way to keep correspondence about board activities. Hillside and NINA already have these systems set up with groups for the board to receive email. It doesn't have to be public in the sense that people can request it and look at it, but they have to be available if needed. Goose Hollow is going to CC a staff member on every email. They also want us to print them out and stick it in a file.

It would be great for the board to deem that electronic records are sufficient and we don't have to print everything. Schaffer explains every board member in Goose Hollow has a different idea about what neighborhood business is. The secretary quit and send an email that they would be erasing all their emails. Is there a way to keep these documents safe? The board elected by the neighborhood should be transparent, but there is a lot of back chatter about meeting times etc. There will be a lot of resistance in GHFL. If you send it, it is potentially discoverable. Electronic documentation is sufficient we would prefer not to print everything. Neighborhoods are recipients of tax payer dollars and services. If we want the city to be better we have to be a good role model. Setting up a system that models this is a good idea.

Bird would like us to point out language that we expect this to change based on ONI's decision. We would like to create a cloud address, or something to records@nwnw.org that would keep all of the emails sent. Don't put anything in email you don't want to see on the front page of the Oregonian. Barnes doesn't care about Oregonian, just doesn't want his mom to read it. Motion passed unanimously.

Informal, formal correspondence and press releases related to neighborhood or coalition business written electronically or paper is a permanent document. There is a lot of junk out there, but people might feel excluded because they weren't cc'ed on the emails where a meeting time was set. The SHNA transportation committee had to go through 20 years of documents to find city promises. Schaffer thought that the language indicated Neighborhood board business. Sieber would like to remove the part about related to neighborhood or coalition business.

Motion 5: Blaize moved to allow electronic records to suffice for document retention, Hutchinson seconded. Motion passed unanimously.

Motion 6: Stark moved to adopt the records retention policy and change the line to reflect "Informal, formal correspondence and press releases written electronically or physically are permanent documents. Martin asked us to have details worked out later. Boly seconded. Motion passed.

Appointment of Grievance Appeal Committee.

Allan Classen is appealing the grievance he filed with goose hollow, GHFL ruled that they followed the appropriate procedure and Classen thinks that the document doesn't make that clear. Bird, Blaize and Boly are willing to be the committee.

Motion 7: Stark moved to approve the slate as mentioned. Martin seconded. Motion passed.

Communication Funds

Wallisch sought audiovisual equipment recommendations from Kris Kelly-Campanele, who works as an A/V professional at OHSU. The difference between the two packages is the speakers. Kelly-Campanele recommended purchasing speakers that could potentially be run on batteries.

Motion 8: Blaize moved to accept Silver Package. Stark seconded the motion. The motion passed.

Northwest Heights Update

Clark has been working with Forest Heights more closely. The Northwest Heights bylaws are still stifling the organization. Forest Heights HOA had a change in leadership and the new president is very concerned with transportation. Trimet promised a bus system to Forest Heights which has never been provided. NWH has developed a trip package that rides into Forest Heights and goes to Sunset TC. The ridership is currently low for the closest routes, but Forest Heights pays for a bus, and French American School wants a bus, Forest Park wants a bus. The FH HOA makes two stops in the neighborhood and goes to Sunset. The service is limited but the bus is consistently full. Clark would like the coalition support to talk with Trimet about supporting a bus system into this area. Stark affirmed that the Cornell Road Sustainability Coalition would be on board, Martin concurred that Sylvan is also working on this. This will be put into a future agenda for a board vote.

Meeting adjourned at 7:02 PM