

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

Thursday, November 10, 2016

**KingPins Bowling Alley, “The Chalet” Community Room, 3550 S.E.
92nd Avenue**

6:30 p.m. - 8:30 p.m.

Approved 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); Autumn West (At-Large); and Jennifer Young (At-Large).

Board Member Absent: Gary Primack (At-Large) and Randy “Icebear” Schroeder (Public Safety Chairperson) (excused himself by email to Chairperson, forwarded to Secretary, November 9, 2016)

Attendees (in alphabetical order): Amir Assasnik, Megan Gorecki, Laurann Kealiher, Christopher Luchini, Kenneth Luchini, Char Pennie, Sorcha Porter, David Potts, Lee Rimar, Robert Schultz and Edith Starling.

The meeting was convened by Chairperson Low at 6:40 p.m.

Approval of Minutes from the Thursday, October 13, 2016, Board Meeting postponed till the December Board meeting. The Minutes from the Thursday, October 13, Board Meeting were not available as hard copies, but Low reminded that the Secretary had emailed Board members copies of the Minutes earlier in the week. Not all Board members had had an opportunity to read the Minutes. Secretary Rees (Luchini) asked whether it would be possible for Board members to approve the Minutes through email once everyone had read the Minutes. Hites stated that Minutes needed to be approved at Board meetings, not electronically. It was agreed that, due to some Board members not having read the Minutes, approval of the October 13 Board Meeting minutes would be postponed.

Treasurer's Report (Hites). Hites reported that he is still gathering information regarding finances from different sources. A “barebones Treasurer's report” is as follows: \$1,413.17 in the LNA checking account and \$10,663.08 in the LNA savings account for a total of \$12,076.25.

Hites indicated that a check in the amount of \$807.75 will be deposited into the LNA savings account as accounts receivable. This amount was money left over from a grant from the 2015 Lents Street Fair, the receipts for which had just been submitted to EPNO from former Lents Street Fair coordinator and former At-Large Board member Amanda Gerace.

An accounting of proceeds from the July 2016 Lents Street Fair is still pending as Hites continues to try to mine through the bank statements and receipts inherited from the previous Treasurer.

Accounts payable since Hites was elected Treasurer included the approximately \$27.30 for photocopying the ballots at EPNO for the LNA September elections and \$60.82 utility bill to light the Lents monuments, both of which were disbursed in September.

Hites expressed a concern that LNA has not been receiving PGE statements for the lighting of the Lents monuments. LNA would need to receive a statement in order to pay the bill. Portland Development Commission (PDC) needs to be contacted to ascertain whether the transfer of utilities to LNA has been effected. Potter indicated that the August PGE bill was paid.

Hites mentioned that there have no costs associated with child care at meetings to date.

Rees (Luchini) inquired as to whether any financial information had been found regarding the proceeds earned from the Lents spring cleanup fundraiser. Hites said this information needs to be found. As had been mentioned at last month's Board meeting, the check register, on a number of occasions, omits the name of the payee or the purpose of a payment. Potter repeated that this information could probably be accessed on-line and added that copies of checks could probably be requested through the bank. Hites reminded that requests for copies of checks would probably incur an additional bank fee.

Action Item: Low, as Chairperson, or Potter, as Land Use Chairperson, is to find out whether the PDC has transferred the utilities for the lighting of the Lents monuments to LNA.

Compliance with State Requirement for Timely Notification of Meetings to LNA Membership. Hites reminded again that LNA has not been complying with the State requirement for timely notification of meetings and agenda items to LNA membership. This is especially important for those members who do not have access to internet, in which case a postcard mailing or telephone call would be in order. Hites informed that the notification has to be given at least 7 days prior to the LNA General Meeting. The notification needs to include the main topics of the agenda. The cost of mailing each postcard would be 34 cents. According to Hites, at last count, EPNO records indicate that approximately 273 LNA members had indicated a preference for receiving notifications by mail. Rees (Luchini) expressed a concern about the cost for such mailings. She asked whether it would be possible to just send out one or two postcards a year, listing the dates of all the meetings and a general agenda outline. Hites replied that mail notification ideally has to be done on a monthly basis and that the agenda items should be reasonably specific to that month (eg., identification of that month's speakers and presentations, as applicable).

Dennis remarked that the LNA membership list needs to be updated. Rees (Luchini) stated that former Secretary Heather Chapin has been very helpful during the transition of secretarial duties. Rees (Luchini) has the sign-in sheets from the September General Elections and she is willing to assume the responsibility of updating the membership roster using any information currently in her possession and EPNO records. Dennis suggested that the sign-in sheets for the General and Board Meetings have a place where members can indicate a preference for email or postal mail notification.

Hites stated that a former LNA Chairperson kept an extensive email listserv of LNA members that served as the membership list. However, this former Chairperson has been unresponsive to requests by LNA leadership to relinquish the LNA membership email contact list. Potter stated that there may also be some LNA membership information archived on the I Love Lents website, but that she was unsure whether this information will be retrievable. (The I Love Lents website had been down for months due to technical difficulties and malware.)

Hites informed that EPNO has the capability of generating labeled postcards for neighborhood association mailings. However, these postcards will be printed 4 to a sheet and it is estimated that approximately 69 sheets

will be used. Volunteers from LNA will need to be enlisted to help cut the postcards. EPNO does have a paper cutter, but its blade is rather blunt. Optimistically, the paper cutter will only be able to handle 2 sheets at a time.

Action Items: Rees (Luchini), as Secretary, will update the LNA membership list from sign-in sheets currently in her possession and in collaboration with EPNO. She will also redesign the sign-in sheets for the General and Board meetings to accommodate a notification preference (email, postal mail or telephone call).

Dennis and Gorecki volunteer to cut the postcards at the EPNO office when LNA is ready to embark on the notification by mail process.

Agenda for December 6 General Meeting. Low reminded that a discussion of the charter review process was supposed to have appeared on the October agenda and was inadvertently omitted. Low and Potter reminded that this agenda item is now no longer relevant post-elections. Low indicated that she does not have Michael Cumming's email address. Potter gave an email address that may or not be current. Rees (Luchini) will verify from sign-in sheets Cumming's correct email and/or other contact information and forwards same to Low.

Low informed that Vicki Oglesbee, Head Librarian at the Holgate Library, has requested 10 minutes to present. The Multnomah Library is in the process of capital planning. Oglesbee's presentation will primarily consist of a survey-type, "What type of improvements would you like to see?" Low also reminded that LNA member Chris Elkorek expressed an interest in having a Lents Library and had proposed this idea at the last LNA General Meeting.

Chairperson and At-Large report requests are tentatively as follows:

Approval of LNA General Meeting Minutes (Secretary)

Treasurer's Report

Land Use Chairperson (Potter) – 10 minutes

Transportation (Schillaci-Kayton) – 5 minutes (primarily on "fixing our streets")

At-Large (Dennis) – 5 minutes (formation of a committee to revise the LNA bylaws and meetings for the Street Fair Planning Committee)

At-Large (Young) – 10 minutes (Portland Department of Transportation initiative regarding rv camping/parking situation; proposal for a neighborhood coalition supporting Springwater Corridor restoration and enforcement of camping ban along the Corridor)

At-Large (West) – 10 minutes (social media policy)

Public Safety Chairperson (Schroeder) – needs to be contacted; absent

Hites asked whether there were any plans for a Holiday Bazaar as had been done in the past. Potter reminded that Gerace, who has resigned, had previously been the Board member in charge of event coordination. Dennis, speaking from her experience as an event coordinator, remarked that it would be inadvisable and extremely impractical to propose and plan a Holiday Bazaar at this late time (mid-November). Dennis also reminded that there is already a number of bazaars and holiday fairs in Lents occurring through other organizations, including churches, one of which is being held at the Masonic Lodge this Saturday.

There was some confusion as to when and if a December Board meeting was to occur. Rees (Luchini) informed that her notes and the Minutes indicate that it was confirmed that the Board meetings would remain as regularly-scheduled (Thursday, November 13, and Thursday, December 8). Dennis stated that she was going to call a Lents Street Fair Committee meeting on Wednesday, December 7.

Action Item: Low, as Chairperson, to contact Schroeder to determine how much time he needs for the Public Safety Chairperson report at the December LNA General Meeting.

Consideration for Removal of At-Large Board Member Gary Primack for NonAttendance. The recall election that had tentatively been scheduled for the October 25 LNA General Meeting had been cancelled and the letter of notification of consideration for removal for nonattendance had not been sent, due to Primack's notification that he “quit.” Primack had stated he “quit” on an LNA Facebook visitor's posting and in an email to

Board members and EPNO staff. Approximately one week after he “quit,” Primack un-quit.

Low circulated a proposed letter to Primack. Schillaci-Kayton reminded that the notification of consideration for removal was separate and apart from the recall election. He felt that ideally the proposed letter to Primack should be able to be used for any other Board member who was guilty of attendance violations and that it should serve as a form letter.

The proposed revision to the letter, made by Potter, was that, in the second paragraph, the last sentence should read, “Please address your response to the Board and send it to the Secretary by December 1.” The last paragraph should simply read, “The Board will take a vote at the Board meeting on December 8.”

A motion to send the letter as revised above was made by Dennis and seconded by Young. The motion passed unanimously.

Action Item: Low, as Chairperson, will revise the letter as noted above. Low will email Primack a copy of the letter and will also mail the letter to Primack's home by certified mail.

Proposed Letter of Support of Ed Kerns and Restoration of Springwater Corridor. Low informed that the letter essentially reflected the information that Kerns had given her. The letter of support requests “major City-funded support towards those efforts” at ongoing habitat restoration along the Springwater Corridor that Kerns had been undertaking, in conjunction with Portland Parks & Recreation, with volunteer assistance from Lents students and neighbors.

Young expressed a concern that campers and encampments have returned to the Springwater Corridor, particularly near S.E. 101st and Duke, near the recycling center. Ranger presence has been sought for the last 3 to 4 weeks. Young asked, “How can we restore something when it is still being destroyed?”

Low suggested that Young draft a letter to Parks & Recreation asking them for details as to how they plan to enforce the camping ban along the Springwater Corridor, so that restoration can take place. Young agreed to write the letter, which will be addressed to Commissioner Amanda Fritz.

Young will also investigate possible coalition partners in order to build momentum towards a successful restoration project. Low and the Board thanked Young for her initiative on this and complimented her on an excellent strategy that will keep pressure on the City to enforce the camping ban along the Springwater Corridor and promote restoration.

Hites asked whether the park rangers have the same powers as the police. Park rangers assess the situation and call the police to enforce. In addition to ATVs, canine and equestrian patrols are being deployed. A couple more rangers have been added since the approval of the Portland Police union contract.

It was recommended that Mayor-Elect Ted Wheeler and new Commissioner Chloe Eudaly be added to the recipient list of the letter.

A motion to accept the letter in support of Ed Kerns and restoration of the Springwater Corridor, as drafted, with the additions of Mayor-Elect Ted Wheeler and City Commissioner Chloe Eudaly to the recipient list, was made by Potter and seconded by Young. The motion was passed unanimously.

Action Item: Young is to draft a letter to Commissioner Fritz and Parks & Recreation, asking what steps are being taken to enforce the camping ban along the Springwater Corridor so that restoration can proceed. Young will also start investigating possible coalition partners for the Corridor restoration project.

Low will email the letter of support of Ed Kerns and restoration of the Springwater Corridor.

LNA Member's Complaint Against an LNA Board Member. A complaint was lodged by an LNA member against a Board member, alleging that the Board member threatened her through a Facebook posting. The LNA member is requesting a reprimand of the Board member. Investigation and action are pending because the Board member was not in attendance at the Board meeting to refute the allegation.

Action Item: LNA member to send Facebook postings from the social media exchange between herself and the Board member to the Rees (Luchini), as LNA Secretary, for subsequent forwarding to Board members.

Resources for Neighborhood Association Boards. Hites remarked that Board members need to be connected with resources to help them understand their roles and how to effectively perform in their roles. Hites would like to see the LNA Bylaws revised to include clearer descriptions of the various Board roles.

Dennis added that LNA member Amir Assasnik had shared a booklet containing codes of conduct for nonprofits at an earlier Board meeting.

West expressed a concern about lines getting blurred between what is LNA business and what is work being done by and with other loosely-affiliated Lents neighborhood groups. She also had a concern about LNA Board members appearing to represent the Board or the LNA when they were really just representing themselves.

Potter pointed out new requirements in State law. In summary, Board members have a fiduciary responsibility and a duty of loyalty, with loyalty meaning not doing anything that would undermine the organization or that would reflect badly on the organization.

Low reminded that the City has a code of conduct that includes rules for and responsibilities of neighborhood associations. She also reminded that EPNO will be organizing a Board training in January for new and returning Board members, date and venue to be determined.

Potter's Proposal for the PDC Livability Grant for the Design and Construction of the Lents Park Gazebo. Potter mentioned that she would like to add to the agenda of the Board meeting consideration of the Lents Park Gazebo Project as the subject for a PDC Community Livability Grant. Potter was introducing the topic now because the deadline was December 12. She is requesting a letter of support for the project from LNA. The proposal would need to also be approved by LNA at its General Meeting. The principal partner on the grant would be Portland Parks Foundation, but the applicant organization would be LNA and the fiscal sponsor would be LNA.

Potter had already posted on the LNA Facebook page an opportunity for LNA to give input on a design survey. She admitted that 2/3 of the

designs were modern ones. There will be a number of design options ultimately available. It is also anticipated that there will be a number of community outreach gatherings hosted by Parks & Recreation.

West asked whether it is possible for LNA to endorse more than one project or grant proposal. Potter said yes. There are \$250,000 available in grant funding. Potter estimates that the grant for the gazebo design and construction will be for \$100,000.

Potter also stated that it is possible that the grant application may not occur this year.

A motion that LNA write a letter of support for the Lents Park Gazebo grant application; that LNA be the applicant organization on the grant; and that the contractual agreement be entered into with Portland Parks Foundation with LNA as the fiscal sponsor was made by Young and seconded by Dennis. The motion passed unanimously.

Discussion of Social Media Guidelines. Low reminded that the discussion of social media guidelines was old business from the June Board agenda. She distributed an excerpt from EPNO's Guidelines for Social Media Use. Low mentioned that EPNO recommends that social media guidelines be kept as general and as least restrictive as possible.

West indicated that she would like to work on the LNA website. She admitted that she is not as technically savvy as she would like, but she and LNA member Lee Rimar are willing to collaborate together to make the LNA website more attractive, functional and user-friendly. West inquired as to any “keys” or passwords. Low, as Chairperson, replied that, before any work starts on modifying the website, she would like to see LNA have a Social Media Guidelines Policy to be presented to the Board and to LNA. West and Rimar agreed to start work on drafting LNA Social Media Guidelines.

Action Item: West and Rimar are to collaborate on a draft LNA Social Media Guidelines Policy to be presented to the Board and LNA for their approval. West is the Chairperson of the Social Media Committee.

Formation of a Diversity/Outreach Committee. LNA Member Laurianne Kealiher reminded the Board of her – and others' – interest in the

formation of a Diversity Committee to engage in more inclusion of the diverse communities that contribute to Lents. Low reminded that a similar Committee, generally called “Outreach,” had been formed in the summer by LNA members Schultz and Assasnik. The name of the Committee is now being changed to the Diversity Committee. Kealiher and Assasnik will be collaborating together to start this Committee. Board members who are interested in being on the Committee and could potentially serve as the Board support person include (in alphabetical order): Hites, Low, Potter and Rees (Luchini).

Action Item: Kealiher will be contacting interested LNA members to find out which days and times work best for Diversity Committee meetings.

Request for Reimbursement of Expenses Incurred by a Board Member while on LNA Business. Low submitted a request for reimbursement of expenses in an amount approximating \$70.00 for various expenses incurred by her while engaged in LNA business. The expenses were for mileage and parking and included trips to EPNO to retrieve and return the public address system, PDC and City Hall (for testimony on behalf of PDC). There were 10 trips to EPNO (day of meeting and day after meeting between the months of June and October), 2 trips to City Hall and 2 trips to PDC. The City Hall and PDC trips were related to the PDC 9101 Foster development in the Lents Urban Renewal Area. There were two trips to City Hall because Low was unable to deliver her originally-scheduled testimony due to the demonstrations at City Hall during the approval of the Portland Police Bureau union contract.

Young inquired as to the nature of the City Hall and PDC trips. Low informed that she was specifically requested by PDC to testify at City Hall about 9101 S.E. Foster. She was asked by PDC to speak as the LNA Chairperson. Traditionally, this testimony would fall to either the LNA Chairperson or the LNA Land Use Chairperson.

The Board decided that the mileage and parking for Low's City Hall and PDC trips would not be reimbursable because the Board had not been consulted beforehand about the testimony and the reimbursement was being requested after-the-fact. West repeated a concern about apparent “blurring of the lines” between what Board members are doing as representatives of LNA, what they are doing as members of other Lents-affiliated groups and

what they are doing as private citizens who happen to be Lents residents. Hites affirmed that Board members need to be very careful when testifying or participating in community activities about how they are representing themselves. Discussion followed on how Board members represent themselves. Discussion included that a Board member can only promote themselves as representatives of LNA if they have notified the Board beforehand of the upcoming testimony or attendance at or participation in the specified event or activity and the Board approves the content of the testimony or acknowledges the value of such attendance and participation. It was acknowledged that sometimes these invitations are last-minute and do not allow for such notification. In such cases, the Board member can only represent themselves as a Lents resident or an LNA member with expertise in (fill in the blank).

Discussion ensued as to what expenses could and could not be considered reimbursable. It was agreed that reimbursing volunteers for travel expenses would not be able to be routinely done, if only for budgetary reasons.

A motion to reimburse Board members' mileage (at the Federal Rate) for trips to and from EPNO to retrieve and return the public address system and/or for materials and supplies was made by Potter and seconded by Schillaci-Kayton. The motion was passed unanimously.

Adjournment. A motion to adjourn the meeting was made by Schillaci-Kayton and seconded by Dennis. The motion was passed unanimously. The meeting adjourned at 8:30 p.m.

Draft Minutes submitted by Secretary Joanne Rees (Luchini), November 27, 2016 and (including minor revisions) December 4, 2016

Minutes approved Thursday, December 15, 2016

