

Southwest Neighborhoods, Inc.
Board Meeting Minutes
Regular Session
December 21, 2011

DRAFT

Attendance

Board members: Marianne Fitzgerald (President), Sharon Keast (Second Vice President), Lynda Troutman (Treasurer & Marshall Park), Lee Buhler (Secretary), Kathy Bambeck (Bridlemile), Glenn Bridger (Hillsdale), Eric Schnell (Homestead), Ken Love (South Portland), Betty McArdle (West Portland Park), John Gibbon (Land Use Committee Chair), Kirky Doblief (Parks & Community Center Committee Chair), Roger Averbeck (Transportation Committee Chair & Ashcreek), Will Fuller (Schools Committee Chair), Betsy Shand (Crime and Public Safety Committee & South Burlingame).

Staff: Leonard Gard

Guests: Lee Perlman, Bill Dant, Sam Pearson, Dorothy Gage

Marianne called the meeting to order at: 7:02 pm.

Sharon displayed the agenda on overhead.

Marianne said we should add the Transportation Committee Action Plan and motion. John said he needed to add one thing to the Land Use report. Ken made a motion to approve the agenda with those additions Kathy seconded the motion and the motion passed unanimously.

Marianne told the board about Executive Director, Sylvia Bogert mother's passing. There will be a service a week from the following Friday. The board took up a collection for flowers.

Marianne said she looked into when a President votes after last month's tie vote for First Vice-President. She said the SWNI bylaws are not clear on that issue. However, Robert's Rules of Order say the President votes to break a tie. Therefore, she would vote if there were an even number of board members at a meeting and not with an odd number in attendance.

Marianne moved the meeting into executive session at 7:09pm

Marianne moved the meeting back into regular session at 7:33pm

Marianne said Sharon should stay on the board until she is confirmed for the Communications Support Specialist position. She said we will fill her second vice president at that time.

Minutes

John made a motion to approve the November 16, 2011 minutes. Ken seconded the motion and the motion passed unanimously except for Betsy, Glenn and Betty who abstained as they were not at the

meeting.

Executive Director's Report

Leonard gave the report for Sylvia. He said Sylvia's mother passed away December 20th. He had talked to Sylvia by phone. The memorial service is set for December 30th at 11:00 am at St. James Episcopal Church in Tigard. Leonard asked if we could close the office on that day. Marianne pointed out that is also the day before New Year Eve and indicated she would be okay with closing the office. Lynda moved to close the SWNI Office on Friday, December 30th so that staff can attend the service. Ken seconded the motion and the motion passed unanimously. Will moved that we make it a paid day off. Betty seconded the motion and the motion passed unanimously.

Leonard talked about the small grant process. He said seventeen applicants were awarded grants. The total amount that will be distributed is \$20,700. Marianne asked if the grant awards will be in the newsletter and Leonard said yes. Leonard said Sylvia asked him to pass on her thanks to the Grant Selection Committee: Glenn Bridger, Fran Laird, Mari Yeager, Terri Preeg-Riggsby and Eamon Molloy.

Treasurer's Report

Lynda discussed the Treasurer's Report. Sharon displayed the report on overhead. The items where we are under-budget where highlighted in red. Lynda said the biggest savings was in payroll. Betsy asked if the \$4,000 check due to the former Operations Manager was accounted for in the reports and Lynda said it is on the books as a liability and it would not change the numbers on the report. Lynda said the ONI budget is \$23,000 to the good. Lynda talked about the Board budget. Sharon displayed the report. A \$530 item will be moved to Restricted Funds. Lynda explained the difference between net income and net ordinary income. Net ordinary income is money expected on day to day operations. However, sometimes something happens that is not expected and that is included in the net income amount. For example, the insurance payment was not ordinary income. The BES account was displayed which is straight forward as we bill exactly for what we receive. The Balance sheet was displayed. Restricted Funds were included on the balance sheet. Lynda pointed out that soon we will only have two bank accounts at Umpqua Bank. One account will be for restricted funds and the other for other operations. The amount in the Umpqua Bank Restricted Fund account will match the restricted amounts on the balance sheet.

Standing Committee Reports

Parks

Kirky talked about the following Parks Motion:

That SWNI support maintaining the unique attributes of Fulton Park Community Center that have served the community so well and continue to do so.

Kirky said there are proposed budget cuts that may affect the Fulton Park Community Center. Marianne asked where the letter should go and Kirby said the Budget Committee. Will said Multnomah Arts Center building is already maxed out and if Fulton closed it would add to the pressure. He asked

to add that to the letter

The motion passed unanimously except for John who voted no

Communications

Sharon talked about the following communications motion:

SWNI board approves the following purchases for employee workstations, with total costs not to exceed \$3,000:

Approximate Cost

- (1) iMac with 16GB RAM & 1TB HDD, includes 27" monitor, keyboard with numeric keypad and wireless mouse or track pad \$1,799
- (1) Mac mini with 16GB RAM \$699
- (1) External DVD drive \$30
- (1) Rechargeable batteries and charger for wireless devices \$70
- (1) Year of one-to-one Appletraining \$99
- (2) Software licenses for MSOffice for Mac \$60
- (1) Software license for Adobe Design Standard suite for Mac \$170
- (1) Software license for QuickBooks for Mac \$30

Sharon said the computers will accommodate a staff of five. Sharon said Sylvia's workstation has been a handicap. Sylvia spends time waiting for her computer to process commands. Sharon went over the computer recommendations for each position. There are no changes proposed for the program manager or outreach staff position computers. Sharon explained why they chose Mac Mini and iMac for the new computers.

Ken made a motion to approve the motion and John seconded the motion.

Roger asked if the money was available and where the money was coming from. Lynda said we have it from payroll savings. The communications committee motion recommends we amend the budget to move 3K from payroll to equipment. Roger asked if there was flexibility if it cost more. Sharon said it was limited to \$3,000. Bill said PowerMac may give a better price. Roger said that SWNI should purchase a voice recorder and he asked that the motion be amended to include this. We amended the motion regarding technology purchase to include a voice recorder, but the motion did not specify a dollar limit. Lee B. seconded the amendment.

The motion passed unanimously.

Transportation

Roger talked about the following motion from the Transportation Committee:

That the SWNI Board write a letter to Mayor Adams, City Council, PBOT Director Tom Miller and the City Auditor regarding the FY 2011-2012 PBOT Budget. The letter should request preservation of HB2001 sidewalk infill funding for Southwest and East Portland in the proposed budget. The letter should emphasize the need to build this critical basic infrastructure to improve safety, livability and

access to key destinations: schools, businesses, transit stops, etc. In addition, the letter should cite the extensive neighborhood association and coalition involvement over the past year in prioritizing the sidewalk infill segments and the significant investment of PBOT staff time already spent on project preliminary designs, cost estimates, and public involvement. The letter should note that this one time funding allocation is not a regular budget line item, Funding will not be there in the future and provides an important service to two areas of the city that are severely deficient in pedestrian facilities.

Roger said that sidewalk funding is at risk. He said it was an easy target and we should not be silent. He said it was wise to speak up as soon as possible. The motion passed unanimously. Marianne said other letters would help and encouraged people to write personal letters in support of the sidewalk funding.

Land Use

John talked about non-conforming sewers. He said about 4500 people in the city have non-conforming sewers. BES has done a project to identify where these are. The code now requires that sewer connections go over property owners own property. The non-conforming sewers could be on other people's property or on the public right of way. They cannot sell, refinance or get a permit for their property. The problem is mostly on the inner east side. However, there were maybe 350 non-conforming sewers in southwest Portland. He said the fees can be up to \$9,000 to fix the problem. The BES staff is recommending doing away with the "frontage fee" for fixing this problem. There would still be the branch fee. Also, the homeowner would still have to pay for construction and possibly easements. This might cost the rate payers \$4 million. Roger asked if there was a compliance date. John said anyone who wants to sell, refinance or get a permit needs to get it fixed first. John said also homeowners will have 180 days to decide after their problem is identified. Betty asked where there was more information and John said the BES website. Glenn made a motion to support the BES recommendation to just charge the homeowner the branch fee and that the city (ratepayers) would pay the rest. Ken seconded the motion and the motion passed unanimously.

Unfinished Business

First Vice-President

Marianne said the process for filling a vacant officer position was investigated and the proper method is for the Executive Committee to make a single recommendation and then the board votes up or down on that recommendation. She said the Executive Committee recommended Ken Love for the First Vice-President position. She pointed out there will probably be a vacancy in the Second Vice-President position very soon.

Small pieces of paper were passed out to the board. People wrote yes or no on their ballots. Lynda counted the ballots and said that Ken was confirmed as First Vice-President.

SWNI Personnel Policy

Sharon displayed the Personnel Policy on overhead. Marianne said we adopted it last August with some questions. We hired an attorney who made several changes. Since health insurance and retirement are

difficult to administer, the Executive Committee decided to drop it at this time. We will investigate it this spring with the new Personnel Committee. However, there was a problem dropping the benefits as employees were expecting them. Therefore, the Executive Committee recommended giving them an equivalent amount as a bonus that would be equal to the benefit.

Lynda talked about payroll finances. Sylvia had projected payroll for the coming year and there will be savings though the end of the year of about \$17,000. Sharon pointed out that \$3,000 would be moved to equipment as per the prior motion. Lynda said the amount for the benefits would be around \$4,000.

Roger asked about Saturday through Friday and Marianne said it had to do with the pay period.

Marianne talked about the addition of the Use of Electronic Equipment which is included in the Personnel Policy. She read that section of the Policy. John asked if the employment attorney had reviewed it. Marianne replied that this was new and no she had not. Roger asked if it covered verbal harassment and Marianne said this was covered in another section and the attorney did not change anything in that section. Sharon said she took the verbal harassment section from the City's policy. Sharon asked where the language came from for the Use of Electronic Equipment Marianne said Leanne got it on the web. Betty said she had a similar situation and they consulted with their attorney and she recommended we run it by the attorney. John said he was worried about first amendment rights and whistle blower issues. He said he was fine with the other changes but did not want to approve Use of Electronic Equipment section until it was review by an attorney.

Lee B. made a accept the Personnel Policy changes to delete the retirement and health benefit sections and pay a bonus to the employees what they would have gotten through the end of the Fiscal Year (June 2012) for the benefits. Also, delete proposed section on Use of Electronic Equipment. Ken seconded the motion.

The motion passed unanimously except for Betsy who voted no and Glenn who abstained.

Marianne said we would have an attorney review the Electronic Equipment section and bring it to a subsequent SWNI Board meeting.

New Business

Fiscal Sponsorship request by Friends of Woods Park

Marianne talked about the Friends of Woods Park project. Marianne said there is a wonderful person who wants to donate the money by the end of the year. Sharon displayed the application on overhead. Marianne described the budget. They had a budget of \$10,000. John asked if this had been run by the City. Roger said they have been working with Parks and BES. John asked if the \$3,000 City permit fee amount was reasonable. Lynda said they have been working with Jennifer Devlin at BES and she said it would be reasonable in costs. Will asked what our liability would be in this case. Marianne said we would not pay it if it was over the budget. Lynda said there is an immediate need to take the \$1,100 donation. Betsy asked what neighborhoods where involved. Roger said he knows the people involved and they have the support of the two neighborhoods: Ashcreek and Crestwood. Sharon said there was a website for the project and they have been working on this project for some time. Roger said Friend's of Wood's Park group has been around for some time. He said he felt it is a good proposal.

Betty moved we accepted the Friend's of Woods Park Fiscal Sponsorship application as submitted. Roger seconded the motion. Will pointed out that we have control of the money and the fee issue is not resolved. Roger pointed out that it was a sub-committee of the Crestwood NA. Sharon said this is part of our mission.

The motion passed unanimously.

Action Plans

Marianne briefly discussed the five Committee Action Plans that were distributed to the board electronically. She pointed out that the Crime and Public Safety committee name would change to Public Safety under their action plan. The committees are:

SWNI Land Use Committee

SWNI Parks and Community Centers Committee

SWNI Public Safety Committee

SWNI Schools Committee

SWNI Transportation

The action plans were approved as presented unanimously.

Announcements

Ken asked for suggestions on the board retreat coming up in the next few months. Kirky had some guidebooks for Portland Parks to hand out.

Betsy said the SWNI Public Safety Committee received a 2012 small grant and they plan to do a major event on public safety and emergency preparedness. She also suggested a fix-it fair. She said four to five hundred people attend the fair in southeast Portland.

The meeting was adjourned at: 8:57 pm.

Respectfully submitted,

Lee Buhler