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**NEW BOARD MEMBER TRAINING**

**(Draft Agenda)**

**Stepanie Dolan Attorney**

**Specializing in Non-profit Law**

**Session 1 - February 6**

* *What is the District 4 Coalition?*
* *What are Neighborhood Associations (NAs)?*
* *What different legal structures can NAs have?*
* *What is fiscal sponsorship for those NAs without 501(c)(3) status?*
* *What are the 3 legal duties and 5 main responsibilities for all Oregon nonprofit Boards?*
* *What are best practices for handling and reporting on NA finances?*
* *What are the differences between conflicts of interest and conflicts of loyalty for NAs?*
* *What public meeting and public record laws apply to NAs, and best practices to implement those laws?*
* *What are the specifics for the 5 corporate formalities Boards need to comply with (Notice, Quorum, Voting/Motions, Minutes, and Approval/Storage)?*
* *Q&A*

**Session 2 - February 12**

* *What specific sections should be in NA Bylaws?*
* *What is the difference between governance and operations, the responsibilities of Boards and Executive Directors?*
* *What are the NA regulatory reporting requirements to the Secretary of State, DOJ, and IRS?*
* *What other common pitfalls do NAs and other nonprofits face (brief overview of liability, employment, income, politics, private benefit, and other areas)?*
* *What should NAs know about the changing federal landscape?*
* *Q&A*