

**NECN Board of Directors Meeting
NECN Conference Room
Tuesday, November 20, 2012, 6:30-8:30pm
Approved Minutes**

Meeting Attendees

Chris Lopez, Sullivan's Gulch, NECN Board
Katie Ugolini, Concordia, NECN Board
Lupin (Gloria) Morgan, Boise, NECN Board
Shoshana Cohen, Interim Executive Director
Luke Groser, Woodlawn, NECN Board
David Lomax, King, NECN Board
Shirley Minor, Woodlawn, NECN Board
Joan Ivan, Eliot, NECN Board
Jim Brown, Alameda, NECN Board
Adam Karol, Alameda, NECN Board
Robert Bowles, At Large, NECN Board
Steve Cole, Irvington, NECN Board
Damon Isiah Turner, At Large NECN Board
Peter O'Neil, Irvington, NECN Board

Meeting called to order by Chris Lopez at 6:43pm

Welcome and introductions were done

Review and Approval of Consent Agenda, minutes and previous months' minutes.

Shoshana asked to add NNEBA request for the cosponsoring of a tree lighting to the agenda.

Robert moved to approve the agenda and October meeting minutes. Katie seconded, the motion was unanimous except for Chris' abstention.

Clean-up Postcards

The neighborhood reps communicated support for the clean-up postcards next year. Shoshana indicated the current budget does not include the postcards and the funds do not seem to be there. She is going to investigate looking into sponsors, like Waste Management and recycling companies. Not sure that sponsorships will be able to cover the entire cost, but staff will try to work on this early to see if it is possible.

The postcard mailer cost roughly \$5000 last year for both printing and mailing.

NECN Holiday Party Planning

Katie announced the party at Steve's house on December 1st and indicated she's got a list of RSVPs and potluck sign-ups. She passed the list around. Umpqua Bank has a cache of wine purchased by NECN but retrieving it has been problematic. Shirley is going to talk to her friend the wine distributor for replacement libations and we'll pass the hat at the party.

Update on Lease

Shoshana informed the board that the five-year lease is up in June of 2013. The King Neighborhood Facility is a City of Portland building, but there has been a long-term arrangement between the City and Portland Public Schools which has allowed Portland Public Schools to manage the facility. This arrangement is also expiring in December 2013 so there may be some significant changes in the facility. So far it seems that the City is interested in supporting NECN in staying in the facility and PPS has not indicated this will not happen. However, the King Principal would like to see the entire facility used in a way that supports the school more directly.

Shoshana, with support from ONI, will be talking to the City facilities department to more fully understand the discussions and timeline between the City and PPS. Just in case things change dramatically, Peter O'Neil has done a small amount of research into what is available in terms of other

commercial lease spaces. Coincidentally, the main space he has found so far is with Neil Kelly. Shoshana will follow-up on this. Another possible option is that NECN could try to move into a smaller space within the King Neighborhood Facility. We do not need as much space as we have and this could be a cost saving measure.

Budget Revisions

Shoshana presented the current budget. Since the Board's budget approval in June there have been some unexpected and unaccounted for budget items. The presented budget included only the ONI revenue and a small amount of general fundraising revenue. This does not include special projects like Energize NE or the BPS Clean-ups, both of which have separate budgets. There may also be some role over funds from previous small grants, which are not reflected in this budget. These revenues will account for a gap between the projected budget vs the actual budgets but these "pockets" of revenue ARE being accounted for in Shoshana's strategic planning (six months).

This budget reflects a need to raise about \$5500 in funds in FY12-13, although some of that has already been raised. This budget is pretty lean and also reflects some of the salary savings that is currently occurring because Shoshana is not drawing the full ED salary. In order to have a full ED salary and not such a lean budget next year, there will need to be some additional fundraising over the next seven months.

Jim Brown moved to approve the budget, Bowles Seconded, carried unanimously other than Chris' abstention.

Fiscal Sponsored Projects

The NECN is putting a "moratorium" on new external – non Neighborhood Association – projects. While this isn't 100% in stone and the NECN is going to be flexible, new projects that take staff work will not likely be accepted over the next 120 days. The NECN staff is running well over capacity currently.

The board informally indicated agreement and support of the moratorium.

Steve moved to allow the executive director the discretion to reject any fiscal sponsorships or partnerships. Robert seconded and the motion carried.

Benefits Accrual Change

Luke presented some changes to the Employee Handbook related to sick days and vacation days. Currently, sick days are credited on a Fiscal Year timeframe and vacation days are a Calendar Year timeframe. Luke is recommending that both accruals be calculated on the Calendar Year. Shoshana has checked with the bookkeeper and there is no accounting problem with having accruals on a Calendar Year.

Katie motioned to authorize amending the employee handbook to accrue sick leave and vacation day accumulation to a concurrent annual 365 day period of time. The motion carried unanimously except for Chris' abstention.

Tree Lighting Event

NEEBA called the NECN about help with a tree lighting event on December 8th on MLK in the Gateway area. They wanted to use NECN insurance but we need to be a sponsor to provide insurance. There was a question about insuring the event verses insuring the tree for a month. As long as there's no additional cost for insuring the tree the NECN will provide the sponsorship and insurance.

Community Committee Reports

CEDC

City of Portland gave a presentation of a study on brownfields and underutilized space in NE Portland.

LUTC

The Committee had a discussion about parking and the city's indication that permitting is going to be easier for dwelling parking.

The CRC continues to not be responsive. A trial balloon about whether a possible plan change could get the NECN to drop the lawsuit. Steve looked over the proposed changes and indicated his approval.

The apartment parking issue was also discussed and Jim is encouraging the NECN board to take a position. Discussion was lively and the chair encouraged interested parties to bring their concerns to the LUTC committee.

SALT

An alcohol saturation subcommittee was formed. It was announced that Grant Park NA was able to get a Good Neighbor Agreement with the new Jackson's. Celeste Carey, Crime Prevention Coordinator from ONI is recommending that the NAs form Livability Teams and that the NECN act as an organizer of these efforts. A volunteer work party has been scheduled for December 15 to clean up the grounds around the NECN building.

Columbia Riverkeepers called regarding the coal train issue and would like to have the NECN give their previously provided statement at a hearing.

Schools

Luke indicated they have some challenges recruiting committee membership. They have been working diligently and participating in the Jefferson Cluster meetings that have become wide ranging and impactful to a large community. Luke also presented the Schools Committee mission statement for the Board's review and acceptance.

Katie moved to endorse the NECN Schools Committee mission statement. Steve seconded. The motion carried unanimously except for Chris' abstention.

Board Committee Reports

Finance

The board entered executive session at 8:00. The executive session was ended at 8:16.

Shoshana presented the latest budget statements with October's financials included.

Personnel

Spring projects could include a new board member orientation packet. They will also start to create a staff remuneration and review process.

Rules

No update.

Interim Director's Report

ONI is having meetings about budget planning. NECN is a participant and is expecting a budget cut. Energize NE is moving ahead with 20 sign-ups at this point. Mailers have gone out and we're getting sign-ups as a result. Some outreach events are planned, likely with an ice cream incentive. Small Grants selections should be complete by December 5th.

At Hoc Committee Reports

Resource Development

Chris presented a holiday appeal letter. The hope is that the NECN board will forward these letters (at least 10) to potential gift givers as a fund-raising exercise. Each attending member received 10 copies of the letter and 20 envelopes and a request to send to your fund-raisers.

Meeting adjourned at 8:36.