

Overlook Neighborhood Association
Board Meeting Minutes
January, 2009

Attendees: David Chott, George Spaulding, Warren Cassell, Tom Griffin-Valade, Clare Matthias, Alan Cranna, Matt Scoggin, Eric Gale (acting secretary), Steve Lanigan, Claire Paris, Cynthia Sulaski, Tom Kilbane

Board/Neighborhood Association Orientation (Tom GV)

- Role of North Portland Neighborhood Services (NPNS - part of Office Neighborhood Involvement): provide technical assistance for 11 N/NE neighborhoods. Also provides insurance (3rd party liability insurance, director and officer insurance, accident insurance for events – for events have list who is working), grant funding (small grant fund in fall from city and fund from Portland Raceway noise remediation in spring), and assist other organizations (including North Portland Tool Library, Interstate Farmers Market, and Frente Comun).
- Why neighborhood association set up as a corporation? Limit individual liability.
- What we have to do to maintain corp. status? Decisions/actions in voice of corporation not individual. Filing with secretary of state and department of justice, IRS. Recognition from city – need to file minutes and rosters.
- 501c3 status: My never endorse candidate. Restrictions on lobbying and ballot measure endorsements.
- 501c3 status. In a couple years will need to follow Sarbains-Oxley act. Should file conflict of interest for board, whistleblower policy, compensation committee. Will be training by NPNS in future.
- Suggestion: review by-laws and forms annually.
- City of Portland: need to keep track of commissioners' assignments and work with them as issues come up – particularly policy related. Outreach, numbers, participation all key to ability to influence decision makers.
- Boards: Focus on how to communicate so that can be effective when need to. Focus on community building rather than meetings. Board rather than chair take responsibility. Control the agenda (particularly from outside speakers). Guests (developers) pay "price of admission" (e.g., require them to advertise meeting, bring treats). Focus on social networking and minimum meeting length.
- Idea: set 6 month or year agendas (including what is needed to accomplish, evaluate at end, and tell people about it).
- Resource: Asset Based Community Development project from Northwestern University

Chairs Reports

- Bluff Fire Prevention – nothing to report
- Parks and Trees:
 - Great committee this year for tree planting. On track for about 60 trees (about average) – more difficult as reach saturation point after 10 years. Entertainment at tree planting lunch. **Tree planting date.....**

- Skidmore Bluff Park. Has been determined that it is Park's property but not yet whose responsibility within Parks – should be resolved soon. Money could be an issue. Will organize neighbors to get input, possibly look for funding/fundraising.
- Next Pittman Addition meeting is this Thurs (1/8) at the Overlook House
- Land Use:
 - ABCs of land use workshop 1/24 from 9-1. Register in advance.
 - Prescott development land use decision came out. Some changes to the design were made through the process: owner will pursue more predominant on signage. Changed some projection colors. Power pole in front of focal point will be moved. Landscaping planters on Skidmore. Will relocate some existing vegetation on-site. Plan to relocate ginko tree (financially possible?) Cementitious panel issue – developer says easy enough to replace.
 - Has been transient problem in empty homes. Will contact owner about problem (including safety issues)
- Safety:
 - New community safety coordinator has been hired (Mark Wells).
 - Lots graffiti and Interstate and Alberta. Follow up with Mark Wells.
- Newsletter/Publicity:
 - Deadline tomorrow
 - Create subcommittee to discuss design, content, and procedures for website redesign. David agreed to chair in coordination with Zita. Matt and Cynthia agreed to help.
- Business/Community Relations:
 - Idea: put together informal roster of aged/disabled/shut-ins for weather emergency. Clare will work on developing idea. NPNS can help. Warren and Alan will help.
- Overlook House: 50 kids at Holiday event. More community events next year.
- Membership
 - Welcoming packets details will get wrapped up in February. Will finish assembling and distribute in March.
 - Met with Jeri Williams at ONI regarding a training on making meetings more welcoming. Tentatively in March during board meeting time or Membership Committee meeting. Other organizations/neighborhoods will be invited as well.

Future Agendas

- Next board meeting will be goal setting (individuals and group) and summarize Claire's one-on-one meetings.
- January general meeting: Killingsworth Neighborhood Association and Sunday Parkways

To Do

Task	Person	Notes	Done?
Email NPNS meeting minutes (including historic)	Eric		
Get conflict of interest forms from Tom GV	Claire		
Talk to Prescott owner about issues in empty houses (safety and transients)	David		
Email Mark Wells regarding Interstate/Alberta graffiti (email address from Tom GV)	George		
Set up meeting for website subcommittee (design, content, procedures) and recruit members	Claire/Eric		
Post Pittman Addition meeting to list	Eric		
Contact PDC re: Killingsworth Station	Tom		
Organize Skidmore Bluff Park	Cynthia/Steve	Ongoing	
Recruit vice-chair, secretary, ICURAC rep		Ongoing	