

# DRAFT MINUTES: BOARD MEETING

Far Southwest (FSW) Neighborhood Association

Thursday, June 12, 2025

6:30pm via ZOOM

The meeting was called to order at 6:35pm. Attendees were welcomed and a quorum of at least 5 members attending was met.

**Board of Directors:** Rob Hertert, Chair; Marcia Leslie, Vice-chair and Public Safety; Karin Velarde, Land Use; Martha Campbell, Immediate Past Chair and Director-At-Large; Linda Hickerson, Parks; and Marcy Brillman, Secretary/Treasurer.

**Unable to attend:** Virginia Hendrickson, Director-At-Large, Kelley and Tim Lilien, Co-Chairs Transportation (inactive)

**Other Participants:** Joanne Sweeney

**Agenda Approval:** [20250612 FSW Board Meeting Agenda](#) approved unanimously (motion by Marcy, 2<sup>nd</sup> by Marcia, approved)

## Approval of minutes:

- [20250313 FSW Board Meeting Minutes](#) approved unanimously (motion by Marcy, 2<sup>nd</sup> by Martha, approved)
- [April 22 General Membership Meeting Minutes](#) are in draft until the July meeting.

## Financial Report (Marcy)

- With the monthly debits for MailChimp (\$13/mo) and Zoom (\$16.99/mo) subscriptions, our balance as of 6/12/25 is \$1,161.29.
- Martha used the FSW debit card to pay \$225 for Bounce House and Snow Cone Machine reservations for 8/3/25. Martha will provide detailed receipts to Marcy for back up. (motion by Martha to approve this expenditure, 2<sup>nd</sup> by Karin, approved)
- [20250612 FSW Financial Report](#) approved (motion by Marcy, 2<sup>nd</sup> by Karin, approved)

## Committee reports

- Block Party (JoAnne)
  - [Volunteer Sign Up list for flyer distribution](#) – all locations now have volunteer coverage
  - [Save The Date](#) party announcement approved. Marcia has some paper supplies left over from the SWNI office and will check for colored paper and

- get it to JoAnne Sweeney, otherwise JoAnne will print the flyers on white paper.
- [2025 Planning Document](#)
  - [2025 Summer Block Party Budget request](#) (motion by Karin to approve \$250 for portable toilet in addition to the \$225 approved during Financial Report review, 2<sup>nd</sup> by Linda, approved)
    - Portable toilet & hand wash station - (Oregon Portable Toilets) \$250
    - Bounce House/Sno-Cone machine rental (comes with 2 syrups & 50 cups) \$225 (approved during Financial Report review).
    - Liability Insurance – on hold for now at Rob’s request while he checks out the D4C option.
      - Available through the City of Portland (TULIP) (\$75).
      - Marcia indicates that District 4 Coalition would cover scheduled neighborhood events with liability insurance. Rob will email Darlene at D4C with the date and time and ask her to provide a certificate of insurance.
    - Flyers - JoAnne will print and get the flyers to volunteers for distribution soon.
    - JoAnne has confirmed event supply reservation with Clair from RaliegH Hills neighborhood, will take care of the City of Portland block party details and will also order the porta potty (Rob will provide FSW debit card details).
    - Name tags – we have some left over, but Martha doesn’t know how many. She’ll get with Jeremiah to inventory FSW block party supplies next week.
    - Martha will check with Tim Rice about connecting to power from his house for the snow cone machine.
    - Karin made a motion to approve the budget request of \$250 for the portable toilet, 2<sup>nd</sup> by Linda, approved.
    - Rob will create a template for what we need to capture names and contact info for people who opt in as a member of FSW.
    - Rob to provide JoAnne with the Venmo QR code for the donation jar.
  - Parks (vacant)
  - Land Use (Karin)
    - Neighborhood notice received: [5211 SW Vacuna Townhouses](#), requesting subdivision of the property into 4 lots for a fourplex. Karin sent an email asking for clarification about why we received the notice after construction had already started. No response has been received. Rob says that’s he’s checked on this and the code says that the neighborhood doesn’t have any say on it but is welcome to provide input.
    - Karin indicates that for a property near her on SW Buddington and 49<sup>th</sup> Avenue, there have been permits submitted to the City for years. They have divided the lot and just started building.
    - At a recent meeting, there was angst expressed about tree removals. Per Rob, the Urban Forestry Rep indicated that lots of 5,000 feet or less, the neighborhood has no rights unless there are Heritage Trees, and even then, they may not act on our feedback. Karin will check on any impact to this related to the recent transfer of Urban Forestry into the Planning and Development group. Karin will also check on requirements for the City to notify neighbors about tree removal.
    - Neighborhood notice received: [5455 SW Vacuna Remodel](#) regarding demolishing an attached covered deck and adding an attached 626 sq

foot garage, with a 536 sq ADU above the garage and driveway access on SW 55<sup>th</sup>.

- Neighborhood notice received: [ASTR permit 6325 SW Haines](#) for an Accessory Short Term Rental of 2 bedrooms.
- Transportation (Karin)
  - Neighborhoods are still submitting their priorities. We've submitted the following:
    - Sidewalk/bike lane on SW Lesser Road and on Capitol Hwy
    - Sidewalk on Pomona from 49<sup>th</sup> Ave (Capitol Hwy) to SW 53<sup>rd</sup> Ave connecting to Barbur Blvd. West Portland Park NA has also requested a sidewalk on Pomona.
    - Sidewalk and speed reduction on SW 62<sup>nd</sup>, beginning at the intersection of SW Lesser out to SW Douglas St.
    - Speeding on Lesser Road, needs speed reduction mediation
    - Concern about people running stop signs on Haines at Lesser Rd (coming off I-5 NB).
    - Safety issue related to the encampments along SW Barbur (between 53<sup>rd</sup> and 60<sup>th</sup>)
- Public Safety (Marcia)
  - First Public Safety meeting was held on 5/15. People were asked to name one thing that made their neighborhood feel unsafe (i.e. unsafe walking, lack of sidewalks, car break-ins, graffiti, etc.) and what neighborhoods were doing to mitigate (volunteers clean up graffiti and trash, pick up and recycle cigarette butts (via Terracycle), bike patrols that look for suspicious activity and etc.).
  - Commander Brian Hughes (Central Precinct) participated by speaking to what neighborhoods can do to improve safety and mentioned that safety is a shared responsibility for neighborhoods such as: share facts about incidents that occur with neighbors, organize a neighborhood watch (can call City and request training), and use Crime Prevention Through Environmental Design (landscaping to deter crime). Brian also spoke about the shortage of officers and shared that it can take up to 2 years to be fully trained, even when there are lateral transfers.
- District Four Coalition (D4C) Board of Directors report (Marcia)
  - Marcia received an email from Darlene who understands that D4C will be fully funded for next year and that Councilor Olivia Clark will be granting \$2,000 to each neighborhood and \$15,000 for the D4C newspaper from her office budget next year.
  - \$2,000 was fraudulently taken from the D4C bank account by someone posing as QuickBooks and efforts are underway to recover the funds.
  - D4C is in the process of updating all records, accounts and documentation changing their name from Neighbors West Northwest (NWNW) to District 4 Coalition.
  - Articles of incorporation were approved at the June meeting.
  - Finance Committee will be meeting to determine how to spend an excess \$30,000 of unspent funds. Proposal at this point is: \$3,000 for a D4C success party, \$5000 to staff, \$500 per neighborhood planned, \$4,000 for the newspaper and the remainder given to NET teams.
  - Governance Committee will be updating several existing documents and has been having many budget related discussions.

- Civic Life may be going away as several items in the budget have decreased and been transferred elsewhere, such as to the City Administrator. Funding has also been cut for many things they covered.
- A scope of work is normally sent to the coalitions by the City in February outlining responsibilities but has not yet been received.

**Old Business:**

- Day Care on 60<sup>th</sup> – Marcia received an email from Fire Marshall Keith Hill stating that he does not see a safety issue with getting emergency vehicles down 60<sup>th</sup> due to the anticipated short term parking nature of drop off and pick up (Marcia).
- 501(c)(3) process (Rob) – no progress. The first thing that needs to be done is to rewrite the bylaws. Rob and Marcia are investigating a purported simpler way to apply for 501(c)(3) status for groups with limited income.
- Zoom month to month is a bit more expensive than an annual subscription, but we have a month to month as we're anticipating changing to a nonprofit subscription soon at a lower cost. Our month to month is currently \$16.99/mo and the Board approved \$160 for the year. Marcy made a motion to increase the 2025 amount approved for the 2025 Zoom subscription \$40 to \$200. (Motion by Marcy, 2<sup>nd</sup> by Marcia, approved)

**New Business:**

- Agenda items for July annual general membership meeting:
  - For next year's Neighborhood Night Out party, plan a scavenger hunt like Homestead does for their parties.
  - Block Party planning report.
  - Fund raising, using the Fred Meyer Community Rewards, and/or Bottle Drop "donate to a non-profit (Marcia).
  - Identification of Heritage Trees in FSW. We don't currently have any registered. Portland State did a Tree Conservancy research project some time ago which may assist.
  - Marcia will contact Markham School Principal about the possibility of having a Safety Vigil at Markham School after summer when school restarts.
  - Board elections will be held at the July meeting:
    - Rob is willing to continue as Board Chair
    - Current Board members are asked to contact Rob regarding if they don't think they can continue next year.

**Adjournment:** Meeting adjourned at 8:28pm (motion by Karin, 2<sup>nd</sup> by Marcy, approved)

NEXT MEETING: General Membership meeting on Tuesday, July 22, 2025 at 7:00pm via Zoom; Board meeting on Thursday, September 11, 2025 at 6:30pm via Zoom.

Minutes submitted by Marcy Brillman, Secretary/Treasurer