



# 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 September 14, 2011 Meeting

### Minutes

#### Attending

##### *NWNW Board:*

Frank Bird, President, Northwest District  
Jeff Boly, Vice-President, Arlington Heights  
Les Blaize, Secretary, Forest Park  
Carol McCreary, Old Town Chinatown  
Karen Beninati, Pearl District  
Claudia Martin, Sylvan-Highlands  
Greg Madden, Northwest Industrial  
Liz Kelly-Campanale, Linnton  
Peter Stark, Hillside

##### *NWNW Staff:*

Mark Sieber, Executive Director  
Angela Southwick, Community Resources Program Manager  
Alison Wallisch, Community Support Coordinator

##### *Guests:*

Allan Classen, NW Examiner

#### Meeting called to order at 5:53 PM

#### Welcome & Introductions

#### Approval of March 2011 Minutes

**Motion 1: Blaize moved approve June 2011 minutes. Beninati seconded. Madden abstained. Motion approved unanimously.**

#### Appoint Elections Committee

**Motion 2: Blaize moved to appoint Kelly, Beninati and Madden to the elections committee. McCreary seconded. Motion approved unanimously.**

#### Grievance Appeals

##### *Response to Goose Hollow Grievance Appeal—Boly*

NWNW board gave the Goose Hollow Foothills League (GHFL) a choice of remedies. GHFL board released all the emails.

##### *Appoint Grievance Committee for Appeal of NWDA Action*

Need a three person committee to review NWDA grievance appeal. There are two grievances to review. The grievant claims NWDA had an undemocratic and a discriminatory election process.

**Motion 3: Stark moved to nominate Boly, Blaize and Bird to the Grievance Review Committee and allow the committee to respond directly. Beninati seconded. Motion approved unanimously.**

#### Finance Reports – Sieber

##### *Current Financials*

Sieber presented two months of financial information. NWNW changed internet providers from a combination of Qwest and Easy Street to Comcast for faster internet speeds and to save money. Financial reporting styles and details are falling into place. Internal processes smoother. Sieber is available for questions at any time.

##### *2016 'Dream' Budget Update*

Commissioner Amanda Fritz requested that the Office of Neighborhood Involvement (ONI) Budget Advisory Committee develop a 'Dream' budget. Sieber presented NWNW proposal details. Each coalition is providing estimated costs

associated with the goals. The proposed budgets for all ONI's programs will be compiled. Proposals will also be treated like a business plan for seeking additional funds from other sources.

The general 'dream' from NWNW is to:

- Provide enough communication funds for each neighborhood to do an all-household mailing and pay for web related costs — in addition to the existing communication funds
- Add hospitality funds, to help make neighborhood meetings more welcoming.
- Double NWNW staff size so we can improve our ability to provide direct services to neighborhood associations and provide programming, like the grant program, trainings and technology support.
- Improve employee compensation to meet industry averages.

Board discussion: Investing in ONI and the neighborhood volunteers save the City funds by using volunteers instead of paid staff and by serving as watch dogs to prevent City waste. Tracking volunteer activities is important, which is currently compiled by NWNW staff. There may be more self-reporting requested of volunteers in the future. Carefully consider how this 'dream' budget information is presented when advocating for the funds — start with goals and what neighborhoods accomplish. Then move to actual numbers.

## **Governance – Sieber**

### *Conflict of Interest Statements*

Sieber passed out conflict of interest statements for the board to sign. All representatives and alternates to the NWNW board must sign because of an IRS requirement. Sieber will follow up with others not at meeting.

### *Update on Public Records and Emails, Record-keeping options*

Volunteer emails pertaining to neighborhood business must be kept as neighborhood record. Sieber presented a proposal that utilizes Gmail and other services to maintain and archive emails pertaining to neighborhood business. E-mails sent to a board list (like [board@ninapdx.org](mailto:board@ninapdx.org)) would automatically be archived. If volunteers e-mail someone individually, not through the general account, the volunteer would include the archive email address as a recipient. See attachment for more details.

Board discussion: Concerned about neighborhood no longer having control over emails. When receiving records request, NWNW notifies the neighborhood to provide an opportunity to redact private information. Consider consolidating resources with other coalitions when purchasing cloud storage. Gmail has several ways to search for emails, making it easier to find information requested. Concerned about archive email being flooded maliciously. E-mails sent by volunteers from individual accounts will be captured by archive, not email sent to their individual accounts.

**Motion 4: Blaize moved to accept the proposal, to send it to the neighborhoods as an option for maintaining and archiving email records and to expend the \$200 need to implement this protocol. Beninati seconded. Motion approved unanimously.**

## **Final Draft Annual Report—Wallisch**

Wallisch passed out the current NWNW annual report that includes narrative stories, financial information, grant recipients, and volunteer statistics. Annual report is available online: [www.nwnw.org/who-we-are/](http://www.nwnw.org/who-we-are/).

## **Training Opportunities**

*Coffee Klatches:* Wallisch passed out a flyer reminding folks about the Coffee Klatch series. The first Coffee Klatch was held about Emergency Preparedness. The next one will be held in October in Goose Hollow about Sustainability. More information can be found online at [www.nwnw.org/get-involved/trainings](http://www.nwnw.org/get-involved/trainings).

*Building Leaders, Building Your Board! Best Practices for Effective Neighborhood Associations:* Southwick passed out a flyer about this workshop. RSVP opens on September 27<sup>th</sup> on the neighborhood coalition website at [www.nwnw.org/get-involved/trainings](http://www.nwnw.org/get-involved/trainings). The workshop is scheduled on October 27, 2011 6:00 to 8:30 PM at Legacy Good Samaritan Hospital in the Wistar Morris Room 1015 NW 22<sup>nd</sup> Avenue, Portland OR 97210. Flyer passed out at meeting.

## **Grant Opportunities—Southwick**

### *Graffiti Abatement & Neighborhood Small Grant*

NWNW will be managing two grant programs funded by the City of Portland. We will be running both programs alongside each other with one grant committee reviewing applications from both programs. Applications are available online

at [www.nwnw.org/resources/grantprogram](http://www.nwnw.org/resources/grantprogram). An upcoming workshop will review both programs with potential applicants. The programs are both community building programs, with one having the additional graffiti component. \$25,000 is available to award from the NSG program and \$3,711 from the Graffiti Abatement Grant Program. Both are emphasizing partnerships, connections between neighborhood associations and community organizations and reaching under-engaged communities. For more information attend the upcoming grantwriting workshop on September 22, 2011 at Legacy Good Sam beginning at 6:00 PM.

### **Neighborhood Updates**

*Linnton, Kelly-Campanale* – Picnic funded by the Neighborhood Small Grant were well attended: 35, 50, & 60 people at three picnics. Neighborhood concerned about road condition and safety because the city won't maintain the streets. They want to work with other neighborhoods to advocate for road maintenance. Sieber and Southwick to follow up.

*Forest Park, Blaize* – Parks City Nature staff is being intentionally degraded by new park director and looking to manage nature parks like other parks.

*Arlington Heights, Boly* – New York Senator spoke to President Obama and received an exemption for the LT2 rule. Reservoirs must be reviewed with a scientific perspective. Sets precedence for Portland.

*Old Town Chinatown, McCreary* – Coordinating Emergency Sanitation Campaign: workshops, trainings, programs.

Other events happening this weekend: Slabtown Festival, Pearl Party, Mary Poppins Movie Night at Hoyt Arboretum.

### **7:00 Adjourn**

Next Meeting: October 12, 2011