

Concordia Neighborhood Association
Board Meeting
August 2, 2017
Kennedy School Community Room, 7 to 8:30pm
MINUTES

Board Member Attendance

Chair – Chris Lopez PRESENT	SW 1 – Garlynn Woodsong ABSENT
Vice Chair/SW 2 – Daniel Greenstadt PRESENT (arr. 7:15)	At Large 1– Robert Bowles PRESENT
Treasurer/At Large 6 – Heather Pashley PRESENT	At Large 2 – Donn Dennis PRESENT
Secretary/East 2 – Steve Elder ABSENT	At Large 3 – Jody Pollak ABSENT
East 1 – Tyler Bullen PRESENT	At Large 4 – Ali Novak PRESENT
NW 1 – Isham “Ike” Harris ABSENT	At Large 5 – Truls Neal PRESENT
NW 2 –Amelie Marian ABSENT	

Also in attendance: Susan Millhauser, Contract Recording Secretary; Nancy Varekamp and Gordon Riggs, Media Team/CNews; Matt Boyd.

Welcome, Introductions and Announcements

Chair Chris Lopez called the meeting to order at 7:06pm. A quorum was established.

Public Comment (items not on the agenda) – None

Review and Approve Agenda and Prior Meeting Minutes

Chris reviewed the agenda and noted an addition – to discuss the September general meeting. Also, Daniel had an additional item from the Media Team to add when he arrived.

Draft July Board meeting minutes were distributed prior to the meeting.

MOTION (Heather/Robert) – To approve the July 11, 2017 Board meeting minutes as written. 6 in favor, 0 opposed, 1 abstain. MOTION PASSES.

Unfinished Business

1. 23rd Ave. Community Garden – Postponed due to Ike not being present.

2. CNews Community Events Guidelines

Gordon reviewed the proposal shared last month for Community Events calendar guidelines developed by the Media Team. Chris noted that having these guidelines would make the job of the CNews staff easier. The Board discussed how “benefit to the community” might be defined and under which tier for prioritization these types of events (outside of Concordia but of benefit to the community) would fall. Some examples given included Community Energy Project home weatherization workshops, Loaves and Fishes events, and City of Portland Fix-it Fairs.

MOTION (Robert/Truls) – To accept the Media Team proposal for the CNews back page community events prioritization guidelines. 8 in favor, 0 opposed, 0 abstain. MOTION PASSES.

3. National Night Out, August 4 – Tasks, Volunteers

Chris gave an update and urged everyone to come out and help. He passed around a volunteer sign up sheet. Robert shared that most help would be needed during the concert intermission to pass the bucket.

4. Fernhill Park Mural Project – Update

Chris shared that the murals on the Fernhill Park restrooms were now complete. He added that the student artists would to be recognized and invited on stage at the night Friday concert to explain the mural artwork.

5. General Meeting Planning – 9/6/17

Chris related that the Land Use and Transportation Committee has lined up speakers on the topic of parking for the upcoming general meeting. The general meeting starts at 7pm, with the Board meeting starting earlier at 5:30pm.

New Actionable Items

1. Presentation from Multnomah County Coalition for Healthy Kids in Education – Postponed, as the presenter was not present.
2. CNews Contractor Updates

Daniel reminded the Board about the contracts for the CNews staff. He noted that somehow the Layout Editor/Designer contract accidentally referred to a flat rate of \$200 per issue versus a rate of \$30/page, which is what the Board approved. Board members recalled they had approved a \$30/page rate. Daniel added that the contracts have not yet been executed so he could easily correct that part of the contract.

Daniel then reminded how the Board had approved paying Gordon, who has essentially been doing the work of two positions, for the higher paid position (Managing Editor/Media Team Lead) while he would continue to do the layout work pro-bono. He stated that initially Gordon had had concerns that he couldn't do both roles fully so was willing to do some of the work pro bono, but now after a few months doing both he has realized he can do both and has realized some efficiencies of time as well by having one person do both jobs.

Daniel explained the Media Team has come up with a new proposal for the Board's approval: to pay the Managing Editor/Media Team Lead \$300/issue and to pay the Layout Editor/Designer \$30/page, which typically comes to \$360/issue. This reduces the Managing Editor/Media Team lead pay from \$500/issue to \$300/issue. Gordon would continue in both positions and be paid for all of the work done in both roles. So overall this would be a cost savings if no other person were hired. He added that initially the decision was made for Gordon's role in both positions to be on an interim basis but since he is able to do both jobs effectively it makes sense to make permanent. The Board discussed, with it being noted that contract terms can easily be renegotiated in the future if needed.

Additionally, Daniel shared the Media Team had discussed placing an ongoing ad in the CNews for people interested in volunteer and paid positions to contact CNews in order to keep things fluid. Robert wondered how the Media Team would respond if people expressed interest in paid positions. Gordon pointed out that there is a small part of the Managing Editor/Media Team Lead job that he is not doing which Nancy has picked up, as the job descriptions are fluid.

Chris called for an Executive Session of the Board at 7:40pm to further discuss, as this was personnel issue. The Executive Session was completed and Chris reopened meeting to the public at 8:30pm.

MOTION (Daniel/Truls) – To continue to pay the existing CNews Layout Editor/Designer \$30/page and in addition to pay the Managing Editor/Media Team Lead \$300/issue for that role, and to allocate an additional \$100/issue to the CNews Editor for additional services rendered. 7 in favor, 0 opposed, 1 abstain. MOTION PASSES.

MOTION (Daniel/Heather) – To authorize Daniel to amend the contractor agreements to reflect the changes in the amount of money to be paid to these two contractors. 7 in favor, 0 opposed, 1 abstain. MOTION PASSES.

Daniel asked Gordon and Nancy to please keep an eye on how much work they are doing in relation to the position descriptions and relevance. How do the job descriptions match with reality? Ali expressed concerns about underpaying. Nancy responded that there are a few things not being done between the three positions.

CNA Committee Reports

1. Finance

Heather shared that there is about \$5,500 cash on hand.

2. Land Use and Transportation – Tabled due to lack of time.

3. Media – See above.

4. Policy and Procedure – None.

5. Safety and Livability

Truls shared that not a lot of people attended the first meeting. We need to advertise better and get more people involved. He added the committee is still in formation and they have started to draft a charter based on the LUTC's example. Ali asked if they were willing to take on some items from the LUTC, as there are some shared items. Truls will figure out a September date and advertise again in the CNews as well as announce at the September general meeting. It was suggested including some bullet points with examples of what SALT would be working on.

6. Social – See above.

7. Ad Hoc Retreat – None.

Meeting Adjourned – The Chair adjourned the meeting at 8:45pm. The next Board meeting will be held on Wednesday, September 6, 2017 at 5:30pm followed by the general meeting at 7pm.