

Southwest Neighborhoods, Inc.
Board Meeting Minutes
Regular Session
October 26, 2011

DRAFT

Marianne Fitzgerald (President), Sharon Keast (2nd Vice President & Communications Chair), 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), Rob Gardner (Multnomah), Sam Pearson (South Burlingame) Ken Love (South Portland), Simone Goldfeder (Southwest Hills Residential League), Kirky Doblief (Parks & Community Center Committee Chair), Roger Averbeck (Ashcreek/Transportation Committee Chair), Will Fuller (Schools Committee Chair).

Staff: Sylvia

Guests: Lee Perlman, Leah Shilling, Wes Risher, Dorothy Gage

Marianne called the meeting order at 7:02 pm.

Ken made a motion to accept the agenda. Roger seconded the motion and the motion passed unanimously

Ken made a motion accept the September 28, 2011 minutes. Eric seconded the motion and the motion passed unanimously except for Will who abstained as he was not at the meeting.

President's report:

Marianne said we need to nominate a first vice president. Fran volunteered to be the nominating committee and call people to see if they are interested. Wes asked what the vice president's duties are and Marianne briefly described the duties of first vice president. Marianne said she hoped the first vice president could work on our action plan and match it to our resources to be realistic about what we can accomplish. Lynda said it would be good to have a person with a financial background.

Marianne reported on the coalition meeting that she and Sylvia went to. They talked about training. The coalitions are contributing \$500 each to hire the services of attorney Cynthia Cumfer to do trainings for neighborhood associations.

Treasurer's Report:

Lynda talked about SWNI Finances. Monthly financial reports were displayed on overhead. We doing very well and are about \$9K under-budget for the ONI and Board budgets. Most of the savings are in personnel and professional fees. However, we will have professional expenses in October. We received an expected \$3000 from ONI for professional fees grant award. The BES budget is right on target as we bill exactly for what we spend. A cash balance sheet was displayed. We are up to date on billing. A balance sheet for the restricted funds was displayed.

Lynda said the Executive Committee decided to switch our bank accounts to Umpqua Bank. Lynda described the process to choose a new bank. There will now be two accounts: one for restricted funds and one for operating costs.

Wes asked about the SW Trails funds, listed in the restricted funds and whether they will be given to the new trails group. Lynda said the money earmarked for trails. Marianne pointed out that the money must be spent on what it was contributed for.

Dorothy thanked everyone who has contributed over the past year to help SWNI. Marianne pointed out that Sylvia has been working very hard as she is doing two jobs.

Director's Report:

Sylvia said she attended the ONI coalition director's meeting. The mayor has asked all bureaus to prepare "cut packages". She worked with Janet Ader in SWNI's QuickBooks accounts this past month. Janet audited 2009-2010 payroll and it came out exactly in agreement with the IRS accounts. The CPA will now look at the books for the 990 report. Sylvia said the Crime Prevention Community Policing Appreciation event went very well. She thanked the committee and everyone who volunteered. Sylvia and Leonard are partnering with West Northwest staff to give a city-wide training on Building Board Leaders. About 2000 kids are expected to trick or treat in Multnomah Village on Halloween. Sylvia reminded everyone that grant proposals are due Oct 31 at 2pm. She said the fall clean-up will be held on Saturday November 5th. She asked people to volunteer if possible. There will be a spring candidates fair. The only available date at the Multnomah Arts Center conflicts with a few neighborhood association meeting. Marianne said the candidates fair was important.

Transportation Committee:

Roger said there was a well-attended sidewalk infill open house the previous evening. He said PBOT has assigned project managers and they are talking to property owners who live on the streets that will have sidewalks.

Roger talked about motions from the Transportation Committee. At the last Transportation committee they talked about the Sunday Parkways event that is scheduled for southwest. The speakers were Rich Cassidy of PBOT and Wes Risher of Friends of Terwilliger. Roger displayed a map of the preliminary route. He said it is a draft map at this point. It will be about eleven miles in length. He said he and Marianne had requested that this event be brought to southwest Portland. He handed out a mission statement and goals for the Sunday parkways event. Roger read the motions from the Transportation Committee. (See below.) Roger said they would like to involve OHSU. However, the city only allows one major sponsor and they already have Kaiser Permanente. Roger said that the original PBOT proposal did not include the Terwilliger portion of the route. However, Roger and Wes have talked to PBOT about including Terwilliger. The one hundred year anniversary of Terwilliger Blvd. will be this summer as well.

Wes said Friends of Terwilliger has been working on the anniversary event for two years. Terwilliger Boulevard was dedicated in July 1912 at Elk Point near the present day Chart House restaurant. There will be a celebration on Friday, July 21, 2012 to Sunday, July 23, 2012. It may be hot so they are

planning evening runs and other events. They hope to get a lot of OHSU employees involved. Terwilliger will be closed to auto traffic. Endorsements have come from Hillsdale, Homestead and South Portland neighborhood associations. OHSU will be a player as they are close and have a good amount of parking. The VA is also interested in the event.

Roger said Sunday Parkway organizers are expecting ten to twelve thousand people. Lee P. said the event in southeast Portland had 27,000 participants and the one in North Portland had 31,000 participants. Wes said PBOT wanted Friends of Terwilliger to take the lead on it and get the permits. He said Terwilliger would be less expensive for the City as there are fewer intersections that require police presence. Friends of Terwilliger have about 38 members. Simone asked why there are two motions. Marianne said the biggest question is how much work would be involved and it would involve more SWNI volunteers if Terwilliger was included. She said the City was willing to promote the Terwilliger section but seemed unwilling to fund it. Roger said the city would hire a contractor but they would still need volunteers. Rob asked if the inclusion of Terwilliger would impact other parts of the route. Roger said possibly and that is why the Maplewood representative voted against it. Wes said it should not be considered a race with a beginning and end. People can join and leave the route wherever they want.

Wes suggested changing the “Boulevard” to “Parkway” in the second motion. Roger said he was uncomfortable with that as Boulevard is the legal name of the street. Eric suggested changing the motion to say the “parkway portion of Terwilliger Boulevard” and Roger agreed.

Motion: That the SWNI Board supports a Southwest Portland Sunday Parkway event.

The motion passed unanimously.

Motion: That the SWNI Board supports the inclusion the parkway portion of Terwilliger Blvd. (SW Campus Drive to SW Chestnut St.) as part of the Sunday Parkways event and that SWNI requests that the City of Portland, PBOT, Portland Parks & Recreation, and SW business associations support the event that includes the parkway portion of Terwilliger Blvd.

The motion passed unanimously except for Roger who abstained.

Roger said PBOT will talk about the Sunday Parkway event in the morning with the Multnomah Village Association.

Fiscal Agent and Sponsorship Policies:

Lynda talked about the draft Fiscal Agent and Fiscal Sponsorship policies. (See attachments 1 & 2.) There were minor changes since the last draft. Lynda described the sponsorship fees. The Finance Committee changed SWNI “will” to SWNI “may” charge fees. Lynda said other coalitions are doing the same thing. Ken asked if this included SWNI's fees for the small grants. Sylvia said SWNI small grant fee is included so it would not be an added fee. Marianne said we did not put in a fee structure as it depends on the project. There is a preliminary budget worksheet included, which will help guide applicants. Sylvia said a sponsorship allows you to leverage the project using SWNI's 501c3 status. She said donations are tax deductible if under the sponsorship form. Marianne talked about what would happen if there was a disagreement on disbursement of funds. The application form was included. Will

asked about insurance. Lynda said SWNI provides neighborhood associations with board and officer insurance as well as liability insurance so that clause was not necessary.

Ken made a motion to approve the Fiscal Agent Policy. Eric seconded the motion and the motion passed unanimously.

Ken made a motion to approve the Fiscal Sponsorship Policy. Sam seconded the motion and the motion passed unanimously.

SWNI staff job descriptions:

Office Support Specialist:

Sylvia talked about the job descriptions. Sharon displayed the descriptions on overhead. Marianne asked the board for input regarding how much education/experience they would like to require of applicants. Marianne recommended at least three years but not necessarily with a degree. Ken said he agreed as there are older, experienced people without a degree that might work out well. Will suggested changing "accounting" to "bookkeeping." Sylvia said accounting experience would be valuable. Kirky asked about evenings and weekends. Sylvia said it would be rare but maybe for special events. Kirky said it might discourage potential applicants.

Ken made a motion to approve the Office Support Specialist as written with deletion of evenings and weekends. Eric seconded the motions and the motion passed unanimously.

Electronics and Technology Support Specialist:

Marianne said the weekend and evening statement was in this job description as well. Will said technical stuff may have to be done on evenings and weekends as the computers would be free. Therefore, he recommended keeping that description. Simone said it seemed like two positions as it seemed the person would be doing communications and technical work. Sharon said it was more of a communication person but they would need technical expertise. Simone said we may get swamped with applicants. Steve asked if this person would manage the server approved last month. Sharon said there will be several people trained to handle the server. Sharon said we do not have the resources to hire a dedicated server administrator. Roger said it is important that this person not be just a technical person. Will said where he worked this position was held by two people. Steve asked about Word Press Sharon said that has not been decided yet.

Ken made a motion to approve the Electronics and Technology Support Specialist position job description, but with a new title, "Communications Support Specialist." Lynda seconded the motion and the motion passed unanimously.

Sylvia said the positions would be announced the first week of November. The board must approve new hires. The goal is to fill the positions Jan 1, 2012.

Personnel Policy

Marianne said an attorney was hired to review the Personnel Policy. She recommended more changes

than expected. The Personnel Committee will meet and go over the recommended changes. We will discuss it next month.

SWNI Tax Returns:

Sylvia displayed the preliminary Federal 990 tax return for the fiscal year 2010-2011 and went over it line by line. There will be a slight tax on a small amount of income SWNI receives from advertising. Sylvia displayed an income statement and described how the items from that are put on the tax return. Sylvia said that the tax return matches the QuickBooks file. Will asked if this was new process and Sylvia said yes. Will said the questionnaire part of the form is very important. Sylvia agreed and went over the questionnaire part of the form line by line.

Lynda made a motion to adopt the Federal 990 form subject to final review by the Finance Committee. Will seconded the motion and the motion passed unanimously.

Marianne moved the remainder of the meeting into executive session at 8:37 pm.

Respectfully submitted

Lee Buhler