

## Cully Association of Neighbors

### Board Meeting

### Draft Minutes

May 30, 2019 6-8pm Cully Grove Common House

#### **Appendix A: Additional Notes**

**Board Members in attendance:** Greg Sotir, Annette Pronk, Josh Heumann, Mac McKinlay, Claire Alyea, Isha Leinow, David Sweet, Stephanie Neely

Community Members in attendance: Marilee Dea, Denny Karas, Nicole VanHorn

#### **Meeting**

Meeting starts at 6:00pm

#### **Cully Air Action Team**

General neighbor agreement with SAPA. This gives up litigation rights if we sign. Greg is composing his own letter to SAPA.

#### **Meeting Minutes**

*Motion to approve last month's board meeting minutes:* Isha motions to approve Approving last month's board meeting minutes Annette seconds. All in favor. None opposed. None abstain. Motion passes.

#### **Board Retreat**

August 4th @ Cully Grove Common House > Mac to check if Columbia Ecovillage Farmhouse is open. Possible topics: grants, community events, new board member packet.

#### **Movies in the Park July 11<sup>th</sup>**

Motion to appropriate up to \$1000 for movies in the park: David motions to appropriate up to \$1000; Isha seconds. None opposed. None abstain. Motion passes.

#### **Walking School Bus Project**

Rigler school is applying for a grant for safe routes to school with a project called the Rigler Walking School Bus Project. 10-25k for 3 years to pay people to organize walking "school buses" and bike routes to school. Rigler asked for a letter of support for this grant.

Motion to approve Riger Walking School Bus Project grant letter: David moves that we approve this letter. Annette seconds. All present in favor. None opposed. None abstain. Motion passes.

## **TIF**

TIF leadership group looking for representation from the 7 organizations involved: (1) main contact and (1) backup. Motion to approve David Sweet as CAN representative to TIF group: Isha motions to approve David's representation of CAN in the TIF leadership group; Josh seconds. All present in favor. None opposed. None abstain. Motion passes.

## **Cully Cleanup**

104 volunteers; filled up at least majority of 22' truck with Styrofoam and 9 dumpsters. Official documentation needed within a week. Total taken in was \$5,071.37.

## **Newsletter**

CAN needs to develop policies and procedures relating to newsletter to have oversight. Committee formed of Claire, Mac, Josh, to write policy and procedure.

## **Budget**

Proposing to spend \$15,800 which is \$5700 more than income. Sustainability of budget to be resolved. Currently greatest expense is newsletter. Currently Cully Cleanup is greatest fundraiser at \$5,000 income. More funds need to be taken in or budget cut.

Motion to approve budget: Josh moves to approve budget, including update to line item 121 to be \$2250. David seconds. All present in favor. None opposed. None abstain. Motion passes.

## **Other Business**

General Meeting June 11 Topics: Suk Re will present. July 20<sup>th</sup> opening of Oak Leaf – ribbon cutting and welcome back. Volunteer appreciation by recognition with written comments by general membership. Invite Commissioner Susheela Jayapal to speak in the fall.

## **Sunday Parkways Sunday Sept. 22<sup>nd</sup>**

Free table for outreach available; Denny can lead. Isha, Marilee, Mac, interested in participating.

## **Next Board Meeting**

4<sup>th</sup> Tuesday in June (25<sup>th</sup>) – Board can meet at another location then or meet the week before

## **E-blast**

Greg will continue to submit all emails to Josh for approval

## **Meeting End**

Motion to end meeting: Claire moves to end meeting. Annette seconds. All present in favor. None opposed. None abstain. Motion passes. Meeting ends at 8:03pm

## **Appendix A: Additional Meeting Notes**

### **Meeting Minutes**

Josh was able to get the funds for the communications budget from CNN: had to provide all of the minutes and sign-in sheets from meetings.

New minutes satisfy our need to have a runthrough of what happens but also a clear delineation of what happened to satisfy CNN's rules. Josh believes it is just worth it to approve minutes during the meeting just to avoid future conflict. David notes CNN has withheld these funds without any notice they were being withheld or a notice of why.

If there are notes about spelling or grammar please send those comments directly to Claire to save time during the meetings. Josh is now posting minutes directly to website so it can be managed in a timely manner.

Do we need to approve minutes? Previous minutes were approved at a board meeting several months ago which was documented.

### **Board Retreat**

Last year had a retreat at Columbia Ecovillage Farmhouse: it was well enjoyed; This year 6 hrs on August 4<sup>th</sup> at the Cully Grove Common House. Mac to check if can switch to Columbia Ecovillage.

If you have ideas that you are passionate about we can take them now or through email

Stephanie: Create an official new board member packet; Lots of breaks and time outside.

Mac: community events we can have

Grants

### **Movies in the Park July 11<sup>th</sup>**

Previously arranged by Rich & Laura; CAN is sponsoring it – it is \$900 to sponsor this: Invoiced June 1. We can find other funding from other sources? Currently it is in the budget under Grants & Donations etc. Historically Rich brings it to the board and it has been supported by the board. David moves to appropriate up to \$1000 for movies in the park; Isha seconds. Motion carries.

### **TIF**

Update: Group has been meeting with Prosper Portland for some administrative tasks biweekly. Trying to find funding. Applied to Metro grant. Mayor put 50k in his budget to find our exploration (asked for 100k). July 1 will have some money. In fall if we get the metro grant possibly will have more money. Prosper Portland is trying to find a facilitator for this group. Because no leadership group that is authorized to make decisions, they are struggling to find who is the leader. Otherwise it has been consensus based on who is attending each meeting

Forming an exploration leadership group. 1 member and 1 alternate from each of the 7 organizations participating in this. David is asking to be appointed as the CAN rep to the exploration leadership group for the TIF group. Need an alternate, has asked Annette. Annette has agreed to consider.

Greg: some neighbors have expressed that they are interested in working on more mundane aspects of what Cully needs to have worked on to improve the neighborhood rather than projects that

only address specific people, such as homeless people, within the neighborhood. Some of the organizations involved have specific agendas that might not dovetail with the whole community.

David: we have committed to working against the displacement; can only be spent on building things, can't be spent on intellectual property. POC/low income people typically have less options; the TIF will benefit these people primarily. Members are Our 42<sup>nd</sup>, Cully Blvd Alliance, Verde, Hacienda, HFH, NAYA, CAN.

Josh: Infrastructure should be the responsibility of the city; anything we do ourselves would relieve pressure that we would otherwise keep there.

Annette: past urban renewal (freeways/max line) has greatly displaced people. The idea is that this TIF would be community-based, non-displacement based.

Mac: Does it meet the goals that have been stated for this project? Might be some architectural thing that benefits everyone but also low-income people. Shift in objective.

Isha motions to approve david's representation of CAN in the TIF leadership group; Josh seconds. All in favor. Motion carries.

Marilee Dea recommends Susan Martin who is a facilitator at Columbia Ecovillage.

### **Cully Cleanup**

104 volunteers; filled up at least majority of 22' truck with Styrofoam. Mac : 9 dumpsters. Stephanie: A week after the date need to have documentation finished. Total taken in was \$5,071.37. Check from Verde is absent but can be found.

Denny: No tire dumpster or rigid plastic dumpster. 9 dumpsters seems comparable then to 12-15 that we had in the past.

Marilee: we could send notes to a document rather than having a meeting.

### **Newsletter**

CAN needs to develop policies and procedures relating to newsletter to have oversight. Committee formed of Claire, Mac, Josh, to write policy and procedure.

### **Budget**

Stephanie: made changes to the budget; attached to minutes

Line 121: 2,250 grant for communications is greater than for any other coalition that they give their neighborhood associations.

Translation has been lowered from the budget since we decided not to have it at every meeting as a default since it was not being used. Left in \$500 in case we want to have it at a meeting where there is a mayor or commissioner that might attract a larger audience.

Isha: we are proposing to spend \$15,800 which is \$5,700 less than what we have. This is a sustainability question for the financial viability.

Stephanie: either we make more money or we spend less money. Newsletter is a great expense currently (~\$8,000). Cully Cleanup is not enough to cover expenses. It is within our control to change this. We make about \$5,000. We lose about \$3,000 for this each year and now we will have to pay the layout designer and adobe suite that is inflating the expense.

Isha: Budget needs to be approved at this meeting, but can be amended later? Yes.

Childcare is under 230 - meeting expense.

Josh: breakout the codes would be helpful. More detailed breakdown of the codes.

Denny: we used to get money from CBA/Our 42<sup>nd</sup> Ave for translation.

David: Our 42<sup>nd</sup> ave. gave us a grant at the beginning 2 years to begin translation. But they could be approached or Hacienda, Verde, to fund this.

Marilee: Could try to get a grant from CNN for translation.

Isha: CNN grant wasn't an exact fit for us

Stephanie: grants are an agenda item to discuss.

Josh moves to approve budget, including update to line item 121 to be \$2250. David seconds. All in favor.

### **Other Business**

General Meeting Topics: June 11<sup>th</sup> – speaker, possible speaker, 3 other times that could be important. Suk Re will present. Commissioner Susheela Jayapal - wait to invite her to speak in the fall. July 20<sup>th</sup> opening of Oak Leaf – ribbon cutting and welcome back.

Marilee: Implementation of Clean Energy Fund: Alan or Tony coming in to talk about it? If time sensitive. Annette: might be good to wait until staff.

Volunteer appreciation: acknowledgements should be simple. In front people can take a piece of paper to write a thank you. Chair could read these ideas.

Stephanie: 20-30 min for the volunteer appreciation with food/break/recognition time. Intentional. Appreciates annette's idea to recognize people with written comments on paper written by Chair. Picture of volunteer for next newsletter.

**Sunday Parkways Sunday Sept. 22<sup>nd</sup>**

Isha: Sunday parkways. We can have a table where we do outreach; can have an event. Free table. Conversation over email. Denny can be our intersection champion. Isha, Marilee, Mac, interested in participating.

### **Next Board Meeting**

4<sup>th</sup> Tuesday in June (25<sup>th</sup>) – Board can meet at another location then or meet the week before

### **E-blast**

Greg will continue to submit all emails to Josh for approval

Claire moves to end meeting. Annette seconds. All in favor. Meeting ends at 8:03pm

### **Action Items**

Mac: Book Farmhouse if approved by board members

Josh/Stephanie: report cleanup information within next 4-5 days

Josh: schedule Closing Cleanup Meeting/Decompression

Josh: clean up list of lessons from this year's organization

Josh: Ask Suk Rhee what the title should be for her talk?

Isha: send waivers to Rhonda

David: write article about EMHS

Claire/Mac/Josh: Form subcommittee with aim to form policies and procedures around; Form repository for these policies so they can be historically documented.

Greg: bring cameras to next meeting for volunteer appreciation photo.

Send short write up on importance of discussion by Suk Rhee to entice people to come

### **Appendix B:**

Budget

Rigler School Walking School Bus Grant Letter

## CAN Budget Proposal FY 19-20

	Actual as of 4/30/18	FY 18-19 Budget	Difference	Proposed FY 19-20 Budget	Difference from FY 18- 19
<b>Operating Income</b>					
100 - Grants			\$0.00		\$0.00
110 - Fundraisers			\$0.00		\$0.00
120 - Donations & Other Income			\$0.00		\$0.00
121 - CAN Newsletter - Grants		\$ 2,000.00	\$2,000.00	\$ 2,250.00	\$250.00
130 - CAN Newsletter - Advertising	\$ 3,155.00	\$ 2,700.00	\$455.00	\$ 2,700.00	\$0.00
140 - Neighborhood Cleanup - Revenue		\$ 5,000.00	\$5,000.00	\$ 5,000.00	\$0.00
141 - Neighborhood Cleanup - Grants			\$0.00		\$0.00
<b>Total Operating Income</b>	<b>\$ 3,155.00</b>	<b>\$ 9,700.00</b>	<b>\$6,545.00</b>	<b>\$ 9,950.00</b>	<b>\$250.00</b>
<b>Operating Expense</b>					
200 - Grants, Donations & Sponsorships	\$ 1,317.50	\$ 3,000.00	\$1,682.50	\$ 3,000.00	\$0.00
210 - Neighborhood Cleanup Expenses		\$ 1,000.00	\$1,000.00	\$ 1,000.00	\$0.00
220 - Communications & IT/Internet Services	\$ 667.76	\$ 550.00	\$117.76	\$ 675.00	\$125.00
230 - Meeting Expenses	\$ 475.55	\$ 1,300.00	\$824.45	\$ 1,300.00	\$0.00
231 - Meeting - Translation	\$ 800.00	\$ 1,000.00	\$200.00	\$ 500.00	\$500.00
240 - Neighborhood Outreach		\$ 650.00	\$650.00	\$ 650.00	\$0.00
250 - Newsletter - Mailing expense	\$ 1,826.00	\$ 2,000.00	\$174.00	\$ 2,200.00	\$200.00
251 - Newsletter - Publishing expense	\$ 3,870.46	\$ 3,000.00	\$870.46	\$ 4,180.00	\$1,180.00
252 - Newsletter - Translation	\$ 1,600.00	\$ 1,600.00	\$0.00	\$ 1,600.00	\$0.00
260 - Bank Fees & Charges		\$ 300.00	\$300.00	\$ 25.00	\$275.00
261 - Prof, License & Legal Fees	\$ 290.00	\$ 50.00	\$240.00	\$ 290.00	\$240.00
270 - Postage & Delivery	\$ 20.00	\$ 20.00	\$0.00	\$ 20.00	\$0.00
271 - Printing & Reproduction	\$ 18.07	\$ 50.00	\$31.93	\$ 50.00	\$0.00
272 - Supplies		\$ 50.00	\$50.00	\$ 50.00	\$0.00
273 - Transportation & Parking		\$ 10.00	\$10.00	\$ 10.00	\$0.00
274 - Volunteer Recognition	\$ 35.00	\$ 150.00	\$115.00	\$ 150.00	\$0.00
275 - Misc. Expense		\$ 100.00	\$100.00	\$ 100.00	\$0.00
<b>Total Operating Expense</b>	<b>\$ 10,920.34</b>	<b>\$ 14,830.00</b>	<b>\$3,909.66</b>	<b>\$15,800.00</b>	
<b>Net Income</b>	<b>\$ (7,765.34)</b>	<b>\$5,130.00</b>	<b>\$2,635.34</b>	<b>\$5,850.00</b>	