



# 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 November 9, 2011 Meeting

### Minutes

#### Attending

##### *NWNW Board:*

Frank Bird, President, Northwest District  
Jeff Boly, Vice-President, Arlington Heights  
Les Blaize, Secretary, Forest Park  
Harold Hutchinson, Northwest Industrial  
Peter Stark, Hillside  
Scott Schaffer, Goose Hollow  
Carol McCreary, Old Town Chinatown  
Claudia Martin, Sylvan-Highlands

##### *NWNW Staff:*

Mark Sieber, Executive Director  
Angela Southwick, Community Resources Program Manager

##### *Guests:*

Allan Classen, NW Examiner  
Phyllis Shelton, The Bookkeeping Collective, LLC

#### Meeting called to order at 5:34 PM

#### Welcome & Introductions

#### Approval of October 2011 Minutes

**Motion 1: Blaize moved to approve October 2011 minutes. Stark seconded. Motion approved unanimously.**

#### Report of Elections Committee

Though not at the meeting, Greg Madden submitted the elections committee report. The slate of candidates includes: Stark as President and Blaize as Secretary. At the meeting, Boly volunteered to continue as Vice-President.

**Motion 2: Hutchinson moved to accept the slate: Peter Stark, President; Jeff-Boly, Vice-President and Les Blaize, Secretary. Schaffer seconded. Motion approved unanimously.**

#### Grievance Appeal

An NWDA Grievance was appealed to Neighbors West-Northwest. Jeff Boly, on behalf of the NWNW grievance committee, responded in a letter to the Grievant, summarized below:

- Grievant claimed discrimination because of no opportunity to write-in a candidate in the election process. NWDA bylaws do not provide for write-in candidates, so no write-ins were allowed. Candidates were required to register by a specific deadline to appear on the ballot. All candidates were treated equally.
- Grievant also claimed that a member served on the board past the allowed term limits in the NWDA bylaws. This happened over a year before and the individual no longer serves on the NWDA board. This grievance was submitted past the filing deadline.

#### Finance Reports – Phyllis Shelton, Bookkeeper

Phyllis Shelton, owner of The Bookkeeping Collective, LLC reviewed the NWNW IRS 990s with the board. The Bookkeeper Collective, LLC is a small bookkeeping firm that specializes in non-profit bookkeeping. NWNW has been utilizing their services for approximately two years. NWNW's tax accountant prepares the 990s. The Bookkeeping Collective, LLC prepares the information that feeds into the 990s.

The 2010-2011 fiscal year was the first year NWNW was required to complete the full 990. The board passed several new policies in preparation. Sheldon and Sieber worked to reorganize the NWNW bookkeeping accounts and methods to make the transition easier.

In the full 990s, the IRS is looking for additional information to document proper non-profit behavior. The questions asked on the form are meant to raise red flags if they are not answered correctly. Some are as simple as: Do you take minutes at meetings? This is meant to encourage good management practices. Non-profit 990s are posted online at Guidestar and all non-profits should operate with the expectation of transparency.

Half of NWNW neighborhoods are fiscally sponsored projects – they do not have their own non-profit status. These fiscally sponsored neighborhoods are not included in the NWNW operational budget, but are included on the 990s. The neighborhoods that do have non-profit status do not meet the same level of IRS reporting requirements as NWNW. The packet presented also included the CT12s submitted to the State of Oregon.

The NWNW Board requested that Sheldon and Sieber review the 2007 IRS reporting and follow up with the board about why the numbers are so much different that year in comparison with the other years.

**Motion 3: Blaze moved to accept the 990s. Stark seconded. Motion approved unanimously.**

#### **APEL Application for Fiscal Sponsorship – Sieber**

NWNW received a fiscal sponsorship request from Audio Preservation Education Library (APEL). Their mission is:

“Audio Preservation Education Library (APEL), a Portland based, volunteer-run, nonprofit audio recording studio, museum and library available to Portland residents 18 and older, is dedicated to educating the public of the use, maintenance, and history of audio technology. Open to musical groups, spoken word, audio documentation and more; APEL is dedicated promoting culture and amplifying the community voices by facilitating individual access to tools, resources, and knowledge to independently produce audio material.”

Their mission is compatible with NWNW. This organization is located within the Old Town-Chinatown Neighborhood Association. APEL recently attended the “meet and greet” prior to the OTCTNA meeting. We have provided fiscal sponsorships before including the Cornell Road Sustainability Coalition, Neighborhoods for Clean Air and our two newest neighborhoods before they were members. The volunteer organizing the APEL project has successfully operated the North Portland Tool Library for years.

This project is not likely to be a lot of work at the beginning, but may increase in scope. APEL is in the process of applying for their own 501(c)3 status.

**Motion 4: Blaize moved to approve this fiscal sponsorship and to charge 1% in administration on any financial transactions over \$10,000 or the transactions that exceed 10 per month. Stark seconded. Motion approved unanimously.**

#### **Metro Grant Application — Sieber**

NWNW applied to the Metro Central Enhancement program, but did not make it past the first cut. NWNW had received grants for computers through Metro in the past. Most recently, we combined our computers, scavenging the best parts from some computers to improve the overall systems we are using. We did not ask for a Metro grant last year. NWNW will be looking for other options for computers that will run Windows 2007 through alternative methods (i.e. Free Geek). Stark suggested looking into programs offered by large organizations like Intel when searching for the new computers.

#### **Neighborhood Small Grant Update — Southwick**

The Neighborhood Small Grant program received 17 applications requesting approximately twice the \$25,000 we have to disburse for the 2011-12 grant cycle. The grant committee is in place: Janet Filips, Legacy Good Samaritan Hospital/NWDA; Harold Hutchinson, NINA; Karen Thompson, Arlington Heights; Wayne Luscombe, Forest Park and Stephanie Chase, p:ear.

#### **Graffiti Abatement Grant Application— Southwick**

The grant committee above also reviews the applications for the Graffiti Abatement Grant Committee. For the 2011-12 cycle, there are 5 applicants again requesting about twice the amount to disburse. From the 2010-11 cycle, there was \$682.55 remaining unspent. Instead of return the funds to the City of Portland, we followed up with the two organizations that had applied for some funds from the 2010-11 cycle: NWDA and the Pearl District. Both organizations indicated that they could utilize the funds for supplies in their existing graffiti abatement efforts. For NWDA, receiving these supplemental funds reduced the amount of funds requested from the 2011-12 grant cycle.

## **Neighborhood Updates**

*Hillside, Peter Stark* – At the most recent Hillside Board Meeting, there were concern about the lack of information provided to their neighborhood about the NW Parking Plan. Concerns included the possibility that a parking permit program might encourage folks to park in Hillside and walk down the hill. There may be an opportunity to collaborate with OMSI which is addressing similar parking problems – perhaps a company would be more inclined to build solutions if coming to work on multiple local projects.

*Arlington Heights, Jeff Boly* – The Zoo is working on the master plan and has delayed it for some time. There is a parking lot that was supposed to be temporary while Tri-Met was working on the construction of the Max. Afterward, it was to be returned to open space. Now the zoo would like to leave this lot off their footprint and come back to address it later. The current process is being driven by the priorities of the organizations on the hill. Arlington Heights would like to oppose any Zoo Master Plan that does not address the return of this parking lot to open space.

*Forest Park, Les Blaize* – Forest Park is holding an election forum at their neighborhood meetings over the next few months. They will attempt to accommodate all qualified candidates. They are concerned about the city's attempt to dismantle the City Nature program with no director at the City to advocate for this program.

*Goose Hollow, Scott Schaffer* – Goose Hollow elections are in December. The MAC has some property near their parking garage that is currently open space and they have received an unsolicited offer to purchase the property. There is also another development that has some people concerned.

**7:00 Adjourn**