LNA Board Meeting October 11, 2018, 6:30 PM

Asian Health & Services Center - 9035 SE Foster Rd

Attendees: Alan Linhares, Ray Hites, Sabina Urdes, Robert Schultz, Nick Christensen, and Sarah Wines. Absent: Katie Penna.

Note taker: Sabina. Time keeper: Sarah Wines. Success tracker: Robert Schultz.

Agenda:

1.Committee & other reports

2. LNA Representatives on other community groups

3. Unapproved minutes

4. Agenda for general meeting

Short introduction from Holden Leung, CEO of Asian Health & Services Center.

----6:45 PM Meeting called to order.

1. **Committee reports**

Land Use

Nick has trouble changing his contact info as Land Use Chair, will reach out to EPCO about it.

Nick will establish land use committee soon.

WestRock CP, LLC - 6328 SE 100th Ave, Portland, OR 97266 -- Metro could authorize license by the end of the month; not enough time for LNA to take position on it.

Finance

**Insurance coverage form** (due Sept. 15, 2018) and **Allotment Budget Request Form** (due October 16, 2018) -- both need to be turned in ASAP. Ray will send Sabina last year’s forms and the Finance Committee will fill out and submit.

Sabina to convene Finance Committee by next General Meeting.

Sabina will continue to be LNA representative to EPN.

Ray says expenses change throughout the year, so budget should be updated accordingly.

Sarah to look into Lents “contact list” at EPCO of people who have attended our meetings in the past --

Accounts payable: Childcare and PGE for Lents monuments last two months. Sabina signed checks for both and handed back to Ray.

Communication

Sabina has taken on the bulk of communications in the absence of a Secretary. Sabina was given login info to Facebook and Gmail; both worked. Sabina was given login info to website; however, that login has not worked and Sabina has not been able to publish to the website as a result. In the absence of the website, Sabina has asked our district coalition, the East Portland Community Office (EPCO), to post Bylaws and other communication to LNA’s partition on EPCO’s website, eastportland.org/Lents.

Sabina brings *proposed* letter to send to former board members to release access codes and other assets gained during previous leadership. Board members make two additions: printer and any contact(s).

*Dear community member,*

*As a former (yet valuable) Lents Neighborhood Association Board member, the current Board is asking you for the following items.*

*We are requesting any and all materials relative to the Lents Neighborhood Association including:*

*1. Passwords to e-mail accounts, Facebook pages, website or any other relative virtual materials, contacts*

*2. Any material documents, hard drives, printer, thumb/ flash drives, digital files, audio files, video files, binders, keys, any other supplies or assets of the LNA.*

*3. Keys or building codes*

*4. Any and all LNA related materials that may be in your possession*

*If you are not in possession of these items but know who may be, please respond. If you have information but feel someone else also has it, please still provide the information to us.*

**Sabina makes motion to send document; 6 in favor; 0 opposed. Motion carries.**

Sabina will email letter to former board members whose contact info she has. Ray will also contact some former board members personally.

Nick had 2013 inventory that he will send.

Communications committee to work on compiling all records and assets in a place that’s easily accessible.

Robert will work on motion to present re: removing previous restrictions placed on the LNA by previous Board -- will email; we will vote at next Board meeting.

Robert will draft announcement to potentially publish in The Oregonian with membership approval: “LNA to public - you are notified as of this date that if you wish to continue your membership, please respond to let us know or show up at an upcoming meeting.” -- We will run by membership for vote.

Nick will look into what public record requirements for ads in Oregonians are.

Communication with Joanne Rees: Sabina will reach out to EPCO to connect with insurance re: a lawyer to respond to Joanne Rees’ lawyer.

Grievances: Sarah will reach out to Office of Community & Civic Life to find out who took Paul’s role with Joanne Rees.

Bylaws

Sabina -- to announce new bylaw committee meeting by end of day Friday and post on EPCO site and Facebook

Community dinners

Discussion about community dinners - approved $300 / dinner from previous Board’s decision-- one left of a 4-part series. No one on the Board opposed doing it at Oct. General Meeting.

Sabina to write guidelines for community dinner and post them at the event.

**2. Representatives on other community groups/groups**

**Nick makes motion to approve Sabina as liaison to EPAP and EPAP Housing Subcommittee until Sept. 30, 2019** -- report back and then communicate to EPAP decisions that we’ve already made. **5 in favor, 1 (Sabina) abstained, motion carries.** To define what that appointment entails at next Board meeting.

**3. Unapproved minutes**

No minutes available to approve today. Board to vote on minutes next time. Robert will go through what’s on the website and make a list of what minutes we still need to post from the previous Board. Then will assign to others possible minutes to draft from videos available.

**4. Next general meeting agenda**

Sabina presents proposal. Board approves.

Sabina to send ‘Run of Show’ to the Board, for community dinner and meeting, so that people can plug in to help whenever they can.

Sabina will print flyers - Sarah will help with posting

Robert wants 20 minutes on next Board Meeting agenda

-----8:02 PM Meeting adjourned