

Cully Association of Neighbors Board Meeting Minutes

Tuesday, November 22, 2022, 6:30-8:30pm

Online meeting via Zoom

Board Introductions and Roles

- Board members in attendance: Maria Grzanka, Michael Morrissey, Chris Browne, Oscar Moreno Gilson, Tess Kelly, Vena Rainwater and Zach Powers
- Absent: Kara Chanasyk, Carol Pinegar
- General Members in attendance: None

Public comment

- None

Approval of Agenda

- Meeting Agenda:
https://docs.google.com/document/d/1iAgTsjoFYiYyxN_lswe7iul3_danfcwO16gFhZ9ERbQ/preview
- **Motion to approve agenda:** Zach motions. Oscar seconds.
- **Vote:** Majority present in favor. None opposed. None abstained. Motion passes.

Administrative Business

Approval of previous minutes*

- **Motion to approve previous minutes:** Michael motions. Zach seconds.
- **Vote:** Majority present in favor. None opposed. None abstained. Motion passes.

Discuss 2022-2023 budget updates

- Michael Morrissey spoke to CNN- there are no explicitly defined guidelines for budgetary bylaws. Inquiry: Could we create verbiage regarding policy guidelines on how we create a budget e.g. what can and can't be done. Zach: I believe there is a policy document that we could reference.
- Michael outlines his recommendations for budget policy:
 - i. Develop budget policy for budget building and amending. (Doesn't need to be in by-laws, as they are harder to amend than a policy document.)
 - ii. Approve annual budget by Board vote and with the date approved noted.
 - iii. Adopt only a balanced budget where expenditures match revenues.
 - Identify beginning revenues, which may only carry-over figures from prior years.
 - Identify those revenues that are projected revenues, not actually in-hand funds or committed grants.

Cully Association of Neighbors Board Meeting Minutes

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- Identify reserve funds somewhere in the approved budget, and whether they may be tapped for budgeted items and/or projects, or whether there are restrictions on them.
- iv. Each line item could have a short budget note explaining what the item is and is intended to accomplish, why the \$ identified for the item was chosen (including why the amount has changed since prior year, if it did) and which identified revenue line is intended to support it.
- v. Leave line-items as they are for the '22-'23 budget.

ACTION: Michael to bring this to the Admin working group. Write up a budget policy, defining the policy and minimum requirements.

ACTION: Maria to reach out to Michael + Chris about attending the Admin working group to discuss this topic.

December General Meeting Agenda

Agenda Overview

- Next General Meeting will be our Winter celebration –at Grace Presbyterian Church, including raffle prizes, cookie exchange, white elephant + our guest speaker. Reference website for information.
- For the agenda, it made the most sense to have the hybrid portion through the speaker segment, then offline for white elephant and cookie exchange.
- About Sheila's presentation – her district includes Cully and has been working on air quality (diesel emissions). She could speak to this in addition to other potential topics including housing + anti-violence.
- Tess is soliciting prizes from local Cully businesses, including Bison Coffeehouse. Would like other board members to solicit other donations.
- Tax ID – should give this to vendors who contribute donations. We need to get a receipt, it's CNN's tax ID. If the vendor requests the tax ID, we need a receipt from the vendor. Tess emailed out the tax ID.
- Promoting this event – we'd like to have printouts of this invitation and some details about the white elephant and cookie exchange on the website.
- Maria: About the Winter Celebration Flyers – there are several copies left over from the November meeting. Some are already printed out.

ACTION: Tess work with Chris to get info about the upcoming event on the website

ACTION: All – distribute flyers for the upcoming event in the neighborhood

ACTION: Tess- Confirm that a different projector is sourced, check with Michael about his inquiry

ACTION: All – explore opportunities for raffle prizes.

Cully Association of Neighbors Board Meeting Minutes

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ACTION: Michael to mention the NAYA mural project as a General Announcement

Dec Meeting Preparation Checklist Walkthrough

- Confirm interpreter – this is a bigger topic. We haven't needed an interpreter for some time. For this next meeting, there is not an interpreter lined up. \$65/hour for an interpreter. Suggestion: Include in the upcoming meeting invite: "If you would like a translator, please contact us."
ACTION: Tess - Put on the agenda: If you would like interpretation, please email us"
- A/V set up – Zach has the A (audio) part, but not the V (video) part. We need to source a new projector.
ACTION: Michael can check with someone at Cully Grove "We need a projector with an HDMI input"
- Snacks – no need this month because it's cookie exchange
- Other points for preparation
ACTION: Vena - Set the sharing settings so the treasurer's report is accessible
ACTION: Oscar – Send out an email reminder for the upcoming Dec event 1 week before and during the weekend before.
• **ACTION:** Michael will pick up supplies that Maria usually brings by Dec 8
ACTION: Tess is to send the agenda to Maria by Dec 7 so it can get printed
ACTION: Tess is to source raffle tickets
ACTION: Carol is to prepare to host the meeting
ACTION: Oscar is to prepare to be the zoom host for the December meeting
- November reflection
 - Other than the projector, what else needs to be adjusted?
 - We need to pay \$300 Grace Presbyterian Church (for usage through June 2023)
ACTION: Vena/Tess?? to send \$300 to Grace Presbyterian Church

Committee & Working Group updates

Transportation and Land Use

A few notices came in:

1. Informational only (no reviewer input required) - a large addition to a house at 57th + NE Ainsworth
2. Variance (with review process) - residential project on a large R10 lot - likely an accessory structure. No vote necessary for CAN
3. Prologis Proposal for Warehouse with diesel considerations in Sunderland neighborhood. There is no Transportation + Land Use contact for that neighborhood, this was forwarded to CAN. Dec 5 deadline for submitting

Cully Association of Neighbors Board Meeting Minutes

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feedback. <https://www.portlandoregon.gov/bds/article/801086>

ACTION: Zach will review this and look at the site and provide feedback to the board on any concerns CAN might want to express. In order to be most effective, our comments need to be specific and speak to the approval criteria.

ACTION: Zach will work with some that attended the last TLC meeting (which included folks from the Mason Street Cottage Cluster) to aggregate the proposed development and send it to PBOT, so they can factor it into future transportation planning.

Central Northeast Neighbors (CNN)

- Michael Morrissey attended the CNN meeting which included a presentation regarding bylaws for neighborhood associations. Speaker from PSU spoke about the flexibility in terms of how neighborhood associations operate. CNN is our 501c3 (CAN's legal entity) and CAN exists as a project under CNN. There is a recording of this training available.
- **ACTION:** Michael will try to find out about additional CNN training coming up
- Maria: I don't feel we need to update the bylaws, however there is some need for updating and documenting our policies and procedures, including budgets. In addition, voting policies could be articulated in more detail, eg. why General Membership can't vote on everything
- **ACTION:** Maria - Include voting as part of the bylaws discussion

Events Working Group

- Michael, Vena, Chris have met to discuss events. Each have owned a particular event- eg. Taking Ownership PDX (Vena), CULLY Clean up (Chris), Bizarre/Craft Fair (Michael)
 - Decisions need to be made - Taking Ownership PDX Event in May but we haven't decided about the Cully Clean Up (due to many factors), it might be too late
 - CNN grant (2500 grant app by Dec 30), Metro grant (in 2023), PEMO grant (no response yet)
 - We do not have someone on the board who wants to run the Clean Up
- Planning for
- Tess: Have talked to Randall Wyatt- can speak in January and could serve as a way to promote the May event.
- Grant: Reached out to the CEO for the January event, but
- Also reaching out to Annette Pronk of Habitat for Humanity
- Survey - 6pm is the preferred start time (based on 31 respondents, 45%) Hoping we can use this new timing for the January meeting

Cully Association of Neighbors Board Meeting Minutes

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Communications Working Group

- Oscar walked through this exercise to the XLS: What do we like/not like about different websites in the Portland area:
https://docs.google.com/spreadsheets/d/1pFMHlwtITEWKJwGFEJBQCxtt8_pAZqU_w7QSaNRvkEo/edit?usp=sharing
- Zach + Chris- Discussed the use of templates for a new website:
<https://www.inmotionhosting.com/home-b>
- Email newsletter- Oscar is open to feedback
ACTION: All - Each board member to review one neighborhood association website.
ACTION: Oscar - add Info that Maria sent to the email newsletter (City Council approved the TIF plan.)

Other/Admin Working Group

- Oscar: Mini-Grants
 - Before we adopt the CNN process (mini-grants process still being developed), we should consider:
 - If we are going to give money away, we need an approved budget first.
 - Before we give money away, we should also consider equipment that we need to purchase.
- Michael: Murals
 - Want to confirm that we can represent the CAN board when we pursue this placemaking/art project initiative. CAN board was supportive of this effort. Exploring different locations and the collaboration with NAYA.
 - Potential site to hang murals along the east side of the cemetery. Transportation project will happen along Cully Blvd. Perhaps we can work with PBOT on the street improvement.
ACTION: Zach will share information about the Cully Blvd Street improvement project with Michael

Public Comment/Board Member Comment

- None from the public
- Chris: Provided some suggestions to PEMO regarding 65th Avenue from Lombard South next to Mackin Auto Body (on the west side).

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Tuesday, November 22, 2022, 6:30-8:30pm

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- Maria: Lots of reporting lines. Is that something we should keep as a regular thing on the newsletter or the website.
- **ACTION:** Chris is to send PDX reporter links to Oscar for the email newsletter
- Maria: Attended the Sam Adams zoom call in order to stay informed on the designated campsites. No locations that are under consideration have been disclosed. Past meetings are available on YouTube.

Adjournment*

- **Motion to adjourn meeting:** Chris Browne motions to adjourn meeting. Zach seconds.
- **Vote:** Unanimous vote in favor. None opposed. None abstain. Motion passes.

Meeting Minutes recorded by Kara Chanasyk, CAN Secretary. All CAN Board Meeting and General Meetings are open to the public to attend. Please reach out to a board member for more detailed information about discussion points.

Active Committees & Other CAN Roles

- CNN Representative: Michael Morrissey
- Grievance Committee: Isha Leinow, Vena Rainwater, Tess Kelly, Josh Heumann, Zach Powers, Annette Pronk
- CAN website: Chris Browne
- CAN email list-serv: Oscar Moreno Gilson
- Transportation and Land Use: Zach Powers
- Tree Team: Bruce Nelson
- Parks & Rec Liaison: Michael Morrissey