



Board Meeting Minutes

February 14, 2024, at 6:00 – 8:00 PM

This meeting was virtual and in person, at the Community Room at the Kennedy School.

Board Members

Chair – John Fitzgerald present	At Large 1 – Robert Bowles - RSVPd absence
SW 1 – Brian Schutte (Treasurer) present online	At Large 2 – Patricia McMahan Present @6:45 - - <i>still needs Concordia email</i>
SW 2 – Megan Gobble (Secretary) present	At Large 3 – John McSherry (Vice Chair) - present online
East 1 – OPEN	At Large 4 – Lauren Falkner present - <i>needs Concordia email</i>
East 2 – Rich Burton (LUTC Chair)	At Large 5 – Michelle Fitzgerald (Social Chair) present
NW 1 – Ike Harris - present online - signed off @ 8pm	At Large 6 – Lucy Morrow present
NW 2 – Matt Roberts present	CNA IT - Micah McNelly

Secretary: Megan Gobble

Other attendees: Kepper Petzing (Friends of the Plaza), Gordon Riggs (Concordia News Designer) Dina Morgan (CNews Editor & Media Team Lead), Laurie King, Clarence Larkins, Trey Lackey, Eddie Almeda (Faubion parent)

Faubion School: Dr. Karmin Williams (Principal), Christina Gomez (Wraparound Services Coordinator)

Welcome, Roll Call, and Introductions - Meeting started at **6:12pm**

10 out of 13 positions present - had a Quorum

REVIEW & APPROVAL OF JANUARY MEETING MINUTES:

MOTION: Matt moved to approve the meeting minutes without changes. Lucy seconded.

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

REVIEW & APPROVAL OF MEETING AGENDA:

MOTION: Michelle moved to approve the meeting agenda. Matt seconded.

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

Discussion - Gordon requests time to present on ad sales report and hiring a sales rep under new business, and not under the media team report. Matt motioned to accept as amended. Approved by majority.

Old Business

Holiday Party Report (Michelle) -

- Party was on Thursday, January 11, 2024 5:30-7:30pm at the Historic Alberta House.
- Thanks everyone for the fantastic, family friendly fun! After the holidays was better, less frantic and more enjoyable. The band entertained one and all, even Lauren's 4 year old loved it. We have a template now for planning this party so it will be easier next time.
- Really need more committee members as we only had about four core members to plan this event.

Committee Reports

Social Committee (Michelle)

- [Social Event Planning Guide 2024](#) - Please look at the list and sign up for one of the events, or add to the list of ideas (as long as you are willing to help plan and run the event). Already have spots for a Gardening Club, Living Room Conversations, Artist Fairs.
- Concerts in the Park - we requested a Movie at Alberta, and a Concert at Fernhill, but the Portland Parks did not approve either event. So, we will save \$1000 and use it towards other CNA events.
- The 3rd Tuesday Social Committee meetings at Via Chicago can be used for upcoming social events such as the Egg Hunt.
- Gardening club - Anyone interested in leading this? There are already 4 folks who want to meet.

Finance (Brian)

- Combined financial activity results in a current bank balance of \$29,678 plus Paypal reserves of \$1755.
- [2024 Budget](#) - Note that it forecasts a loss of \$5,426 for the year. This is the result of increased operating expenses for the newspaper and a more comprehensive list of events being reflected in the revised budget.
- January Revenue = \$3,971 (News Ads & Room rental). Expenditures = \$5,489 (CNews & Holiday Party). The actual loss of -\$1,500 is better than the budgeted loss of -\$2,210.
- FYI - Brian makes PayPal transfers in the first week of month to the US Bank account.
- [Budget tracking](#) for the year to date shows a profit so far this year (Feb 11 = +\$3,289). CNews not printed in January. We will see swinging values each month, as payments for CNews and Events fluctuate along with the revenue from room rentals and CNews advertisements. Brian wants to hear any feedback regarding his reporting documents and see if this budgeting format works for us.

Land Use & Transportation (Rich) - See Plaza Ad Hoc Committee report (Megan/Kepper)

Media Team / CNews (Dina)

- The Media Team met on Jan 30th w/ 8 attendees. Articles in March on Storm Damage, Public Pools, Spring Gardening
- Social Media - 20 Facebook posts, Community Trash pickup at Fernhill was most visited

- Feb Newspapers - Need distribution folks.
 - Patty McMahan can do more, just needs to know where.
 - Kiss Coffee in UO is open - Christina Gomez of Faubion offered to take papers to them
- Search for new Sales Rep:
 - 2 responses, one is in Salem, one was a no show for interview, another in Vancouver but no contact info. Need to get someone hired.
 - 10 hours a week, 20% of ad sales. Income augmentation (~\$20K sales last year, ~\$4K income)
 - Most ads are already placed. Gordon is doing sales now but can't devote time to it.
 - Circulate to the Journalism School (Andrew)? **Action:** Dina will send Matt an email and he can get it to the Journalism School. What about Portland State? Or Portland Community College?

Technology (Micah) - No report. Not in attendance.

Ad-Hoc Committee for the Plaza (Kepper)

- 6 members currently with Megan as board rep. Still looking for a few more members. Hope it will grow as the Plaza project comes to fruition.
- Play Streets Grant - Will know if we get it or not by Friday. Lots of competition.
- Plaza design mockup measured out and drawn by Megan. See it [here](#).
- The businesses at this intersection have been struggling. Toyshop Ramen just closed. But Teote has moved in and is now open. Bardo is a new Tea house across from Extracto.
- "Name the Plaza" closes on Feb 20th, then we will put 5 names out for a vote on March 1.
- March 16th Garden Info Fair - Mason Bees, Seed & Plant swap, Thicket, and others there to give out information.
- Ideas for the future - Bike tuneup, 3 musical groups, games - spearhead different events
- Refreshments - Hot water, cups etc. Be Aware of Public Health laws. Get from local shops?
- Signage? Big Ask!!! Flag design project in the future? New logo design? Need something NOW for the March event. Michelle has a printer that can do these.
- Kepper met on Wednesday (2/21) afternoon with Greg Raisman of PBOT - He will veto names that are not OK. The LUTC meeting is that night and we will finish whittling down the names to vote on.
- How is word of the Plaza being spread? NewsPaper. Website. Facebook? Instagram? Flyers? Need some help with designing such items.

Community Room & Community Partnerships (Megan)

MOTION: Megan motioned to approve Access Tech as a Community Partner. This local company will work with us in getting improved WiFi for the room. Seconded by Lauren.

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

MOTION: Megan motioned to budget \$299 one time for HotSpot router, and \$75 per month for Verizon service. Seconded by Michelle.

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

- Explanation by Trey Lackey, owner of Access Tech. Service will be 100mps, and handle small groups of around 6-8 people. Speed and bandwidth will depend on usage of cell towers. We can change the passwords often and filter content if needed. As they will use our room for meetings, they know the importance of having good connections.

New Business

Faubion Community Partnership

- Presented by Faubion's Principal, Dr. Karmin Williams, the wraparound services coordinator, Christina Gomez, and Eddie (family man & Advisory committee chair).
- Consider having CNA partner with them. John F is on the Faubion Community Advisory Board
- Community School is the only one in Oregon. Pre PHD group from UO works with them.
- Help other Districts to launch Community Schools. Partner with them, need a handful of schools coming on site.
- Integrated wrap around support - early childhood education plus additional learning opportunities.
- Rally support - People for support needed. Financial help too. Help with Recess, and Reading tutors. Advisement Board. Anyone to help lift up the school.
- Writeup in CNews for Faubion needs - contain contact info and "this is what we need." Can do an ad, or a longer writeup. **Action:** John F will send Dina's contact info to Faubion.
- Part of Portland Public Schools. Emails are on the PPS website.
- CNA Fundraiser - Vernon, Faubion - **Action:** John will talk with Vernon also.
 - Since we aren't doing Concert in Park, it could be used for Fundraising startup money.

2024 Budget (John F)

- Looking over the 2024 budget from the Treasurer, the Total for Community Events and Entertainment comes to \$6,503 to spend for the year. If we want to do events and keep "within" budget, then we will need Fundraisers to make up extra funds.
- Fundraising online is an idea which gives participants at our events the ability to donate for future events. **Action:** Megan will try out an online donation site for Friends of the Plaza - ready by first event on 3/16.
 - Lauren suggests having this available at the Big Egg Hunt - **Action:** She is willing to help setup donation account to use for Egg Hunt.
- Signage
 - **MOTION:** Matt motioned to approve \$100 for reusable signage to be used at the upcoming Garden Info Fair. Seconded by Lauren.
MOTION PASSED: by a majority vote; 1 abstained (left meeting); 0 opposed.
 - **Action:** Michelle - To get some signs made that will be reusable.

Event Planning Guide (John F)

- John sent out a comprehensive event planning guide to the Board members that he wants us to start using (at least try). He's used it for over 20 years and highly recommends it.
- We need to be documenting our events and other activities so that future Board members have the knowledge to continue our neighborhood functions.

Media Ad Sales (Gordon)

- Gordon is an Interim salesperson, very interim. Can only maintain our current ad revenues. Not looking for new sales, although it's ok if they come to the team directly, like the Churches are advertising for Easter.
- PayPal shows 30 unpaid invoices? Gordon is trying to make it better. **Action:** Treasurer?
- Gordon is a Designer. He creates ads, doesn't get paid for it (1-2 hour layout). Previous sales person created 7 ads but now wants to be paid for them. Check that there is language in the next sales contract to say that images/ ads / files that the sales person produces for ads, Concordia owns. **Action:?**

Announcements

- Laurie King of St John's - Asks for us to sign on to a letter regarding Oil Trains and storage. Concerned about and need help with Health & Safety issues. Over a 6 mile stretch of Portland, with risk of explosions, toxic inhalation, possible earthquake with a liquefaction zone.
 - They would like to present a slideshow at next month's Board / General? meeting
 - They want to send a letter to the Governor, Multnomah County Commission, etc. by April 16th.
 - Sent an email letter to the Chair (Peter Keller?) and the LUTC chair (Rich B) a week ago.
- Portland City Council Candidate Forum?
 - Daniel Greenstadt? has asked about using our room to have a candidate forum. Perhaps in early summer (June)? September may be too late? Separate Meeting or added onto Board Meeting? Or LUTC Meeting?

MOTION: Matt motioned to adjourn the meeting. Seconded by Michelle.

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

Adjournment - meeting ended at **8:20pm**

Minutes approved at Board Meeting- March 13, 2024

Submitted by Secretary - Megan Gobble