

Southwest Neighborhoods, Inc.
Board Meeting Minutes
Regular Session
November 16, 2011

DRAFT

Attendance

Board members: Marianne Fitzgerald (President), Lynda Troutman (Treasurer & Marshall Park), Lee Buhler (Secretary), Nancy Hand (Arnold Creek), Kathy Bambeck (Bridlemile), Fran Laird (Collins View), Steve Beining (Far Southwest), Carolyn Raz (Hillsdale), Eric Schnell (Homestead), Leanne Hartman (Maplewood), Sam Pearson (South Burlingame), Ken Love (South Portland), Mike Langtry (West Portland Park), John Gibbon (Land Use Committee Chair), Kirky Doblje (Parks & Community Center Committee Chair), Roger Averbeck (Transportation Committee Chair), Will Fuller (Schools Committee Chair)

Staff: Sylvia Bogert

Guest: Lee Perlman

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

Ken made a motion to approve the agenda. Nancy seconded the motion and the motion passed unanimously.

Ken made a motion to accept the October 26, 2011 SWNI Board minutes, regular session. Sam seconded the motion and the motion passed unanimously except for Leanne, John and Mike who abstained as they were not at the meeting.

President's Report:

Marianne reported on probable budget cuts in City of Portland Bureaus. Marianne sits on the transportation budget advisory committee. All bureaus will probably need to make cuts and the amounts will not be known until the spring.

Marianne said SWNI's former operations manager pleaded guilty to felony theft by deception. The sentencing will be in January.

Treasurer's Report:

Lynda displayed SWNI financial reports on overhead and talked about each one. We are about \$18,000 under-budget in the ONI account. Leanne asked for clarification on the ONI budget report and Lynda described the report in detail. We have consistently spent less than budgeted each month. Sylvia pointed out that most of the savings is due to savings in personnel. Lynda then displayed and described the Board budget. We are also about \$4,600 under-budget. Lynda pointed out an insurance payment received on the report. Lynda then displayed and described the BES budget. The BES budget will balance out to zero as we bill exactly for what we expense. Lynda went over the restricted funds. The total in restricted funds is \$50,073.39. Lynda said we are moving our bank accounts to Umpqua Bank.

However, we still have accounts in two banks at this time. Roger asked about the Ashcreek change in the month and Sylvia said there was a donation. He said the Ashcreek treasurer's report may differ slightly from the SWNI report. Lynda said they will work this out and asked board members to notify her of any other differences.

Marianne said we needed a motion to clarify who are the signers on SWNI bank accounts. Lynda made a motion that the signers would be the President, the First Vice President, the Second Vice President, the Executive Director and the Program Manager. Lee B. seconded the motion

Leanne asked if these are the same signers specified in the SWNI Fiscal Policy and Marianne said yes. Lynda pointed out that all checks would require two signatures.

The motion passed unanimously.

Marianne said that our accountant, Leslie Clark, had requested we determine the date for which we will make sure the books are absolutely correct from. Currently we have balanced and reconciled accounts back to July 1, 2009. Marianne pointed out that it would take a great deal of time to continue back further and our accountant said it would not affect our tax obligations as we are a nonprofit. Ken made a motion to make the cut-off date July 1, 2009. Leanne seconded he motion and the motion passed unanimously.

Executive Director Report:

Sylvia talked about SWNI tax returns. We were close but not able to file by the deadline as the CPA felt we will should amend the 2009 return before filing the 2010. Our accountant filed a three month extension. However, as there is not much work the returns should be completed soon.

Sylvia said we have collected over \$1,400 on the fundraising appeal. The goal is to raise \$4,000 for the year. Sylvia said about 1,200 kids attended the Multnomah trick or treat event. Sylvia said 23 grant proposals were turned in totaling \$37,000. The selection committee hopes to announce the final awards in December. Sylvia said the fall clean-up went really well with a large number of volunteers (about 50). They collected \$1403.50 in donations. Will Fuller asked if any of this will be paid out for expenses and Sylvia said no as Metro provides waivers for bulk waste tipping fees and our grant with the Bureau of Planning and Sustainability will pay for the hauling fees and yard debris.

Committee Reports:

There were no motions from committees this month

Transportation: Roger said the next transportation will be next Monday, November 21st. Roger said the Barbur Concepts Plan open house is important. It is on Tuesday, December 6th from 5:30 to 7:30 pm at Markham Elementary School. He said the Multnomah I-5 ramps will re-open on November 18th.

Land Use: John said the Land Use Committee met last night and they discussed the Portland Plan. They will file written comments in December. Marianne said the Portland Plan has divided the city into 24 villages and there are 5 in southwest Portland. She asked members to look into it and how it impacts your neighborhood. Kathy asked where the plan is and Marianne said: www.PDXplan.com

First Vice President Election:

Fran, who had volunteered to be the nomination committee for the first vice-president vacancy said two very qualified people stepped forward as candidates to fill that position. They are Ken Love and Sam Pearson.

Ken and Sam gave short speeches about their qualifications and desire to serve in the position.

There were no other nominations from the floor. Members voted on written ballots and Sylvia collected the ballots. Sylvia and Lynda went in the hall to count the ballots as the meeting continued. (See below.)

Sylvia returned to say the vote was a tie. As it was not clear what to do at this point, Marianne read the section of SWNI Bylaws for replacing an officer as follows: "In the event of a vacancy in an office, the executive committee shall forthwith fill such a vacancy with the advice and consent of the Board."

Lee B. said he thought the Executive Committee should make the decision. John disagreed saying he interpreted the bylaws to mean that the Executive Committee makes a nomination to the Board and the Board confirms. He pointed out that this is the way it is done for judicial appointments and other public bodies. Marianne said the best option she could see was to have the Executive Committee make a single recommendation for a vote in the December meeting. There could be nominations from the floor at that time. Kirky said she did not like the executive committee recommending one candidate. Kirky suggested tabling it until December and doing a re-vote. Marianne said this is an issue we may want to consider with our annual bylaw revisions

SWNI Personnel:

Sylvia and Marianne spent several hours talking to HR attorney Renee Starr who suggested many changes to the SWNI Personnel Policy. Many of the changes were minor. Marianne went over the important changes. We will still need to talk to our accountant and payroll service about some of the changes. The accountant has been preoccupied with taxes and the payroll service representative is out of town. One big question is the best exact pay period. Also, health benefits and retirement benefits will likely change. There is a question on taking pay in-lieu of health insurance and how that would be handled. The board has the revised personnel policy and Marianne asked people to review it for approval at the December 21st board meeting, keeping in mind there will be changes in the health and retirement sections.

Homestead Fiscal Sponsorship request:

Eric talked about the sign-cap project the Homestead neighborhood has been working on. They applied for Fiscal Sponsorship from SWNI and copies of the application were passed out to board members. Eric said there is a problem in that many people (even people who live in the neighborhood) do not know about the Homestead neighborhood. The sign-caps will bring more neighborhood identity. They have had enough money to make the mold. They also made six sign-caps and need to raise money for more. They hope to have sign caps on most of the intersections in the neighborhood. Will Fuller asked if there will be a SWNI administration fee. Sylvia said SWNI does not usually charge member neighborhood associations an administration fee. Leanne asked what reporting would be necessary. Sam said he was told a different amount from the City for installation of the caps.

Ken made a motion to approve the Homestead Neighborhood Association Fiscal Sponsorship application. Kirky seconded the motion and the motion passed unanimously.

Will said we should be clear on when we charge a fee and set criteria. Sylvia said certain grants allow for fiscal agent/sponsor fees. Lynda suggested estimating an hourly time spent on a grant. Marianne said neighborhoods should fill out the fiscal agent and fiscal sponsorship forms for fundraising projects. The new fiscal sponsorship policy will be posted to the website.

Eric thanked the board and said it will help his neighborhood out a great deal.

Other Announcements:

Roger said they had record 93 people at the Ashcreek NA. They voted not to recommend speed bumps on Garden Home Road. However, they created a working group to study other options.

Fran said TriMet has cut service in service in the Collins View neighborhood even though Lewis and Clark offered to buy tickets for students. Marianne suggested this as a Transportation Committee issue.

The meeting was adjourned. Marianne moved the meeting to Executive Session at 8:23 pm.

Respectfully submitted,

Lee Buhler