

Southwest Neighborhoods, Inc.  
Board Meeting Minutes  
(Regular Session)

January 25, 2012

DRAFT

Marianne Fitzgerald (President), Ken Love (1st Vice President & South Portland), Lee Buhler (Secretary), Kathy Bambeck (Bridlemile), Fran Laird (Collins View), Steve Beining (Far Southwest), Carolyn Raz (Hillsdale), Eric Schnell (Homestead), Leanne Hartman (Maplewood), Kay Durtschi (Multnomah), Betsy Shand (Public Safety Committee Chair), Simone Goldfeder (Southwest Hills Residential League), Kirky Doble (Parks & Community Center Committee Chair), Roger Averbeck (Transportation Committee Chair and Ashcreek), Will Fuller (Schools Committee Chair), John Gibbon (Land Use Chair), Sam Pearson, South Burlingame, Phil Richman (Markham)

Staff: Sylvia Bogert

Guests: Lee Perlman, Rick Nitti, Scott Rose, Sandi Kruger, Nancy Hutchinson, Paul Roberson, Dorothy Gage, Patti Campbell-Schmitt, Ann Heenan

Marianne called the meeting to order at: 7:01

Marianne explained the rules on the President's vote. She said that she would vote if there is an even number of board members present and voting. After introductions, she said she would vote as there wasere an -even number of members present. However, later in the meeting another member arrived and Marianne said she would not vote for the second vice-president position as there waswere now an odd number of members.

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

**SW Hope:**

Rick Nitti talked about Southwest Hope which is a program of the Neighborhood House to collect and distribute food to those in need, which they have been doing for seven years. He thanked SWNI for its assistance. He said there are pockets of poverty in southwest. For example, over half the kids at Markham Elementary qualify for the federal food assistance program. The Neighborhood House has experienced a growth in demand for food boxes. Last year, 8112 food boxes were given out. They have an outlet at the Senior Center. He said the growth is due to the general state of the economy.

Patty said her church (St. Andrews Presbyterian) learned about the problem 6 years ago and they wanted to make a difference. They wanted to take the overload from the food program for at least four months. They also wanted to raise awareness of the issue. They reached out to many groups such as other churches and businesses. They had a "dine and hope" program at local restaurants. She thanked Sylvia for the articles in the SWNI news. They want to raise 50,000 lbs of food this year. They have done this in the past. One dollar used to equal 10 lbs of food but now a dollar only buys 5 lbs of food. Also, Oregon Food Bank does not have the food that they used to.

Rick said there will be several different activities; the Hillsdale Community Church will host an event to benefit SW Hope on Feb. 26. He asked us to get the word out to the Neighborhood Association to make people aware of the food donation barrels. Patty said this brochure was last year's, but they can provide more brochures in a few weeks. Simone asked if they could send a short blurb to be put in neighborhood newsletters and the SWNI

News. Patti said they would. Sylvia said they have had a barrel at their office, and have food donations at the indoor movie. Roger asked why Fred Meyer and Safeway are not on the list. Rick said that Fred Meyer is involved with regional activities. However, they do provide food and money. Kay said Fred Meyer brought a donation to the Senior Center. Will asked if it was better to give food or money. Rick said it is more efficient to give money as they can get the food at a good cost. Patti said that the checks should be made out to Neighborhood House with SW Hope in the memo. Marianne suggested things like raising money or food at a super bowl party.

### **Minutes:**

Ken made a motion to accept the minutes of the December 21, 2011 SWNI Board meeting, regular session. Kathy seconded the motion. The motion passed unanimously except for the following members who abstained as they were not in attendance: Steve, Leanne, Carolyn, Simone, Fran, Kay and Phil.

### **Executive Committee:**

### **President's Report:**

Marianne said the sentencing of SWNI's former Operations Manager occurred on Friday, January 20<sup>th</sup>. Marianne, Sylvia and Lynda went to the hearing. The defendant was sentenced to 38 months in prison and 60 months post-prison probation. The judge ordered restitution of \$175,000 to SWNI and there is a \$10,000 check that the defendant has placed in a trust fund for restitution. The defendant also endorsed her final paychecks back to SWNI. The judge waived attorney fees so that all restitution will go to the victim (SWNI). Marianne said there were almost 3000 hours of volunteer hours that were used to correct the problem. Kathy asked if she would serve the full 38 months. Marianne said she guessed she would not. Dorothy again thanked the people who worked on correcting the problem. Roger asked if the hours were calculated to break out time fixing the problem versus time doing the duties of the Operations Manager and Marianne said they were and detailed in a spreadsheet and the letter given to the court.

Marianne talked about the City budget process. Marianne said the budget is very important since all bureaus are looking at cuts, and the city bureau budgets are due January 30 and will be on the City website. Marianne said they do not have a schedule for public input at this time but she will keep the board posted.

### **First Vice-President's Report:**

Ken talked about the Board Retreat. He asked people to consider the first three Saturdays in March. Several people could not make the later dates. Marianne asked if there were objections for March 10<sup>th</sup> and there were none. Sylvia said the retreat would run from 9am to 2pm. Ken discussed several possible locations. Marianne said that PCC was eager to host it but they have not discussed money.

### **Treasurer's Report:**

Sylvia gave the Treasurer's report for Lynda. The report pages were projected. Members had received the report via email as well. In December there were four bank accounts but now there are only the two in Umpqua. One is for restricted funds and the other is for everything else. Sylvia first went over the balance sheet. In the restricted fund portion a new feature was installed that identified Fiscal Agent versus Fiscal Sponsorship accounts. Sylvia pointed out that the major difference is that sponsorship accounts get a tax deduction. Sylvia said the new grant funds have come in and SWNI is ready to issue funds. The grant funds are considered

sponsorship accounts. The total amount in restricted funds is \$38,948. Marianne asked people to fill out the agent and sponsorship forms for existing accounts by March 15<sup>th</sup>. Existing neighborhood sponsorship accounts are grand-fathered in so they do not have to be approved by the board but we need to know who is responsible for managing projects and requesting reimbursement funds. Roger asked if the forms could be emailed and Sylvia said yes. Will asked who to write the check to if someone wanted to donate to a sponsorship account and Sylvia said write it to SWNI and then write the name of the restricted account in the memo (example: Homestead Sign Cap project). Simone asked why other neighborhood associations have not created sponsorship funds as they have. Marianne said that if neighborhoods want to create fiscal sponsorships they will now have to go to the SWNI Board for approval. Marianne pointed out that sponsorship funds have more scrutiny by the SWNI board, and if neighborhood associations wanted to instead use SWNI as a fiscal agent, they could. Betsy asked if some of the trails money could be used for trails in South Burlingame. Marianne said no as we decided to discontinue the trails work. Sylvia went over the ONI budget. She pointed out that we are about \$26K to the good due to payroll savings. We will still need to move some funds from personnel savings to material and services for furniture and equipment purchases. She then went over the Board and BES accounts. Payroll is a little higher due to the benefit payout to Leonard and Jen, which the Board approved last month. Marianne pointed out that Sylvia did not get the money staff was promised for retirement benefits and we need to work that out so that she gets her promised benefits too. Sylvia reported she receives health care benefits.

### **Executive Director Report:**

Sylvia said she went to the ONI budget meetings. Most likely there will be a 6% cut. However, it could also be 4% or 8%. At 4% SWNI would lose half of the neighborhood grants and cost of living raises. ONI will lose a .5 FTE crime prevention admin and .5 FTE coordinator. Kay asked if this was city-wide and Sylvia said yes. Crime prevention would lose a full time person if it was 8%. She said Commissioner Fritz was very supportive of keeping cuts away from coalitions but we will need to fight to keep the neighborhood grants program.

Sylvia said SWNI now has a full staff. With Sharon's help the paper went very smoothly and is now at the printer. Sylvia said Susan, our new office support specialist, has been fabulous. Sylvia said they have purchased the new computers approved by the board and they were able to get further discounts and training. They also got a super deal on some new office furniture

Sylvia asked people to see Payal about their grants and to receive funds. Sylvia said there will be ~~a board~~ board training on February 29<sup>th</sup> at 7:00pm for neighborhood association board members. Kirky asked if we were having the candidates' forum and Sylvia said yes, it will be Tuesday April 10<sup>th</sup>. She said they may drop the mayoral bid as there are is a conflicting event and just have the two commission races and the library measure. She also noted there are now 19 mayoral candidates, which is a large number to coordinate in one night.

Marianne said she has gotten inquiries from candidates on attending neighborhood association meetings. She said neighborhood associations must follow IRS rules as SWNI is a 501c3. She said it was important to have all candidates speak if one speaks. Therefore it is easier for neighborhood associations to refer people to SWNI's candidates' forum.

### **Committee Reports:**

#### **Schools:**

Marianne said she had asked Committees to give a report at the board meeting and she asked Schools to go first.

Will gave a report and PowerPoint presentation on the Schools Committee. SWNI is the only coalition that has a schools committee. Many of the aspects of the schools committee fall under other committees. There are 28 schools in southwest, including private schools. If schools were a city bureau, it would be the largest. It was

important to make sure our tax dollars are spent well; schools are also important as they are our future. There are five people to one that do not have kids in schools. It is very important to pay attention to what is going on in schools. There are two Action Plan items they are working on currently. One is a moderated forum on the SWNI website asking for suggestions for schools. They are also doing a “State of Our Schools” survey. They also put schools issues in the SWNI newsletter and they are willing to come to neighborhood meetings to discuss schools. Kay asked about membership. Will said there is one representative per neighborhood who votes but each meeting is open to everyone. They advocate for better schools—Inquire, Inspect, Inform. They try to focus on kids that need something. He suggested people visit schools. Simone asked what the top three issues for schools were. Will said funding, facilities and budgets, and informing people on what is really happening in schools. Simone asked how they have been most successful. Will said they had several successful forums such as a forum on cultural differences as well as a forum on the school bond levy. They have been able to give the superintendent honest feedback. Roger asked about the relationship between the committee and schools administration. He also pointed out that many neighborhoods did not have a school. Will said schools are important in neighborhoods without a school as they must send their kids somewhere, and each neighborhood is served by at least three schools. Will said he knows the superintendent and other people on staff and has discussed SW needs such as SUN schools funding, cultural issues and the school bond forum. He said we are not maintaining schools and we need to improve that situation. Marianne asked members to recommend people to the schools committee

### **Transportation:**

Roger said that the money for HB2001 for sidewalks will probably happen despite the budget crunch. However, the improvements on Barbur between 19<sup>th</sup> and 26<sup>th</sup> have not been recommended in a second Flex Funds grant process. The final decision is up to the Oregon Transportation Commission and there is a hearing February 15. The Transportation Committee and others have been writing letters. Marianne said it was still very important to put comments in on this as well as other possible budget cuts.

### **Personnel Policy:**

Marianne reviewed two changes to the Personnel Policy. Our attorney, Renee Starr, looked at the use of equipment policy portion of the SWNI Personnel Policy. Marianne displayed that portion of the policy on overhead and read it. (See attachment A) Simone asked if it was standard text as some things could be interpreted differently. Leanne said the text was fairly standard text and came from the web from two different personnel consulting companies. John said item 2 is a new concept but number 5 has been around and has plenty of law behind it. Simone pointed out that problems would come to the board anyway. Marianne said there was also a minor change in another section of the Personnel Policy to say the paydays would be the fifteen and the end of the month.

Leanne made a motion to approve the Personnel Policy. Eric seconded the motion and the motion passed unanimously.

Marianne reminded members there will be a new personnel committee this spring.

### **New Business:**

Marianne said that Sharon resigned from second president and Communications Chairs since she is now staff. She said that the Executive Committee recommended Sam Pearson for second vice president. Betsy said she strongly recommended Sam. She said Sam and his wife Lynn have been very active in the South Burlingame Neighborhood. Sam helped them get funding beyond the small grant program to do plantings. She said they were worried that the neighborhood association would fall apart until Sam got involved. Ballots were handed out to the members. Ken counted the ballots and later announced that Sam had been approved as second vice-

president. (Note: As per the SWNI Financial Policy the president, first-vice president, second-vice president, executive director and program manager have check signing authority, so we will need to update the bank signature cards at Umpqua Bank)

Phil Richman from the Markham neighborhood said they were discussing the possibility of dissolving the Markham Neighborhood Association and moving the north part to South Burlingame and the south part to West Portland Park.

Marianne said she would like to appoint someone next month to the Communications Chair position. She asked people to suggest people who would be interested. She pointed out that Sharon will do a lot of the work. Roger said that it was important to send out the Communications Action Plan so people know what is involved. Dorothy suggested Michael Kisor.

**Announcements:**

Kirky said Will is an outstanding chair for the Schools Committee. She thanked the board for the motion on not closing the Fulton Community Center; Commissioner Fish immediately replied. She said a tremendous number of people came out to support the center, and the support is very important and she thanked people for their support.

Roger said people should read the transportation report as there are a lot of upcoming events involving transportation.

Betsy said the Public Safety Committee is working on a slide show for emergency preparedness

Will said there were several events around schools.

Ken made a motion to adjourn the regular session meeting. Sam seconded the motion and the motion was approved unanimously. The meeting was adjourned at 8:34

Respectfully Submitted,

Lee Buhler