



## Board Meeting Minutes

January 10, 2024, at 6:00 – 8:00 PM

This meeting was virtual and in person, at the Board Room at the Oregon House at 6349 NE 27th Ave.

### BOARD MEMBERS

Chair – John Fitzgerald	At Large 1 – Robert Bowles - absent
SW 1 – Brian Schutte (Treasurer)	At Large 2 – Patricia McMahan - absent
SW 2 – Megan Gobble (Community Room)	At Large 3 – John McSherry (Media)
East 1 – OPEN	At Large 4 – Lauren Falkner
East 2 – Rich Burton (LUTC Chair)	At Large 5 – Michelle Fitzgerald (Social Committee)
NW 1 – Ike Harris	At Large 6 – Lucy Morrow elected
NW 2 – Matt Roberts	

*Recording Secretary:* Michelle Fitzgerald

*Edited by:* Megan Gobble

### ALSO IN ATTENDANCE:

Dina (Media Team Lead), Gordon Riggs (Concordia News Designer), Kepper Petzing, Lucy Morrow, Martna Taylor (Treasurer Bubbaville), Karen & Art Phillips (Old Time Slow Jam Rep), Maya LeaJames (Conscious Parent Coach, Concordia Resident), Sharon Hennessy (Old Time Slow Jam Rep)

### REVIEW & APPROVAL OF MEETING AGENDA:

**MOTION:** Megan moved to approve the meeting agenda. Rich seconded.

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

### REVIEW & APPROVAL OF MEETING MINUTES:

Not done.

## **ELECTION OF BOARD AND OFFICERS for 2024**

**MOTION:** Michelle Fitzgerald motioned to elect Lucy Morrow to the position of AL6. Seconded by Megan Gobble.

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

**MOTION:** Matt Roberts motioned to appoint the position of Treasurer to Brian Schutte. Seconded by Rich Burton.

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

**MOTION:** Matt Roberts motioned to appoint the position of Land Use Chair to Rich Burton. Seconded by John McSherry.

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

**MOTION:** John McSherry motioned to elect the position of Secretary, Recording Secretary, and Community Room Manager to Megan Gobble. Seconded by Rich Burton.

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

Role of the secretary to: maintain non-financial files, respond to correspondence, monitor Emails and ensure they are reassigned, take minutes & get posted to CNA website. This role has not been active for several years.

Secretary - must be named in the State Dept files and need to report income paid (with Treas)

Recording Secretary - takes minutes. A previous Secretary refused to take minutes so the paid position of Recording Secretary was created.

Discussion to combine the Community Room Manager (volunteer) and recording secretary (paid position) so that a paid "assistant" can be hired.

**MOTION:** Megan Gobble motioned to set aside funds, previously used for Recording Secretary, to be used to hire a community room assistant. Seconded by John McSherry.

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

**MOTION:** Ike Harris motioned to appoint the position of Vice Chair to John McSherry. Seconded by Rich Burton.

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

**MOTION:** Matt Roberts motioned to appoint the position of Social Committee Chair to Michelle Fitzgerald. Seconded by John McSherry..

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

Chair would like events to be sponsored by Board Members - it shouldn't just fall upon the Social Chairperson to run all the events.

## COMMITTEE REPORTS

### Finance (Brian)

Community room revenue is our main source of revenue. The Kennedy School room contract is up for renewal this year and we will need to pay particular attention to this process as the income is necessary to continue our current level of outreach and events. (Note by Megan CR Manager - there is no hard date to renew this "contract" - McMenamins is happy with us currently, and there is no talk of kicking us out.)

Brian will change the format of monthly updates to utilizing the 2024 budget with a year to date summary. Task to record new names to the Secretary of State and 3 signers added to the account, multiple owners, Megan and John should be added to the accounts. Brian to update the Sec of State and will schedule a trip to the bank.

Domain name - Domainnames.com invoice received, Brian to check with Robert Bowles

### Media (Dina)

Dec 19th media team meeting

Feb will feature poetry, an introduction from the new Chair, a tree piece on the trees of Hiroshima

Seeking a replacement for the ad sales rep, posted on Craigslist and on social media

Currently there is no Accounts Payable function happening within QuickBooks and no accountant involved in the collection of money for ad sales. This has been done by the previous Ad Sales manager and presents a report to the Treasurer for payment.

Dina will add a few lines to the current job description to represent that work for accounting and collection of payments and check with Brian and John F for feedback.

We need additional visibility in the Concordia News and continued on Cragislist for one month.

**MOTION:** Michelle motioned to extend the listing for an Ad Sales Rep on Craigslist for 1 month. Seconded by John McSherry. Dina can extend the ad.

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

### Social (Michelle)

Need people to help set-up and clean up tomorrow at the Winter Celebration. Event is happening Thursday, January 11 from 5:30-7:30pm at the Historic Alberta House (NE 23rd & NE Sumner)

Michelle will share a task list and needs for the Social Committee at large as well as for each of the events we want to continue and need help with:

Egg Hunt  
 Concerts in the Park  
 Movies in the Park  
 Yard Sale  
 National Night Out  
 Halloween  
 Holiday Party / Winter Celebration

### Land Use (Rich)

Bike Lanes on 33rd - bike lanes were removed by PBOT Dec 18th. Neighbors were relieved.

Whitaker Site - No new info - See Nov 2023 exhibit.

Infill Housing - No new information.

Community Plaza - Creation of Ad-Hoc Committee - Presented by Kepper Petzing. A “Friends of the Plaza” sub-committee, with Megan Gobble as Board Member, is working hard with PBOT to fix up the plaza on NE 30th & Killingsworth. Starting with a “Name the Plaza” Contest in Feb 2024, and an art mural contest in March to paint the street around June 2024.






**MOTION:** Matt Roberts motioned to support the Friends of the Plaza initiative. Seconded by John McSherry.

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

### **New Business**

#### Andrew DeVigal with U of O on community engagement

Reporting with Communities class, within the Multimedia Journalism school & the Agora Journalism Center

Partner Collaboration & Expectations		
	1. Co-design a civic information assessment survey	1 -5 hours in January
	2. Distribute to local community members to participate	1 -2 hours in February
	3. Analyze survey results	
	4. Host an in-person listening session	Half day in March
	5. Share recommendations to neighborhood associations, media and civic information providers	

Next Steps - Andrew will share a Google doc with survey questions and once finalized, it would be disseminated to our neighborhood - Lauren Falkner, John McSherry, Ike Harris, and Gordon will serve as the liaison for the UofO Team.

Community Room Partnerships (Megan Gobble)

(10min)

Community partners can host events and meetings during non-peak hours, Mon-Wed, for 2 hours per week, up to 2 times each month and we will also advertise in our community events calendar and on our social media. The agreements are for 2 years.

**Maya - Conscious Parent Coach - free parenting groups**

September & February events are scheduled. 1 hour workshop raising resilient, confident children. 2 year commitment of monthly workshops which are free to attend with an “ask” by Maya to offer families to become clients

**MOTION:** Matt motioned to approve the application for a community partner. Seconded by John McSherry.

**MOTION PASSED:** by a majority vote; 1 abstained; 0 opposed.

**Bubbaville & String Band Old Time Slow Jam - Free Jam sessions**

Support local events and play local events since 2008, open time for neighbors to join and play instruments or sing. . Once a month on Sundays, rental time will need to pay the \$25 non-profit rate. Mon-Wed rental times would be free. We can also advertise the Sunday jam sessions in the newspaper community calendar.

**MOTION:** Matt motioned to approve the application for a community partner. Seconded by Lauren.

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

**ANNOUNCEMENTS**

City Council Candidate Forum - District 2 Candidate Forum to hear the platforms for City Council candidates on Feb 5th at 4pm Leven Community. Contact: [Chris@OlsonforPDX.com](mailto:Chris@OlsonforPDX.com)

**Adjournment**

**approximately 8:15 pm**