

**LENTS NEIGHBORHOOD ASSOCIATION (LNA)  
APPROVED BOARD MEETING MINUTES**

**Thursday, October 13, 2016**

**KingPins Bowling, "Chalet" Community Room, 3550 S.E. 92<sup>nd</sup> Avenue  
7:00 p.m. - 9:00 p.m.**

**Approved Thursday, December 15, 2016**

**Board Members Present (in alphabetical order):** Michael Collins (Vice Chairperson); Krista Dennis (At-Large); Ray Hites (Treasurer); Judy Low (Chairperson); Cora Potter (Land Use Chairperson); Joanne Rees (Luchini) (Secretary); Nick Schillaci-Kayton (Transportation Chairperson); Randy "Icebear" Schroeder (Public Safety Chairperson); Autumn West (At-Large); and Jennifer Young (At-Large)

**Board Member Absent:** Gary Primack (At-Large)

**Attendees (in alphabetical order):** Jill Elliott, Jamie Green, Laurann Kealiher, Neola Larsen, Ken Luchini, Mary Oxford, Char Pennie, David Potts, Sorcha Potter (Holmes), Lee Rimar, Jesse Sadler and Greg Young.

(Prior to the meeting's being convened, Land Use Chairperson Cora Potter handed a petition to recall Chairperson Judy Low to Vice Chairperson Michael Collins. Secretary Joanne Rees (Luchini) took the petition for delivery to East Portland Neighborhood Office (EPNO) for verification of signatures by a neutral party.)

(At approximately 7:45 p.m., Schroeder had to momentarily excuse himself from the Board meeting for a family emergency. He returned to the Board meeting within 1/2-hour.)

The meeting was called to order by Chairperson Judy Low at 7:05 p.m.

**Request for Board Members' Contact Information for Possible Posting on Office of Neighborhood Involvement (ONI) and EPNO websites.**

Low requested that Board members forward to Secretary Rees (Luchini) their contact information (telephone number and email address) to be used as a Board roster/contact sheet. Low also requested that board

members consider whether they wish their contact information listed on the ONI and EPNO websites and should contact Rees (Luchini) as to their preference.

**Acceptance and Acknowledgment of Minutes from July and August Board Meetings.** The minutes from the July Board meeting had not been approved. The minutes from the August Board meeting, which had been transcribed by Rees (Luchini) substituting for Board Secretary Heather Chapin while she was out-of-town, had been forwarded for a second time electronically. The minutes from the September Board meeting had not yet been received.

Since so much time had elapsed since the July and August Board meetings and since most of the recently-elected Board was not present at the meetings in question, Low motioned that the minutes from the July and August Board meetings be considered for acceptance and acknowledgment, but not approval. Hites seconded. The motion passed unanimously.

Hites clarified that ideally meeting minutes should be read by and approved at the next month's meeting. Approved minutes are the minutes that are entered into the official record. Acceptance and acknowledgment of minutes just means that the minutes were presented and received.

Potter motioned that the minutes from the July and August meetings be accepted and acknowledged. Schillaci-Kayton seconded. The motion passed unanimously.

### **Consideration of Nametags and LNA General Meeting Public Comment Procedures (Schillaci-Kayton)**

**Nametags.** Schillaci-Kayton suggested that, in the interest of professionalism and transparency, nametags be worn by Board members at Board and General Meetings and/or when out-in-public on official LNA business. Of the four designs presented, it was unanimously agreed that the design chosen would be the one where the first name of the Board member be used and his or her title. Schillaci-Kayton was thanked for his initiative on this matter.

**LNA General Meeting Public Comment Procedures.** Thanks very much to Schillaci-Kayton for the timeliness of these procedures. The

October General Meeting will feature a number of speakers with question and answer periods, so having procedures for public comment in place is appreciated. (A copy of the approved Final General Meeting Public Comment Procedures is attached hereto.)

**East Portland Neighbors (EPN) Event List for Insurance Coverage – EPNO Neighborhood Association (NA) Allotment Planning Worksheet 2016/17 Hites)**

Newly-elected Treasurer Ray Hites presented the EPN Event List for Insurance coverage – EPNO NA Allotment Planning Worksheet for 2016/2017. Hites remarked that LNA has a deadline of October 15, 2016, by which to submit a budget to EPNO; otherwise, the LNA allotment funds “will be reallocated for other uses.”

EPNO granted the LNA \$1,518.52. LNA has a \$70.74 rollover from last year, for a total of \$1,589.27. \$27.30 was spent for printing the ballots for the annual election.

Hites proposed that LNA budget the EPNO allotment as we had in the past (i.e., for LNA operational expenses). In his opinion, it is generally easier to raise money for events that are sponsored by a charity (e.g., Lents Street Fair), where contributions are tax-deductible.

Hites indicated that he had gone through eight years of allotment reports and limited financial records provided by LNA's last Treasurer. There is significant uncertainty because expenses were not always broken out individually. There were several checks where the recipient and the purpose were not recorded in the check register.

Hites indicated that the budget is almost \$300 over the allotment amount. There is room to cut and move expenditures as LNA desires. It is possible to spend more or less than the allotment budget or to use funds for expenses that are not in the budget. Hites reminded, though, that any changes to the budget, once approved, will have to be approved by the LNA Board.

After examining the Event List for Insurance Coverage/EPNO NA Allotment Planning Worksheet 2016/2017, Potter noted that the cost for electricity for the Lents monuments will probably increase to \$75. This

revision was noted. Other items included in the budget were postage for mailing general membership notices to members for whom LNA does not have email addresses and childcare at LNA General Meetings.

There was some dismay expressed by the Board at the high cost of the utilities to light the monuments – currently \$600 annually. However, Board members also felt it was important to light the monuments to highlight our community and show community pride. Potter and Hites clarified that the utilities to light the “Lents monuments” were originally paid for by Portland Development Commission (PDC), but that PDC only supported this cost till the end of the project when it then had to be assumed by another group.

Potter motioned that the East Portland Neighbors Event List for Insurance Coverage EPNO Neighborhood Allotment Planning Worksheet 2016/2017 submitted by Hites be approved, with the revision to the utilities cost of lighting the monuments (\$75.00 monthly, instead of \$61.00 monthly). Dennis seconded. The motion passed unanimously.

The Board thanked Hites for his hard work on this important piece of LNA business that had an extremely time-sensitive deadline.

**Proposed Agenda for LNA General Meeting on Tuesday, October 25, 2016.** The Board was tasked with helping Chairperson Low draft an agenda for the LNA General Meeting on Tuesday, October 25, 2016. The agenda is to tentatively include: the recall election for Board member Gary Primack; presentation by East Portland Soil & Water Conservation District (EPSWCD) and Ed Kerns, on behalf of the Lents Springwater Habitat Restoration Project; and a pre-elections City Commissioner candidate forum with incumbent-Commissioner Steve Novick and contender-Commissioner Chloe Eudaly. PDC (Leila Aman) had also requested 10 minutes to present. Given the tight agenda and the lack of items about which to report in detail, the various LNA Chairpeople (Land Use, Transportation, Public Safety) opted to forego presenting their October reports. Low and Potter were thanked for their efforts in scheduling the October presentations.

Hites cautioned against the dangers of cramming too much into an agenda because if one item runs over, then the entire meeting runs over. He also cautioned about relying too much on the internet to relay reports because not everyone in the Lents community has access to internet or is on social media.

It was reminded that LNA needs to verify whether Primack will need time on the agenda to rebut the petition to recall him since a recall election is also scheduled.

**Combined November/December LNA General Meeting to be held on Tuesday, December 6.** In prior years, the November/December General Meetings have been combined due to conflicts with the holidays.

Potter motioned that LNA combine the November/December LNA General Meeting and that said meeting occur on Tuesday, December 6. Schillaci-Kayton seconded. The motion was unanimously passed.

The Board Meetings in November and December will occur as regularly-scheduled (Thursday, November 10, and Thursday, December 8).

**Announcement of Submission of a Recall Petition at the Board Meeting.** Potter announced that a petition to recall had been submitted by her to Vice Chairperson Michael Collins prior to the meeting. The petition had been given to Potter by LNA member Thomas Legg. Rees (Luchini) mentioned that she had taken the petition from Collins and that, since she has more flexible time and EPNO has somewhat awkward hours, she would try to deliver the recall petition to EPNO for signature verification on Monday.

**Recall of At-Large Board Member Gary Primack.** Signatures on the petition to recall Primack have been verified by EPNO as the neutral party, in accordance with LNA Bylaws. The recall election is being set for the next LNA General Meeting, which is Tuesday, October 25. There were 32 signatures on the recall petition, one of which had to be discarded because the person's membership could not be verified. Therefore, there are 31 signatories. One-half of those signatories (16) will have to be present and vote at the recall election. According to LNA Bylaws, 2/3 of "voting membership" will have to vote in favor of Primack's recall for the recall to take effect.

There will be a printed ballot. Identification will have to be checked, both for those voter-signatories on the petition to recall (of which at least 16 must be present at the recall election for it to proceed) and for those intending to vote. For those lacking identification, there will be an

affirmation of residency. In order for the doors to open on time, volunteers need to be in place by 6:30 p.m.

Rees (Luchini) felt that recall should really only be a last resort after other “less mean” measures had been taken. Possible alternatives could include talking to the person and/or mediation. She also reminded that, per ONI Standards, the Board has the right to give a verbal warning to anyone who is perceived as disruptive. A second warning can warrant a request to leave. Rees (Luchini) felt that, although recall elections are never pleasant, this one seemed particularly nasty and most of the nastiness appeared to be conducted on social media and behind people's backs. Her opinion was that the problem with recalls is that not only does the community or group alienate the person being recalled, such that they may no longer wish to contribute in any capacity, the community or group also potentially risks losing that person's ally base and their potential contributions. Generally speaking, recalls are a lose-lose situation.

Low informed LNA that she had, at EPNO's recommendation, contacted Resolutions Northwest, which is the mediation service recommended by EPNO. Resolutions Northwest informed Low that their services are usually booked 4 to 6 weeks in advance. Low would like to see the Board avail itself of the services of Resolutions Northwest as it starts its new term.

Action Items: LNA member Ken Luchini will design the draft ballot and submit same to the Board for its examination and approval; Rees (Luchini) will photocopy the approved final ballot at EPNO. At-Large Board Member Autumn West and Schillaci-Kayton volunteered to check identification. Volunteers will need to be in place by 6:30 p.m. so that the doors can open in a timely fashion.

Vice Chairperson Michael Collins, at the request of Low, has agreed to be in charge of setting up and taking down the meeting room (Board and General Meetings) in the future. It was reminded that Collins is not expected to set up and take down the room by himself. It will be a team effort. Setup takes place around 6:30 p.m. for the Tuesday General meeting the fourth Tuesday of the month. Setup takes place around 6:15 p.m. for the Thursday Board Meeting the second Thursday of the month.

**Possible Removal of At-Large Board Member Gary Primack to**

**be Considered at the Next Board Meeting on Thursday, November 10.**

Schillaci-Kayton noted that this was Primack's third absence from Board meeting in as many months and that, therefore, in accordance with LNA Bylaws, which allow for no more than 2 absences in a 6-month period, Primack is subject to removal from the Board for non-attendance.

Schillaci-Kayton made the important clarification that the issue of Primack's removal is separate and apart from Primack's recall.

Primack has also not been attending LNA General Meetings. The first absence was due to Primack's being on vacation.

Given that Primack's recall election is currently scheduled for the October 25, 2016 General Meeting and that Primack is also now subject to removal due to non-attendance, a decision had to be reached by the Board as to how to proceed.

Schillaci-Kayton remarked – and it was the consensus of the Board – that it was not acceptable for Board members to be absent and incommunicado for prolonged periods of time and allowed to remain on the Board, despite the LNA Bylaws stating that removal of Board members is at the Board's discretion. Rees (Luchini) reminded that, on a number of occasions since March, 2016, the LNA general membership and some Board members had also questioned the value of consistently-absent Board members.

After discussion, it was agreed that, in accordance with LNA Bylaws, the Board would need to take steps to remove Primack if the recall did not take effect at the October meeting. Discussion of removal would take place at the Thursday, November 10, Board meeting.

Schillaci-Kayton motioned that a letter be sent to At-Large Board member Gary Primack consisting of a notification that Primack had been absent for two or more Board meetings, an inquiry as to any extenuating circumstances, a query as to his intentions and a reminder that, in accordance with LNA Bylaws, his removal would be under consideration at the next Board meeting on November 10. Schillaci-Kayton repeated that this removal is separate and apart from the recall election. Dennis seconded. The motion passed unanimously.

**Question as to Status of Street Fair Accounting.** Rees (Luchini) asked whether it was known if there were any outstanding debts from the Lents Street Fair, given the absence of a Treasurer's Report from the former Treasurer. She noted that former Public Safety Chairperson Robert Schultz, who was one of the core volunteers for the Street Fair, had submitted to the current Treasurer (Hites), cc-ed to the Chairperson (Low) and the Secretary (Rees (Luchini)), a bill for out-of-pocket expenses that Schultz had incurred on behalf of LNA and the Street Fair. Rees (Luchini) had a concern that Schultz indicates that this is his third request for reimbursement. Schultz' emailed "bill" included electronic copies of receipts and emails from Street Fair Coordinator and former At-Large Board member Amanda Gerace, confirming that he could make those purchases on behalf of LNA.

Hites and Potter informed the Board that, in order to be reimbursed by EPNO, hard-copy, original receipts are required.

Collins, West and Dennis were concerned about possibly appearing to be setting a precedent by reimbursing Schultz without paper receipts. It was agreed that, in future, volunteers would be reminded of the need to tender paper receipts if they wished to be reimbursed. It was also agreed that, in future, volunteers would get reimbursed for any out-of-pocket expenditures as soon as possible after spending such monies, upon provision of receipts.

Rees (Luchini) motioned that Schultz be reimbursed the amount he is claiming, as supported by electronic receipts, with a provision that he also be requested to provide hard-copy paper receipts of same so that EPNO can reimburse LNA. The motion was seconded by Schroeder. The motion passed unanimously.

**Other Accounting Loose-Ends.** In addition to the lack of an up-to-date Treasurer's report, which had only been submitted quarterly, there are still questions regarding the LNA on-line bank account. Hites expressed a concern that access to the on-line bank account seemed to be "all-or-nothing." This is not a sound financial practice for nonprofits. Potter noted that accessing the LNA on-line bank account would probably elucidate any items missing on the LNA check register. Low indicated that she did not know that LNA even had on-line access to the bank account. Low and Hites will go to the bank to straighten out any banking business, including on-line banking.

**Announcement by Jesse Sadler, LNA member, introduced by LNA member, Laurann Kealiher.** Jesse Sadler, LNA member and resident of Camp Amanda, was introduced to the Board by LNA member and Lents Neighbor for Justice Laurann Kealiher. Jesse announced that an LNA Board member (Low) had visited Camp Amanda to warn residents there of possible vigilantes who would try to sweep them out of their encampment-home. Sadler alleged that Low indicated that the group was led by the “red-headed one” and that the vigilantes were with Lents Neighbors for Justice. Sadler also alleged that Low had indicated that there was funding for tiny homes available through the City and that she would try to get such funding for Camp Amanda.

**Adjournment.** Schillaci-Kayton motioned to adjourn. Dennis and Rees (Luchini) seconded. The motion was unanimously passed at 8:55 p.m.

Minutes submitted by Board Secretary Joanne Rees (Luchini), November 10, 2016.

(Notes from Board meeting transcribed and submitted October 17, 2016)

Minutes approved Thursday, December 15, 2016