**Concordia Neighborhood Association**

**Board Meeting MINUTES DRAFT**

**April 5, 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 | Present |
| NW 1 - Ike Harris | Absent |
| 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 | Present |
| Vice Chair and At Large 6 - Brittany van Der Salm | Present |

*Recording Secretary:* Michelle Davies

**ALSO IN ATTENDANCE**

Gordon Riggs, Media Team Lead; Shawn Mihalik, Kepper Petzig, Carter Riggs, Ted Snider, Heather Hanley, Linda Hanley, Anita Stevenson, Leigh Shelton, Patty McMann

**WELCOME AND INTRODUCTIONS**

Kieran Lee called the meeting to order at 19:12 and a quorum was established. Board attendance included: 11/13 were present.

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

**MOTION:**  Brittany van Der Sale moved to approve the April Agenda of the Board meeting. Rich Burton seconded the motion. **MOTION PASSED** by majority vote; 0 abstained; 0 opposed.

**MOTION:** Megan Gobble moved to approve the March 2023 minutes with the proposed edits incorporated. John McSherry seconded the motion. **MOTION PASSED** by majority vote; 0 abstained; 0 opposed.

**Outstanding Business:**

**2. Actions from March Board meeting:**

1. **Responding to notices of ADU’s; Rich Burton (LUTC) to get in touch with the City and investigate mechanisms for these updates:** Rich Burton shared that some progress has been made here. Mail is received via a PO Box located on Killingsworth that Heather accesses. Mail is usually discussed under ‘Correspondence’ at Board meetings and has previously been scanned and saved on the GDrive. The Board agreed to an informal agreement to exchange mail at Board meetings.
2. **36th & Lombard issues**; It was reported that accidents are still happening. There are no parking signs and 36th is becoming dangerous. On 36 and Lombard there is a lack of visibility of the stop sign. There are multiple RVs parked on Lombard and no visibility to make a left hand turn. The RV’s are very close to residents' homes. When traffic accidents happen, residents are often first responders by calling in the accidents and providing practical assistance. There is an issue here around health hazards on the sidewalk found on Lombard. Residents in attendance for this item: Anita Davis, Heather and Linda Hanley, Brent Furstner, Astrid Furtner. **ACTION** Kieran Lee and Rich Burton to support Astrid Furstner in drafting a letter to be reviewed and voted on at the May Board meeting. This letter can be shared with the Mayor/PBOT/ODOT.
3. **Community Center;** Kieran Lee to support Ike Harris in drafting a letter to be shared with PPS to be reviewed in the April Board meeting. Kieran shared that this letter will be reviewed at the May Board meeting.
4. **International Grove Grant**: Action Kieran Lee to forward the Grove Grant to the Board. The application has been initially denied, more details have been requested.
5. **Javier to draft an addendum to Community Room guidelines** to include cleaning fee: Javier noted a need to agree how to implement this as we need a way to ensure the room is left clean. The Board discussed asking for photographs of the room after use. Staff at McMenamins retain your driver's license when using the room and they do a room check after use.
6. **Kieran to share a copy of Concordia Good Neighbor Agreement** with the Board. **ACTION** Kieran to drop the paper copy of the agreement to Matt Roberts. **MOTION** Astrid Furstner motioned to postpone this action to May. Brittany van Der Salm seconded the motion. **MOTION PASSED** by majority vote; 0 abstained; 0 opposed.

**3. Second ad sales position vacancy;** this Board noted that position is needed. Matt Roberts shared that local journalism students could support the paper here - it would make a good student project (sharing an extra two pages of content). This would leave two pages of advertising space to sell. This will be discussed further in the next Media Team meeting.

**New Items:**

1. **Potential ad-hoc committee for emergency preparedness:** Kieran created an Ad-Hoc Committee appointing Megan Gobble as lead for emergency preparedness committee.
2. **Media Guidelines revision;** Shawn shared that the guidelines now have clarity around social media. These have been shared with the Board for review. **MOTION** Javier Puga-Phillips motioned to postpone this action to May. Matt Roberts seconded the motion. **MOTION PASSED** by majority vote; 0 abstained; 0 opposed.
3. **Second liaison from the Board required for the Media Team;** Kieran Lee appointed Javier Puga-Phillips as second liaison.
4. **Community member information gathering at CNA events and best practice; ACTION** Brittany to support Javier in managing the Instagram account moving forwards. Shawn currently manages Facebook. There is no formal synching of the information across the two platforms and much of the content on Facebook is not cross-postable to Instagram. Completed consent forms are required for photographing minors at all events.
5. **Potential new Ad-Hoc committee for Prescot Street Safety Concerns;** This will be discussed at the Land Use Committee (LUC). It was noted that there is a need to establish best practice on how to address issues like this. **ACTION** Javier Puga-Phillips to introduce Rich Burton to contacts at Sabin, Kings and Cully Neighborhood Association.
6. **Neighborhood Coalition Report-out;** Brittany and Megan attended this meeting (60 out of 94 neighborhoods attended). Communicating with the City is the number one issue. Ad hoc committees will develop over the year and these relationships/contacts will be noted on the CNA GDrive.
7. **Ballot Measure Endorsement;** the Board cannot endorse individuals but can discuss ballot measures..The Board has to vote to endorse. The Board agreed it is important to include a disclaimer where appropriate in the paper i.e. “this article does not serve as an endorsement, this represents the views of the author”.

**CNA Committee Reports:**

1. **Finance Committee:** No report. There is $31K in the CNA Bank Account.
2. **Land Use Transportation Committee**: Kepper Petzig is joining the LUTC. The next meeting is 19 April. Rich Burton is collecting topics for discussion.
3. **Media Team:** finances stand at Income $2127, Expenses $2729.
4. **Social Committee:** JavierPuga-Phillip noted a difficulty with setting the date for the next Yard sale (previously on Labor day). Michelle Fitzgerald noted her support for involvement in the Social Committee and in the Yard Sale. There is a monthly meeting to discuss Social Committee events that need help - all Board members are welcome to attend.
5. **Safety and Liveability;** N/A
6. **Ad-hoc Committee: Finding new Media Team Coordinator & Cnews Editor**; Kieran Lee shared that a total of 16 applications were received and following a shortlist of interviews, a recommendation for the hire of Editor was shared with the Board. The Board and community members present discussed the pro’s and con’s of appointing a candidate not based in the neighborhood and also the merit in merging these two roles. **MOTION;** Megan Gobble motioned to offer the successful candidate the role of Editor and for the Board to discuss the role of Media Team Lead separately. Heather Pashley seconded the motion. **MOTION PASSED** by majority vote; 0 abstained; 0 opposed.

Kieran Lee noted that the Ad Hoc Committee should discuss how to move forward with the Media Team Lead position and report back with a recommendation to the Board. **ACTION:** Kieran Lee to email Board members for a mid cadence meeting giving the required 7 days notice.

7. **Ad-hoc Committee UO Portland Good Neighbor Agreement (**GNA); NA.
8. **Ad-hoc Committee 2023 Budget;** figures will be reviewed at the Finance Community meeting on April 20.

The Board meeting was adjourned by general consent by Kieran Lee at 21:56. The next Board meeting will be held on 3 May, 2023.

Respectfully submitted,

*/s/ Michelle Davies*

Michelle Davies, Recording Secretary