District 4 Coalition

Meeting Minutes - Jan 6, 2025

DRAFT

| Voting Member | Neighborhood Association | First Name | Last Name | Attendance Y/N |
| --- | --- | --- | --- | --- |
| N | Ardenwald-Johnson Creek NA | Christina | Holle-Bailey | N |
| Y | Arlington Heights NA | Marshall | Gannett | Y |
| Y | Arnold Creek NA | Katie | Daly | Y |
| Y | Ashcreek NA | Andrew | Baker | N |
| Y | Bridlemile NA | Claire | Coleman-Evans | Y |
| Y | Collins View NA | Kent | Snyder | Y |
| Y | Crestwood NA | Marianne | Fitzgerald | Y |
| Y | Eastmoreland NA | Monson | Jane | Y |
| Y | Far Southwest NA | Marcia | Leslie | Y |
| Y | Forest Park NA | Pat | Bowman | Y |
| Y | Goose Hollow Foothills League | Vadim | Mozyrsky | Y |
| Y | Hayhurst NA | Leslie | Hammond | Y |
| Y | Hillsdale NA | Tatiana | Lifshitz | N |
| Y | Hillside Residential League | Gary | Berger | Y |
| Y | Homestead NA | Ann | Knedler | Y |
| Y | Linnton NA | Edward | Jones | Y |
| Y | Maplewood NA | Claire | Carder | Y |
| Y | Marshall Park NA | Ron | Bushner | N |
| Y | Multnomah NA | Beth | Omansky | Y |
| Y | Northwest NA | Todd | Zarnitz | N |
| Y | Old Town NA | Jessie | Burke | Y |
| Y | Pearl District NA | Glenn | Traeger | Y |
| Y | Portland Downtown NA | Margo | Howell | Y |
| Y | Reed NA | Kristina | Di Tullo | Y |
| Y | Sellwood-Moreland NA | David | Dugan | Y |
| Y | South Burlingame NA | Susan | Holloway | Y |
| Y | South Portland NA | Luis | Patron-Diaz | N |
| Y | Southwest Hills Residential League | Joyce | del Rosario | Y |
| Y | Sylvan Highlands NA | Michelle | Shea-Han | N |
| N | West Portland Park NA | Javier | Moncada | N |

Staff:

Darlene Urban-Garrett - Exec Dir

Carl Hinds - Program Manager

Heather Knopf - Digital Assistant

Marie Gerke - Office Mgr/Bookkeeper

Other Guests in Attendance:

Dean Smith - D4C newsletter editor

Mary Jaron Kelley - Civic Life District Coordinator

Carol Chesarek

Allan Classen

Ian Doyle

Marita Ingalsbe

Laura Campos

9:46

Roll was taken by Margo Howell. We had a quorum so the meeting continued.

16:53

President, Vadim Mozyrsky opened the meeting by noting that he will be meeting with the new

Portland City Councilors and staff to better understand their priorities.

19:50

Claire Coleman Evans took a few minutes to list some wide-ranging issues regarding access to

D4C documents, retention of video recordings, etc. Vadim suggested that she share her

suggestions with him in writing to save time.

Next steps:

1. Vadim and Darlene to review Claire’s emailed requests regarding meeting documentation and accessibility.
2. D4C staff to consider having a Zoom training regarding where/how to access different files.
3. D4C staff to consider posting monthly video meetings on YouTube channel where they can be stored for a longer period of time.

35:12

**Motion to accept the December minutes**

Kent Snyder moved to accept the December 2024 meeting minutes.

Leslie Hammond seconded the motion.

VOTE:

Opposed: 0

Abstained: SWHRL and Arnold Creek

Yea: Remaining board members in attendance

**The** **motion passed.**

43:18

**Finance Committee - Gary Berger, Treasurer**

A draft of the proposed policies and procedures was in the board packet which was sent out on 12/23/24. Questions regarding the packet info should be addressed to Gary at [gsb1or@gmail.com](mailto:gsb1or@gmail.com) and Darlene at [darlene@nwnw.org](mailto:darlene@nwnw.org)

**Motion to remove Amy Jauron from the Linnton Bank Accounts and add Liz Campanelle as a new signatory on all Linnton SELCO Bank accounts**

Ed Jones moved to remove as stated above.

Ken Snyder seconded the motion.

Vote:

Opposed: 0

Abstained: SWHRL

Yea: All remaining board members in attendance

**The** **motion passed.**

**Motion to remove Rick Kneuven from all bank accounts affiliated with NWNW and D4C.**

Kent Snyder moved to remove Rick Kneuven as stated above.

Pat Bowman seconded the motion.

VOTE:

Opposed: 0

Abstained: 0

Yea: All board members in attendance

**The** **motion passed.**

Next steps:

1. Board members to review the financial policy draft and send questions to Gary before the next committee meeting. [gsb1or@gmail.com](mailto:gsb1or@gmail.com)
2. Voting to accept the proposed policies and procedures could take place at the next meeting, but might be delayed depending on the number and kind of questions raised in the meantime.
3. Finance Committee to hold a training session on financial policies and statements in February.

58:02

**Grievance Committee - Ed Jones**

Details regarding the grievances and committee recommendations was sent out in the board packet.

**1. Motion to cancel the special Grievance meeting which was scheduled for 2 days from now and move it to an agenda item at our next monthly D4C meeting.**

Ed Jones moved to make the change as stated above.

Joyce del Rosario seconded the motion.

VOTE:

Opposed: 0

Abstained: 0

Yea: 0

**The motion passed.**

**2. Motion to accept the grievance recommendations regarding Shawn Strahan.**

Ed Jones moved to accept the recommendations.

Kent Snyder seconded the motion.

VOTE:

Opposed: 0

Abstained: SWHRL

Yea: All other board members in attendance.

**The motion passed**.

**3. Motion to accept the grievance recommendations regarding Allan Classen.**

Ed Jones moved to accept the recommendations.

Leslie Hammond seconded the motion.

VOTE:

Opposed: 0

Abstained: Pearl District, SWHRL

Yea: All other board members in attendance.

**The motion passed.**

Next steps:

1. Ed Jones to reformat the grievance report #2 above to correct Shawn Strahan’s gender pronouns.

1:21:59

**Communications Update - Carl Hinds**

It’s been suggested that we don’t use private email addresses when communicating about D4C or local neighborhood association issues. Most board members likely have or can get an email address from their neighborhood association. Typically, it would be [boardtitle@neighborhoodassociation.org](mailto:boardtitle@neighborhoodassociation.org)

For convenience, Carl shared the link to <https://districtfourcoalition.org/about/coalition-members/>*.*

That link lists all the member neighborhoods and the D4C board contact for each.

D4C board members having local neighborhood members who would like to receive our board packets should feel free to send it directly to those members. The D4C staff cannot be responsible for sending the packet out to those who are not on the board but who wish to receive the info. It’s also available on the D4C website at this link: <https://districtfourcoalition.org/about/important-documents/>

Next steps:

1. Carl to continue migrating and rebuilding websites for various neighborhood associations.
2. Carl to work on merging Mailchimp databases from SWNI and former NWNW accounts.
3. Board members need to review their neighborhood association information on the D4C website for accuracy and report inaccuracies to Heather Knopf - [heather@districtfourcoalition.org](mailto:heather@districtfourcoalition.org)

1:33:26

**Small Grants Applications Update - Darlene Urban-Garrett**

A list of grants that were funded was included in tonight’s board packet. There’s a little bit of money left over — around $600 - $800 in total. That money will be used to support D4C activities and will be reported. The example of how it might be spent is Owl Video Conference Equip which could be borrowed for use at special events held by neighborhood association members.

**Motion to accept the recommendations of the Small Grants Committee projects to be funded.**

Leslie Hammond moved to accept as stated above.

Vadim Mozyrsky seconded the motion.

VOTE:

Opposed: 0

Abstained: SWHRL

Yea: All other members in attendance.

Next steps:

1. Darlene to email the board with the names of the Small Grants Committee members.

2. The 405 Grant Committee will be convening on the 13th to make their recommendations. Note: This effort is not part of the Small Grants as discussed earlier in this meeting.

1:47:40

**Nomination Committee - Kent Snyder**

Everyone was contacted by a Nomination Committee member (5 volunteers) either by phone or email to find out who would like to be a board member in the calendar year 2025. The board, according to our bylaws, will consist of 8 people + a president. Jessie Burke specified that she would like to be the president. 0ur bylaws state that the other 8 members should be distributed across the characteristics of the neighborhoods, considering geography, etc. The recommendations of this committee are on a spreadsheet that was distributed in the board packet for today’s meeting. The Nominating Committee was selected at the October board meeting.

If anyone has reconsidered and wants to be added to the slate, they can do so at the February meeting. Additions to the slate will require a motion and a second. More info about how to add your name for consideration can be found in this committee’s report in your board packet.

The work of this Committee will be concluded at the February meeting when ballots will be counted and officers will be elected.

Next steps:

1. Carl to prepare ballots for the Executive Committee election at the February annual meeting.

1:56:58

**Land Use & Transportation Committee - Mary Jaron Kelly & Marita Ingalsbe**

The committee is still forming. For more info, check this link: <https://www.portland.gov/ppd/zoning-land-use/events> Feel free to share this link with others.

Next steps:

1. The Land Use and Transportation Steering Committee will meet on Jan, 21@ 6:30pm
2. The Lane Use and Transportation full team will meet on Jan, 22 @6:30pm

2:01:32

**Quarterly Reports Survey - Heather Knopf and Darlene Urban-Garrett**

Heather Knopf has created a Google form for neighborhood associations to track volunteer hours, events, etc. A draft version is in the board packet. This was developed as a response to a City request that we track what we’re doing, the outcomes, participation and also the money spent on the activities. Neighborhoods are asked to track and report on a quarterly basis.

Heather would like feedback on the spreadsheet and it’s usefulness.

Next steps:

1. Board members to review and provide feedback to Heather regarding the draft Quarterly Report Survey.
2. Heather to finalize the Google form for collecting such data.

2:16:00

**Training Priorities - Darlene Urban-Garrett**

Darlene is developing a list of all training options and will be asking board members to set the priorities through rank choice voting.

An attempt was made to finalize the date for a board retreat on Feb 1 or 2, but the video did not capture the hands up/down on the voting and it wasn’t clear that everyone voted. This will need further discussion.

Next steps:

1. Darlene to send out list of potential training topics to be determined by rank choice voting.

2. Board members need to respond quickly to request for availability on retreat dates.

3. Darlene to finalize retreat date and location.

2:21:32

**District Four Coalition “Voices” newsletter - Dean Smith**

Dean reported that the inaugural issue of the newsletter has gone out. If you missed it, you can also find it by going to the D4C website: <https://districtfourcoalition.org/>

Scroll down on the homepage and click on the “Voices” page to see the entire 32-page newsletter.

Respectfully submitted by Margo Howell, Secretary

Approved: