

# Overlook Neighborhood Association: Roles and Responsibilities for Executive Board and Committee Chair Positions

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## **Purpose of Document**

The Overlook Neighborhood Association (OKNA), is a non-profit organization with the following goals:

- To provide a facility for education, research, and exchange of information for the residents and businesses of Overlook as they may relate to their total environment.
- To enhance the livability of the area by establishing and maintaining communication between our neighborhood, government agencies, and other groups and associations.
- To provide an open forum by which all residents, business licensees, landowners and non-profit organizations of the neighborhood may involve themselves in the affairs of the neighborhood and other governmental jurisdictions.
- To do and perform any activities related to said purposes, to have and enjoy all the powers granted, and engage in any lawful activity for which corporations may be organized under ORS Chapter 65.

The purpose of this document is to describe and record the roles and responsibilities of OKNA executive board members and committees. All board members must understand that anything discussed during meetings or submitted in writing is public record.

## **Board Member and Committee Overview**

As part of providing the abovementioned goals, the OKNA board shall fill executive positions as well as establish both standing and ad hoc committees, as it deems necessary. These currently include:

- Board Executive Officers
- Required Committee(s)
- Standing and Ad Hoc Committees

### **Board Executive Officers**

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer

### **Required Committee(s)**

- Grievance committee

## Current Standing and Ad hoc Committee(s)

- Communications
- Homeless Liaison
- Land Use
- Newsletter Distribution
- Parks
- Public Safety
- Schools Liaison
- Sustainability
- Transportation

## Roles and Responsibilities of the Executive Board

### Chairperson

#### *Responsibilities*

- Prepare and post the agenda as required per the OKNA bylaws.
  - Meet with the vice-chair and communications chair to create the agenda based on emails received, Portland or Oregon news that is related to the Overlook Neighborhood, and topics suggested by board members and OKNA members.
  - Notify active members of all meetings including meeting time, location and agenda; coordinate with Communications chair to post this information a minimum of three days before a meeting is held.
- Preside over all Board, Regular and Special Meetings.
  - All OKNA meetings shall follow Robert's Rules of Order, the OKNA Bylaws, and other guidelines for OKNA meetings.
  - Maintain time frames as per the agenda.
  - Allow for a public comments period at all general meetings; time allotted shall be at the discretion of the chairperson and based on attendance. All comments shall follow Guidelines for OKNA meetings.
  - Identify a location for meetings whether in-person or online; OKNA's current meetings are held online using ZOOM.
- Manage board appointments and committees.
  - Work with board to decide if and how to fill board vacancies.
  - Appoint chairpersons and members of committees, with majority approval of the Board.
  - Support committee chairs and assure that decisions made by committees have the approval of the board.
- Maintain the OKNA chairperson email: [chair@overlookneighborhood.org](mailto:chair@overlookneighborhood.org).

- Respond to emails from OKNA members.
- Forward committee-specific emails to the appropriate committee chairs.
- All emails must be saved for public record; you may file topic-specific emails into separate folders.
- Manage external communications.
  - Work with the communications chair to coordinate who from the board will communicate with the press, government, does interviews, etc.
  - Identify a board member to oversee the [info@overlookneighborhood.org](mailto:info@overlookneighborhood.org) email address – historically this has been the chair, vice chair or Communication chair.
  - Write a “Message from the Chair” piece for the quarterly Overlook Views newsletter
- North Portland Neighborhood Services
  - Attend North Portland Chairs monthly meeting. There are currently 11 neighborhoods in NoPo; Doretta Schrock currently sends out an agenda to all NoPo chairs each month.
  - OKNA is insured by North Portland Community Works (NPCW); each year, complete insurance requirements yearly and attend required NPCW yearly meeting.
  - Bring items of interest from the NoPo Chairs meeting back to the OKNA board for discussion and potential action.
- Prepare for and manage the board election at the Annual General Meeting (September).
  - Six of the 12 board positions come up each year; board terms are for two years. There could be additional positions open if the board is not full.
  - Send out notification to OKNA members asking for board nominations.
  - Assure that nominations are received at least 10 days prior to the Annual General Meeting by written notification.
  - Work with the Communications chair to post all nominees to the OKNA website seven days before the election.
  - Any active member (as defined in the “Secretary” section of this document) may vote during the election.
  - If the election is not contested then everyone who has been nominated automatically gets a position on the board and there is no need for a vote.
  - If the election is contested and we are able to meet in person:
    - Create and print ballots listing all nominees.
    - Invite 2-3 volunteers from another neighborhood associate to count votes.
    - Allow all nominees 2-3 minutes to make an appeal to voters.
    - Allow active OKNA members time to fill out their ballot; they may vote for as many members as there are open positions.
  - If the election is contested but we are unable to meet in person:
    - Create and print ballots listing all nominees.

- Create voting stations in 2-3 locations within Overlook; stations should be open during the day and evening for a couple of days. Ask OKNA board members to staff the booth.
- Inform active OKNA members when and where they can vote
- Active members can go to the voting station to complete a ballot; they may vote for as many members as there are open positions.

### ***Contacts***

- NPNS support person for OKNA: Doretta Schrock ([Doretta@npnscommunity.org](mailto:Doretta@npnscommunity.org))
- OKNA board mail list: [oknaboard@googlegroups.com](mailto:oknaboard@googlegroups.com)
- OKNA email addresses:
  - [vicechair@overlookneighborhood.org](mailto:vicechair@overlookneighborhood.org)
  - [treasurer@overlookneighborhood.org](mailto:treasurer@overlookneighborhood.org)
  - [transportation@overlookneighborhood.org](mailto:transportation@overlookneighborhood.org)
  - [landuse@overlookneighborhood.org](mailto:landuse@overlookneighborhood.org)
  - [sustainability@overlookneighborhood.org](mailto:sustainability@overlookneighborhood.org)
- Websites:
  - OKNA: <https://overlookneighborhood.org/>
  - Sustainable Overlook: <http://sustainableoverlook.org/>
  - NPNS: <https://www.npnscommunity.org/>

## **Vice-Chairperson**

### ***Role***

The role of the vice-chairperson is to support the chairperson and function as the chairperson in the chairperson’s absence or at the direction of the chairperson.

### ***Responsibilities***

- Assist the chairperson with the agenda and other actions as requested by the chairperson.
- When acting as the chairperson, follow the same responsibilities as listed in the “Chairperson” section of this document.
- Maintain the OKNA vice-chairperson email: [vicechair@overlookneighborhood.org](mailto:vicechair@overlookneighborhood.org).
  - Work with the chairperson to respond directly to emails as appropriate.

### ***Contacts***

- See chairperson information above.

## Secretary

### *Role*

The role of the secretary is to be the OKNA recordkeeper. Primary responsibilities include recording all OKNA meetings, tracking attendance to assure OKNA active member voting status, and maintaining all OKNA records.

### *Responsibilities*

- Keep minutes and written record of majority and minority reports received at all meetings.
  - At a minimum, all actions, motions and votes must be documented in written form.
  - At the following board meeting, request that the board approve the meeting minutes.
  - Submit copies of all minutes and reports to the Office of Community and Civic Life via NPNS.
  - Work with the Communications chair to post all minutes to the OKNA website in a timely manner.
  - Assure that all meetings are being recorded.
- Track attendance at all meetings and keep a record of OKNA “active members.”
  - An “active member” is any OKNA member who has attended at least one general, special, or board meeting in the past six months (online or in-person), and has provided a contact address.
- Work with the Communications Chair to post meeting recordings to YouTube and make them accessible from the OKNA website.

### *Contacts*

- NPNS support person for OKNA: Doretta Schrock ([Doretta@npnscommunity.org](mailto:Doretta@npnscommunity.org))

## Treasurer

### *Role*

The role of the Treasurer shall be held accountable for all funds and shall give an accounting at each General Meeting and each Board Meeting, if requested.

### *Responsibilities*

- Receive, bank and disburse OKNA funds
- Maintain an updated checking account register and other records as necessary
- Receive disbursement requests and obtain second authorized signature for approval
- Disperse funds as approved by the board

- Maintain the OKNA treasurer email: [treasurer@overlookneighborhood.org](mailto:treasurer@overlookneighborhood.org)
- File forms with federal and state governments for fiscal year ending each June 30
  - Federal IRS Form 990 by Nov 15
  - State OR CT-12 by Nov 15
  - State OR corporation annual report by Aug 24
- Apply for yearly reimbursement from the City for communications expenditures

### *Contacts*

- Bank account is through Beneficial State Bank (iOS and Android app)

## **Committee Roles and Responsibilities**

### **General Roles and Responsibilities**

The Board shall establish both standing and ad hoc committees, as it deems necessary. Committees shall make recommendations to the Board for Board actions. Committees shall not have the power to act on behalf of the organization without specific authorization from the Board. Each Committee Chairperson will be appointed by the OKNA Chairperson with approval of the Board. Committees can be chaired by either a member the Board or any interested member of OKNA. If committee meetings are held, a meeting notification shall be made three days or more in advance by publication in print or by electronic communication via OKNA channels.

Committee Chairpersons: Committee Chairpersons shall submit written or oral reports regarding the work of their committees at each Board Meeting and oral reports at General Meetings as requested by the Chairperson.

### **Required Committee(s)**

### **Grievance**

#### *Role*

The committee's role is to hear complaints of persons adversely affected by decisions of OKNA or the Board, and to make recommendations to the Board and OKNA for resolutions of the complaint.

#### *Responsibilities*

- Fill the grievance committee, with majority approval of the Board.
- Follow grievance procedure as documented in the OKNA bylaw document.



## Current Standing and Ad Hoc Committees

### Digital Communications

#### *Purpose*

The Communications committee oversees all public and internal communications for OKNA. Primary responsibilities include organizing and editing Overlook Views, sending the weekly email update to subscribers and managing digital assets.

#### *Responsibilities*

- Track stories and news items that affect Overlook neighbors
  - Monitor [overlookna@gmail.com](mailto:overlookna@gmail.com), [info@overlookneighborhood.org](mailto:info@overlookneighborhood.org) as well as other streams of information you deem appropriate.
    - If emails come into those addresses that need to be handled by the chair or vice chair, forward to them.
  - Subscribe to any city and county email announcement lists you like. We are subscribed to some already at the above email addresses.
  - In general, we focus on news directly related to the neighborhood and sometimes city and county committee volunteer opportunities. Big news that is extensively covered in the press and statewide stuff doesn't typically fit for the newsletter.
  - Just because North Portland Neighborhood Services (NPNS) sends something doesn't mean it is worth sharing with the neighborhood. Use your judgment about what is important and what is in line with OKNA's priorities and positions.
    - When in doubt, consult the chair.
- Weekly update
  - Send out every weekend (Friday to Sunday) if there's content.
  - Must go out the weekend before meetings, i.e. before the first and third Tuesday of the month.
    - Include an announcement about the meeting that includes link to Zoom if virtual meeting as well as a link to the agenda, which you've uploaded to the site via ftp.
  - Post to website.
    - One way to manage the flow is to write the post in Word or other similar program. You can add things throughout the week then transfer to site.
    - Feel free to redesign all this if you like.
    - Visit the WordPress admin site.
    - Add new Post.
    - Copy the content from the document and paste into the new post.
    - Title: Overlook Neighborhood Update (Month, Day).
    - Style item headlines is bold and Heading 3.

- Include a numbered list (bold format) of the items at the top of the post, but do not use a <li>, just number them manually.
- Insert a horizontal rule under the list.
- If there are more than two items, insert a Read More tag after the first item.
- Try to have art for half of the items. Google image search is your friend. Anything published on a government website is fair game.
- Publish the post and go get the url.
- Return to editor and switch to text mode editing using the tab top right.
- Go to the first item header. Add to the header tag so it reads <h3 id="x"> where x is a one-word anchor tag.
- Go to the list at the top. Highlight just the text of the first item (inside the <b></b> tags). Use the link button at the top. Paste the url of the post and follow it with #x where x is the anchor used. Make sure there is a / before the anchor.
- Repeat those two steps for each item.
- Return to Visual editor.
- Update using the blue button on the right.
- Send to email list using Mailchimp.
  - Visit Mailchimp.com (overlookna@gmail.com).
  - Add any new subscribers from emailed requests.
    - Send those people an email confirming that you added them.
  - Go to the Campaign page (from the menu top right).
  - Create Campaign -> Email.
  - Campaign Name Update mm.dd.yy (or whatever you like).
  - Click Add From button. Fields should autofill correctly with info@overlookneighborhood.org. Save.
  - Add Subject: Overlook Neighborhood Update (Month, Day).
  - Design Email -> Saved templates -> OKNA Update.
  - Copy the post (not from the WordPress editor but from the page).
  - Remove hyperlinks in the top story list.
  - Remove all images.
  - Add a blank line after each post.
  - Insert an anchor link (anchor button in toolbar) at the start of each item header.
  - Hyperlink all of the top list items to the anchors using the link button in toolbar. (Pulldown changes to anchors.)
  - Insert all images.
    - When inserting, click link for show image style options.
    - Align left or right as appropriate.

- Cell padding 3 on top, 6 bottom, 6 left or right (opposite of alignment). The top one should be 6 if the image isn't at the top of the post.
      - When done designing, send a test email to yourself to review it.
      - If it's all good, send the email out.
- Overlook Views (newsletter)
  - Published quarterly.
  - Consult designer for publication timeline.
    - Current designer is Chelsea Snow.
  - Solicit stories from board members at board meeting after most recent issue is distributed to maximize time for writing. Reach out to other people for stories as appropriate.
    - The chair should write a message from the chair each issue.
    - Longstanding practice is not to print opinion pieces or letters to the editor.
    - Encourage people to come up with appropriate photos or illustrations.
  - Remind everyone to submit stories on time about five days before deadline.
  - Edit stories.
    - We try to follow AP style. One specific item that comes up is "homeless" vs "houseless." The board had a long discussion about this and elected to use "homeless" in all references.
  - Send all content to designer. Make sure designer knows any layout specifications you want such as which story should go on the front page above the fold.
  - When designer sends you the draft pdf, distribute to board for review.
    - Compile all edits from the board and send final edits to the designer in a single file. I usually used highlighting and comments directly on the pdf.
  - Remind Treasurer to pay the designer \$150 stipend per issue.
- Press releases and other letters
  - Template for the letter is on the Google Drive account [overlookna@gmail.com](mailto:overlookna@gmail.com).
- Administer OKNA email accounts
  - Assign [@overlookneighborhood.org](mailto:@overlookneighborhood.org) email addresses to committee chairs and executives.
    - In many cases, this involves resetting the password for the handoff to a new committee chair or executives, e.g., don't create a new [transportation@overlookneighborhood.org](mailto:transportation@overlookneighborhood.org) email address; just had it off.
  - Reset passwords when requested.
  - Administration is done at [admin.google.com](http://admin.google.com).
    - Log in and administrative privileges should be provided to you by the previous communications chair.
- Administer Overlook Board Google Group
  - [groups.google.com](http://groups.google.com).

- Previous communications chair should make you an owner before leaving.
- After the October board meeting after the election, remove outgoing board members and add new ones.
- Do not add anyone not on the board without first consulting the chair.
- Administer domain names [overlookneighborhood.org](http://overlookneighborhood.org) and [overlookna.com](http://overlookna.com).
  - They are registered domains.google.com under the [overlookna@gmail.com](mailto:overlookna@gmail.com) account.
  - Renew when necessary or set up auto-renew if we ever get a credit card.
- Administer web hosting at Blue Host ([bluehost.com](http://bluehost.com))
  - Renew when necessary.
  - Manage ftp access [here](#).
- Administer other accounts
  - PayPal ([overlookna@gmail.com](mailto:overlookna@gmail.com))
  - Amazon Smile ([overlookna@gmail.com](mailto:overlookna@gmail.com))
  - Facebook Group (role assigned by previous communications chair)
- Update OKNA webpage as necessary
  - [overlookneighborhood.org/wp-admin/index.php](http://overlookneighborhood.org/wp-admin/index.php).
  - It is a Word Press site.
  - Post weekly emails to the site.
  - Update board roster on About OKNA page annually after October board meeting
  - Upload all meeting agendas to website via ftp to `/public_html/agendas`.
- Post minutes to website
  - Acquire ratified minutes from Secretary.
  - Upload to website via ftp to `/public_html/minutes` (sort by year).
  - Update minutes page on the About OKNA minutes subpage on WordPress.
- Maintain Board Roster on Google Drive ([overlookna@gmail.com](mailto:overlookna@gmail.com)).
  - Update after the October Board meeting when committee assignments are made.
- Work with Secretary to maintain log of attendees at all meetings
  - Official attendance logs maintained on Google Drive ([overlookna@gmail.com](mailto:overlookna@gmail.com)).
- Upload all meeting recordings to [YouTube](https://www.youtube.com)
  - Acquire video from Zoom.
  - When in-person meetings resume, consider video recording meetings for upload to our channel.
  - Put the agenda in the description (without times).
  - Upload chat log to website via ftp to `/public_html/meetings/Zoom Chat Logs` and include link in the description.
  - Put tags on videos (Portland, Oregon, Overlook, etc.).
  - Fill out as many fields as you can.
  - Announce posting on our Facebook page.

### *Contacts*

- Consult the Contacts – Officials and Media sheet on Google Drive account of [overlookna@gmail.com](mailto:overlookna@gmail.com) for a list of emails for press releases.

## **Homeless Liaison**

### *Purpose*

The purpose of the homeless liaison committee is to monitor and keep the OKNA board and Overlook neighborhood residents apprised on what's currently being done in our community and city about homelessness. If/when the OKNA board is in a position to get involved or vote on a related topic, this committee will make proposals to the board so members can make well informed decisions.

### *Responsibilities*

- Provide updates on homelessness and camping on and around the Overlook Neighborhood.
- The committee's primary role is to inform; NOT advocate.
- Meet periodically with, for example, City officials, neighboring Portland neighborhood associations, homeless support groups, Portland Parks & Rec., and law enforcement.

### *Contacts*

- TBD

## **Land Use**

### *Role*

The purpose of the land use committee is to monitor all land use activity in the neighborhood and keep neighbors informed about upcoming and ongoing projects. The chair also serves as a resource to the board and neighbors helping ensure that building and other land use activity in the Overlook Neighborhood meets city code.

### *Responsibilities*

- Become familiar with Portland zoning and development code.
- Respond to city notices and engage in forums and meetings, as applicable.
- Invite developers who have announced a project in Overlook to present at an upcoming OKNA General Meeting.
  - Coordinate scheduling with the developer and OKNA Board Chair.
- Share relevant land use issues with the neighborhood and board.
- Design review is a "review against community design guidelines," so neighbors' concerns about projects design should be identified.

- Review and track relevant and newsworthy items in the OKNA Land Use email [landuse@overlookneighborhood.org](mailto:landuse@overlookneighborhood.org)
- Present information about development proposals to the Board and neighborhood during Regular and Special General Meetings, as appropriate.
- Write letters of support or opposition for development proposals when directed by the board.
- Testify at development appeals as directed by the board.
- Serve as a resource for neighbors who have questions about development projects.
- Remember that businesses, developers and property owners in Overlook are also members of OKNA.
  - OKNA does not take sides in a development dispute unless there is a code violation involved. Developers have rights, too.
  - Always seek to serve as a mediator who helps both sides understand the concerns of the other side.
  - Speak with developers to find modifications to address neighbor concerns about a project.
- Neighborhood associations do not have to pay the fee to appeal a land use decision to the planning commission or other city review.
  - This means that when neighbors wish to appeal, they typically ask to file under OKNA to avoid paying the fee.
  - Work with neighbors and advise the board on whether to lend OKNA's name to any appeal.
- Understand that anything submitted in writing is public record.
- Monitor proposed changes to city zoning and development code/rules.
  - Keep board informed about significant ones.
  - Write letter of support or opposition as directed by board.
  - Testify at appropriate governing body (planning commission, city council) when possible.
- Attend meetings of the North Portland Land Use Group (NPLUG) if possible.
  - Great place to learn more about land use and connect with land use chairs from other neighborhood associations.
- Work with Communications Chair on media messaging.

## Newsletter Distribution

### *Purpose*

The purpose of the newsletter distributor is to ensure that the quarterly OKNA newsletter (The Overlook Views) is distributed throughout Overlook.

### *Responsibilities*

- Ensure that the newsletter is distributed to all households, businesses and apartments within Overlook.
  - There are currently 3,700 newsletters delivered
  - Newsletters are distributed quarterly, in Spring (February), Summer (May), Fall (August) and Winter (November).
- Manage the volunteers who deliver the newsletter. There are currently 30 volunteers who deliver the newsletter.

### *Contacts*

- TBD

## **Parks**

### *Purpose*

The Parks Committee works to maintain and enhance the parks in the Overlook neighborhood for the benefit of all neighbors who use those critical resources.

### *Responsibilities*

- Represent the Overlook neighborhood on the North Portland Parks Advisory Group (NPPAG).
  - Attend NPPAG meetings and share events, issues and projects involving the Overlook neighborhood.
  - Ensure that the NPPAG website contains accurate information about the parks, trails and natural areas in the Overlook neighborhood.
- Coordinate the Friends of Patton Square Park.
  - Meet with supporters of the park (e.g., neighbors, business owners, representatives from adjacent school and other non-profit organizations) and Portland Parks & Recreation (PP&R) to discuss park needs, issues affecting park and future projects/activities in the park.
  - Oversee funds accrued from playground project to be spent on park needs.
  - Help plan and implement projects and events to be held at the park.
  - Keep the Friends of Patton Square Park Facebook page up to date.
  - Liaison with PP&R and other relevant groups concerning the Interstate Firehouse Cultural Center.
- Organize the Movie in Overlook Park event.
  - Reach out to neighbors to decide on which date and film to request.
  - Work with PP&R to plan event.
  - Oversee funds accrued from playground project and earmarked for the movie.
  - Work with Kaiser Permanente and other businesses and organizations when necessary.

- Promote the event within OKNA’s newsletter and social media venues.
- Work with neighbors living nearby Mocks Crest Park to resolve safety and noise issues that arise concerning visitors to the park.

***Contacts***

- TBD

**Public Safety**

***Purpose***

The purpose of the Public Safety committee is to monitor all public safety issues that affect Overlook residents and keep neighbors informed about information and events.

***Responsibilities***

- Attend Portland Safety Action Committee (PSAC) meetings.
- Inform OKNA about changes in public safety and how it will affect the neighborhood.
- Review neighbors’ concerns about public safety and help find a solution.
- Work with the Neighborhood Response Team (NRT) and invite members to present at OKNA meetings.
- Keep in contact with the North Precinct about Overlook Neighborhood concerns
- Work with other OKNA committees when appropriate (e.g., homeless liaison, parks, schools etc.)
- Keep OKNA Board members apprised of safety concerns and make proposals to improve.

***Contacts***

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**Schools Liaison**

***Purpose***

The purpose of the schools committee is to serve as a liaison between schools and the neighborhood association.

***Responsibilities***

- Make connections with schools within Overlook (e.g., Beach, Trillium)
- Maintain OKNA’s awareness of schools and bring proposals regarding schools to the board for consideration.



## *Contacts*

- TBD

## **Sustainability**

### *Purpose*

The purpose of the Sustainability Committee is to monitor sustainability activities that affect Overlook residents and keep neighbors informed about upcoming and ongoing programs and initiatives. The goal of the committee is to support Overlook residents and businesses to help create a healthy place to live, work and play through activities to improve our air, water, and land.

### *Responsibilities*

- Maintain OKNA's awareness of the environmental and health impacts various activities may have on the neighborhood and recommend solutions and partners for mitigating risk to all Overlook residents.
- Encourage the development of a more sustainable ecosystem within Overlook through partnerships with residents, businesses and intra and inter neighborhood environmental advocacy groups.
- Attend Portland City Hall Bureau of Sustainability Town Halls, and DEQ, EPA, and City briefings on environmental issues that affect Overlook.
- Partner with Sustainable Overlook and other local groups to help organize community activities including neighborhood cleanups, plant/seed sales and environmental workshops.
- Specific topics to cover include (not inclusive):
  - Air - cutting diesel emissions, cutting VOC emissions, distribution of Purple Air and other air monitors
  - Water - advocating for best action on the SuperFund site
  - Maintain Involvement with Federal/State level Works Projects such as the Willamette River Superfund Cleanup.
  - Land - supporting North Portland Tree Teams to help save large trees, supporting "Pesticide free" garden programs.
  - Climate Change - support initiatives that result in reducing or sequestering carbon emissions.

### *Resources*

- [Sustainable Overlook](#)
- [Portland Bureau of Sustainability](#)
- [DEQ -- Oregon Department of Environmental Quality](#)
- [EPA -- US Environmental Protection Agency](#)
- [Intersectional Environmentalism](#)

### ***Contacts***

- Sustainable Overlook
  - Mulya Melco -- [mulya@resiliencedesign.com](mailto:mulya@resiliencedesign.com)
  - Josh Cabot -- [josh.cabot@gmail.com](mailto:josh.cabot@gmail.com)
- Portland Clean Air
  - Greg Bourget -- [greg@portlandcleanair.org](mailto:greg@portlandcleanair.org)
- [Neighbors for Clean Air](#)
- Superfund Site
  - Kizz Prusia -- [kprusia@triangleassociates.com](mailto:kprusia@triangleassociates.com)
  - Lucila Gambino -- [lgambino@triangleassociates.com](mailto:lgambino@triangleassociates.com)

## **Transportation**

### ***Purpose***

The purpose of the Transportation Committee is to inform the neighborhood about issues and help find solutions to transportation-related challenges.

### ***Responsibilities***

- Follow press releases for topics affecting the neighborhood.
- Ask governmental agencies and businesses for more information as needed.
- Request presentations on topics of interest.
- Contact agencies regarding observations and concerns of neighbors.

### ***Contacts***

- City of Portland Bureau of Transportation
- TriMet
- Oregon Dept of Transportation
- Metro
- Port of Portland