



NORTHEAST COALITION
OF NEIGHBORHOODS

**NECN Executive Board Meeting
Monday, January 20, 2015
NECN Office – Conference Room
Approved Minutes**

Meeting Attendees

Board

Loulie Brown, At-Large, 1st Vice President
Margo Dobbertin, King Rep., 2nd Vice President
Jaime McGeathy, Concordia Rep., Recorder
Katie Ugolini, Concordia Rep., Parliamentarian
Luke Groser, Woodlawn Rep., Exec. At-Large
Diane Benson, Sabin Rep., Exec. At-Large

Micah Meskel, Humboldt Rep., Exec. At-Large
Joan Ivan, Eliot Representative
Rachel Lee, Sabin Representative
Shirley Minor, Woodlawn Representative
Damon Isiah Turner, At-Large

Staff

Mark Fulop, Consultant, Interim Executive Director

Guests

Dave Johansen, Alameda neighbor

Meeting called to order by Loulie Brown at 6:36 pm

Introduction and Updates

Jan 26, Monday, there is an LUTC meeting on noise issues and ordinance at NECN.

Administrative

Review and Approval of Consent Agenda

Katie adds discussing the status of community committee meetings during the transition.
Damon has an update from a meeting

Approve Previous Meeting Minutes

Luke Groser moves that we accept all minutes from 11/18, 12/7, and 12/15 as sent. Jaime McGeathy seconds.

Vote: Micah Meskel, Diane Benson, Katie Ugolini abstain. No Objections. Passes.

Finance Committee Update

There are some underspent line items the finance committee has been looking at. NECN needs to revise our projections to identify if and how much of a surplus we might have by the end of the fiscal year (June). There is no roll over on budget. If the Board has ideas on where we may want to spend any surplus, those should be brought to the February meeting.

Diane asks for clarity on actual amount from ONI base support versus expected. Deferring to next month when we have a formal representative from Finance Committee to discuss.

Margo notes King General Account amount may be incorrect. Mark will check with finance on that.

Rules Committee “Community Committee Guidelines”

This draft was created before a lot of the staffing and reorganization changes. Some of this may change as we update our policies and procedures.

Jaime asks if there are non-voting members on community committees. That can happen as a neighborhood gets one vote. We should clarify that in the language. Rules committee to draft that language and bring back at the next Board meeting.

LUTC Comprehensive Plan Letter

Letter from NECN to the City of Portland. Deadline for feedback is March, but we want to get this in this month to increase the likelihood that it will be included in discussions.

Shirley arrives.

Micah clarifies what Goal 9 is. Refers to a state mandate to find new industrial land for future planning. Portland does not have land to reserve for industrial use but we are sitting on a lot of brownfields that can be redeveloped.

Rachel notes that the letter references attachments but they were not sent out to the Board. Micah clarifies that the attachments are not required for this. The attachments are from Micah's comments given earlier in the year. Strike the reference to Micah's attachment from the letter.

Rachel clarifies that the Concordia proposal does not actually specify that flats have to be moderate income housing. They can go to the highest bidder. Also concerns that it could increase tear downs to put up flats.

Elliot neighborhood is having trouble with very large developments blocking sunlight and impacting solar power generation for surrounding homes would like zoning changes to help address this.

Sabin has concerns around preserving sound housing stock and access to light, air, privacy, and solar. Their items around preserving sound housing stock may mitigate the concerns around the flats plan potentially encouraging tear down.

Shirley would like to add concerns about propane storage next to the railway tracks to the Woodlawn section (near 11th and Lombard).

Margo points out at, as Rachel mentioned, there are some internal consistency issues around where we want to encourage density coming from the different neighborhood proposals.

Shirley does not agree that we should try to meet the metro goals around growth. We should be fighting against the growth and trying to bring new people into the city when we don't have jobs here to support it. Margo agrees that the jobs are not here and we should encourage single family homes and the density they are building for is highly speculative. Loulie disagrees and believes we need a mix of housing choices in order to keep things affordable. There isn't enough single family home stock. Katie mentions that the Concordia plan is heavy on look and feel language and building near high quality transit lines.

LUTC has worked with all of the Neighborhood Associations (NAs) on this letter.

Katie Ugolini moves that the Board approval the LUTC letter to the city of Portland regarding the proposed draft to the comp plan with edits. Micah Meskel seconds.

Discussion: Margo notes a typo on the last page and asks for clarity on the organization of the letter. Suggests reorganizing the letter by issue and not by neighborhood.

Vote: Opposed Rachel Lee, Diane Benson. Margo Dobbertin abstains. Motion Passes

Update from Damon on Port of Portland Meeting

NECN did not have a presence in October. Meetings are quarterly. Damon was not sure if updates from that meeting should come back from the Board or to the LUTC. The new community committee guidelines will address this. Next meeting is in April, so we need to clarify the report back by then.

NECN Transition Update

Executive Director (ED) Search Update

Damon leaves meeting as he has a conflict of interest (applied for the position).

Mark reviews the proposed interview process developed by the Search Committee. Recommends that the Board accept the proposed process. We have 14 applicants with a broad range of experience. It's a strong pool of candidates. Shirley suggests having them do a written assessment of some sort, in the second round, to get a sample of the way they organize their thoughts and communication skills.

Rachel notes that experience working with diverse populations is not reflected in the interview questions. Mark clarifies that it is included under building relationships.

Micah notes for #4 that we do not limit to two candidates. Just keep it a small number, but not arbitrary.

Timeline – Applications are being screened over the next week and interviews should start first week of February.

January Work Plan Update

Damon returns to meeting.

Hosted the ONI Director's & Chairs meeting two weeks ago. This was good for the organization and other coalitions want to help with getting the new ED onboard. Financing and timesheet (admin work) is running smoothly. Mark is sending regular updates to the NA chairs. Small grant applications is moving forward. Meeting about Greenstreets tomorrow for Sabin Community Association.

BAC, Directors and Chairs Meeting

Status quo budget this year so our participation in BAC is less vital than some of the other meetings. Giving capacity constraints we will attend those as a best effort.

Community Committees

Community Committees had staff support in January, but the committees will need to be autonomous for Feb/March and will not be supported by staff. Claire is working with chairs to make sure they know how things work and where to meet. Katie is concerned about making sure the committees are following all public meeting notices. Also need clarity on the logistics of meeting at the NECN offices if staff cannot let us in or lock up. Board members can borrow the key for building access.

Proposed Staffing Changes

Mark would like to defer this item until after we review the assessment plan.

Discussion Assessment Project

Review 2015 Strategic Revitalization Plan

Mark reviewed the assessment plan draft with the Board.

We currently have 7 staff fulfilling about 4 full time positions. This increases the burden of management. We need to recruit the ED, redesign the staff structure, and hire to that structure, then figure out the communication relationships between Board and staff. Mark recommends we focus initially on a team of 3 (Neighborhood manager, neighborhood coordinator, and communications) that service the ONI contract/neighborhood support. Work with next ED to determine if in the next fiscal year we combine our admin/fiscal roles into one FTE and move small grants into the neighborhood team.

Acceptance of the report will complete the contract. Needs one more round of revisions, some bullets under strategy 4 is incorrect. Loulie asks for any strategies to help us stay on task to actually make these happen. Mark suggests we put together a project plan. He can assist with that. Building some of the procedures and frameworks are included in Mark's Interim ED contract.

Margo asks for clarification on page 6, 3rd part of strategy 1. This is here because sometimes we talk to staff as a representative from our neighborhood or a volunteer with some event or group, but the staff always sees us as Board members, the bosses. We need to be very clear about which hat we are wearing when we talk to the staff so they can respond to our request appropriately.

Damon asks for clarity on how the Board will build skills to be successful with the re-organization. Mark believes it will be a mix of the competencies of the new ED plus some outside consulting to help coach the Board. Damon notes that we will need to build in some accountability measures to ensure this doesn't sit on a shelf. Mark suggests building this into the expectations for Board membership.

Rachel asks about the target date for drafting new bylaws. Is the target for starting or adopting new bylaws? How crucial is that date for getting other work done? Mark does not believe it will derail the plan, but if our redesign is in conflict with the bylaws it may delay the re-organization. Target date of June is to have the bylaws largely updated and starting the adoption process.

**Diane Benson moves to accept this plan with the update discussed. Luke Groser seconds.
Vote: passes unanimously.**

Board would like the Personnel Committee to work on job descriptions for the neighborhood management branch of the staff to bring to the Executive Committee. 1 manager at FTE, 1 coordinator at 0.8 and one communications position at 0.5.

Diane Benson moves that the Board accept the staff redesign for the neighborhood management branch as listed above and empower the Executive Committee to make decisions around those positions. Katie Ugolini seconds.

Clarity that this will go to the Executive Committee due to timeliness. This way we have a pool of candidates ready for the new ED.

Vote: passes unanimously

Meeting adjourned at 8:41 p.m.

Minutes taken by Jaime McGeathy, NECN Board Recorder.