**Concordia Neighborhood Association**

**Board Meeting MINUTES**

**March 1, 2023**

Web: https://meet.google.com/jwb-ivfb-mcv

Telephone Call in: 1-413-779-5435; PIN: 246824040#

**Board members in attendance:**

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| --- | --- |
| Chair – Kieran Lee | Present |
| SW 1 - Javier Puga-Phillips | Present |
| SW 2 - Megan Gobble | Present |
| Treasurer and East 2 - Heather Pashley | Present |
| East 2 - Astrid Furstner | Absent |
| NW 1 - Ike Harris | Present |
| NW 2 - Matt Roberts | Present |
| At Large 1 - Robert Bowles | Present |
| At Large 2 - Patricia McMahon | Absent |
| At Large 3 - John McSherry | Present |
| At Large 4 - Rich Burton | Present |
| At Large 5 - Michelle Fitzgerald | Absent |
| Vice Chair and At Large 6 - Brittany van Der Sale | Present |

*Recording Secretary:* Michelle Davies

**ALSO IN ATTENDANCE:**

Gordon Riggs, Media Team Lead; Shawn Mihalik, Kepper Petzig, Lowen Berman

**WELCOME AND INTRODUCTIONS**

Kieran Lee called the meeting to order at 6:04pm and a quorum was established. Board attendance included: 10/13 were present.

**Review & approval of agenda and prior minutes**

**MOTION:**  Heather Pashley moved to approve the March Agenda of the Board meeting. John McSherry seconded the motion.

**MOTION PASSED** by majority vote; 0 abstained; 0 opposed.

**MOTION:** Brittany van Der Sale moved to approve the February 2023 minutes with the proposed edits incorporated. Heather Pashley seconded the motion.

**MOTION PASSED** by majority vote; 1 abstained (At Large 1 - Robert Bowles); 0 opposed.

**Old Business**

2. **Board email addresses:** Rich Burton and Michelle Fitzgerald still do not have access to their CNA email address. Action Keiran Lee to liaise with Micah to resolve this.

3. **Responding to notices of ADU’s:**  City planning (PBOT) currently send notices regarding ADU’s via postal mail. Rich Burton agreed to take this issue on with LUTC. Action Rich Burton to get in touch with Portland City and investigate if there is a mechanism to email for these updates. Action Keiran Lee to add this item to the CNA agenda monthly and to revisit as outstanding business.

4.  **36th and Lombard Issues:** Outstanding action from 1 February for Kieran Lee to follow-up with sending an invitation to PBOT to attend a future CNA Board meeting. Kieran Lee to reach out to PBOT once Rich Burton shares a named contact.

5.  **Second Ad Sales Position: MOTION:**  Brittany van Der Sale moved to propose discussion of this item (and other newspaper items) be scheduled at the April Board meeting. Matt Roberts seconded the motion. **MOTION PASSED** by majority vote; 0 abstained; 0 opposed.

6.  **What would the CNA Board like to do proactively with our extra funds annually to support the community?**

It was agreed that this item be postponed until the August meeting.

7. **Community Center Discussion:**

Action Kieran Lee to support Ike Harris in drafting a letter to share with the PPS. This letter will be reviewed at the April CNA Board meeting. The intention of the letter is to demonstrate that the CNA wish to collaborate and communicate with the PPS in the spirit of the good neighbor policy, and be included in future plans. The PPS has voted in support of the long term facility without including the views of the CNA.

**New Items:**

1. **Posting 2023 budget to CNA website:** Action Kieran Lee to send the 2023 budget to Shawn Mihalik to put on the website. Action Heather Pashley to send to Shawn the reports on income and expenditure from 2019 and 2020..
2. **Community Partners agreement overview:** There was not enough time to discuss this item. The Board agreed that the CNA should be made aware of what adverts are going into the newspaper before printing and to see where the Board can support groups to join up.
3. **International Grove Grant:** Action Kieran Lee to share the Grove Grant application with the Board prior to the April Board meeting. This will be discussed and Board endorsement will be sought at the April meeting. **MOTION:** Javier Puga-Phillips moved to approve the postponement of the International Grove Grant review until April. Robert Bowles seconded the motion. All in favour of postponing: unanimous.
4. **Potential ad-hoc committee for emergency preparedness:** to be discussed at the April Board meeting. It was agreed that an ad-hoc committee would be appointed to have an intentional discussion about this every month under the Safety and Livability Committee. Kieran Lee started the ad-hoc committee appointing Brittany Van Der Sale and Megan Gobble as members.
5. **Community Room Cleanliness:** Action Javier Puga-Phillips to draft an addendum to the Community Room guidelines to include implementing a cleaning fee if the room is left dirty. This will be reviewed at the April meeting. A deep clean of the community room twice a year was recommended.

**CNA Committee Reports:

1. Finance Committee:** There is currently $31,000 in the CNA Bank Account.
2. **Land Use Transportation Committee:** There is no update on the vacancy for the Lead of the LUTC. A meeting will take place in April..
3. **Media Team: A**ction Shawn to share the revised contents guidelines with the Board for discussion at the April meeting. Income for 2023 to date is $2,709 with $686 expenses. Completed consent forms are required for photographs of children at the Easter egg hunt prior to publication in the newspaper.
4. **Social Committee:** April is busy for the Social Committee. The Easter Egg hunt takes place 8 April and the neighborhood clean up is on the same day at the same location. Action all Board members to encourage others to volunteer to fill easter eggs on April 1.
5. **Safety and Livability**: No update.
6. **Ad-hoc Committee: Finding a new Media Coordinator:** One applicant has been received. Rob is stepping down as Editor at the end of May. There is a recommendation to consider combining the roles of Editor and Coordinator role. An official proposal will be shared at the April meeting
7. **Ad-.hoc Committee: UO Portland Good Neighbor Agreement:** No meeting has taken place yet. Action Kieran Lee to share a copy of the Concordia agreement with Robert.
**8. Ad-hoc Committee: 2023 Budget**: **MOTION:** Megan Gobble motioned review the 2023 budget quarterly. Brittany van Der Sale seconded the motion. **MOTION PASSED** by majority vote; 0 abstained; 0 opposed.

The Board meeting was adjourned by general consent by Kieran Lee at 19.09. The next Board meeting will be held on the 5 April, 2023.

Respectfully submitted,

*/s/ Michelle Davies*

Michelle Davies, Recording Secretary