**NWNW Board Meeting**

**Wednesday, December 9th 5:30 pm**

**DRAFT Minutes**

**Virtual Meeting via Zoom**

**In Attendance**

**NWNW Review Board:**

Kristi Wuttig (until 6:00pm) Richard Turner, Arlington Heights

Walter Weyler, Downtown

Carol Chesarek, Forest Park

Tracy Prince, Goose Hollow

Richard Barker, Linnton (President)

Steve Pinger, NWDA

Brian Harvey, OTCA

Stan Penkin, Pearl District  (VP)

Kristin Shorey, Sylvan Highlands

**NWNW Staff:**

Mark Sieber, Executive Director

Anastasia Zurcher, Program Manager

Rhys Ornstein-Hawes, Communications Specialist

**Guests:**

Allan Classen, NW Examiner

Eric Simon, Goose Hollow

Mark Alter, NW resident

Kim Streuli

Kathy Goeddel, AHNA

David Peckham

Jerry Powell, GHFL

**5:30 Welcome & Introductions**

**5:36 Review of NWNW Code of Conduct & Conflict of Interest statements** (copies attached)

Shorey: Reminder that the Code of Conduct asks folks to behave in a respectful manner during all meetings. Documents were distributed via email. Please sign both and return to Anastasia.

The need for the Code of Conduct arose from a series of disruptive behaviors that routinely overwhelmed the regular business of NWNW.

Conflict of Interest is relatively standard for public serving organizations. List any relationships which could lead to financial implications in your Board role.

**5:46 Review of Role of NWNW Staff and Board**

Sieber: Board hires the Executive Director. ED hires and supervisors all staff. The board does not have oversight over staff. The Board approves the budget, Grant Agreement and Work Plan, which outlines staff work. Individual Board Members should not intervene in staff work, they should speak with ED. As has been directed by the Board over time.

Weyler: Board responsibility to set policy declarations.

Pinger requested clarification and formalization of Board’s informal practice of directing the ED to “cause to have done” hiring and direction of staff, and the requirements from CoP and OCCL for NWNW to place content originating from them in its newsletter and website.

Explanation of Board, Executive Director and staff roles should be documented via bylaws revision or other policy document.

Request for Board to review Civic Life Grant Agreement.

Weyler suggested that these items should be reviewed at the next Board meeting.

**5:55 Approval of Minutes of October 14, 2020**

***Motion 1: Weyler moved and Penkin seconded the approval of November minutes.***

***Discussion: Pinger offered amendments to original draft distributed. Weyler maintained original motion of minutes as written. Pinger opposed. All others in favor, motion passes.***

**5:59 Financial Update - Inspection of 2019 IRS 990 & Oregon CT12** (copies attached)

Salary costs dropped due to staff vacancy. Board would like to see Whistleblower policy.

***Motion 2: Weyler moved that the Board has seen the 990 for 2019. Chesarek seconded. Unanimous approval.***

**6:07 Information About Land Acknowledgment**

Prince: Will do additional investigation to draft a recommended Land Acknowledgment.

Ornstein-Hawes presented background on why groups write land acknowledgements and what it is. Presentation will be distributed to Board and shared with the community. Topic will be revisited at a future meeting.

Request for the presentation to be posted, along with OCCL’s Land Acknowledgment statement.

**6:35 How to Work Effectively with Local Government** (handbook attached)

Penkin reviewed some of the current concerns. Highlighted importance of knowing your background. Personal relationships are the critical piece and being persistent. Staff and elected officials have a lot going on, and often need reminders.

Chesarek brought up that some offices are less concerned with community involvement, but just show up whenever possible and get to know them. Show your interest and involvement. Try to get involved early on in the processes. By the time proposals are going to council it is often too late to make a change.

**6:46 Any Other Business**

Penkin: City Council today postponed decision on SWNI funding until January with newly elected members.

Sieber: Proposal was to re-distribute SWNI fundinging to another coalition.

Barker: Public records request for visioning committee documents.

***Motion 3: Pinger moved to have staff fulfill the records request. Weyler seconded. Passes unanimously.***

Sieber: We still need a Treasurer. Pinger volunteered.

***Motion 4: Weyler moved to appoint Pinger as Treausrer. Penkin seconded. Motion passed.***

**6:56 Neighborhood Reports**

**Forest Park:** Portland Fire Bureau to speak on wildfire prevention program. Offers property assessments. Firewise program also available on website.

**Downtown:** South Park Blocks Master Plan is moving toward City Council. Routes Green Loop along westside of SPB, removing 15’ of park and trees. Riverplace development concerns, needs traffic study for increased congestion.

**NWDA:** focus on Montgomery Park and ESCO developments, especially the formerly industrial sites.Pinger suggested that the Board consider more common cause advocacy in the year to come for issues like the South Park MP where it is in all of the NWNW neighborhood’s interest, and especially with the new Council.

**7:04 Public Comment**

Richard Turner: had tour of new WA Park Reservoir, he was highly impressed with the construction.

**7:08 Adjourn**

Next Meeting: January 13. New Board Orientation, January 7 (all neighborhoods). February Board Retreat, TBD

Future Topics:

* Visioning
* Diversity, Equity and Inclusion
* Harbor of Hope