

CVNA Executive Zoom Board Meeting Minutes — August 5, 2020

[Relevant links and comments not mentioned in the meeting are in bracketed italics]

John Tappero set up Zoom Meeting for CVNA. Chair Elise deLisser was host.

Attendees: Anna Browne, Bob Fischer, Brendan McGillicuddy, Dave Johnston, Dixie Johnston, Elise deLisser, Fran Laird, Gene Lynard, Maryellen Read, Prakash Joshi.

Before the meeting was officially opened, Dave Johnston directed the narrative for 26 min.

Therefore, the proposed anticipated agenda was not followed.

Proposed Agenda (*not followed):

- *Approve today's agenda (previously sent to all) — not done.
- *Approve June 5, 2020, minutes (previously sent to all) — postponed until the Sept. 2 meeting.
- *Approve/amend September SW News article (previously sent to all) — not approved. *[Amended article was emailed to Board after meeting and was approved by a majority email vote.]* Article submitted to SWNI News is attached at the end of this document.
- Discuss recommended revisions to the Operations Policy Document: The document was read out loud line by line and edited by the group; Anna typed the revisions in real time during the meeting, edited the final document and emailed to all after the meeting. The resulting Operations Policy Statement is attached. For future reference, the Collins View Policy Statement is posted on collinsview.org after the CVNA Bylaws.
- Board reviews and approves the CVNA communication restructure model and email address usages* *(This was included in the board-approved Operations Policy Document as well as via email after the meeting.)*

Details from Zoom-recorded CVNA Aug. 5 meeting: min. 5:24 -32:41 of the total recording

@ 5:24 min. into recording: D&D check-in via phone link (971.276.3295)

Dave states “This may not be a legitimate meeting because announcement was not given in enough time ahead and because board member Mark Duntley did not receive an invitation.”

Elise states that “for problem-solving the neighborhood complaint, which initiated the emergency meeting, it was appropriate that elected board members participate.

“...I can call it an “emergency meeting” regarding a neighborhood concern and complaint.

Dave stated that he was not informed of Elise and the board's response to the neighbor complaint. It should be noted that Dave's refusal to participate in email communication with the board prevented him from accessing the board's communication, therefore he did not see the email. Elise reminded Dave that she read the neighborhood complaint letter and the board's response letter to him on the phone prior to the emergency board meeting. Dave said he feels the response was mismanaged.

Dave said, "I would expect an apology for not telling me for two weeks." Elise said that if Dave needs an apology in order to proceed, then she apologizes. Dave accepted her apology and agreed to move forward as a legitimate meeting.

@ min 15:23, Elise: "Thank you for letting us go through this, and I would like to move forward." She then read through the agenda.

@ 28:00, Prakash said: "[complaint records] are all documented and sent to Maryellen. We have a record of it. I don't think there is any incidents of going behind your back...the board is meeting to figure out how we can help each other if one person can't do it.... Elise is very gracious in taking responsibility for making a mistake. I would state categorically that she did not. I would say go past in a way that we will all work together."

Dave continues to question the legitimacy of meeting but agrees to proceed. There is a protracted discussion to 32 minutes into recording.

@ 32:41 min. into recording until the end, the group collaborated in editing the CVNA Operations Policy. Anna Browne revised the CVNA Operations Policy document in real time. Final document unanimously voted on and approved at the end of these minutes. For future reference, the CVNA Operations Policy is posted on collinsview.org after the CVNA Bylaws.

Treasury Report: Fred's Community Rewards: 01-Apr-2020 to 30-Jun-2020, 27 households, \$51.48 (check not received yet). **As of 6-30-2020, CVNA General Acct \$321.90; CVNA Science & Nature Acct \$118.96**

**Collins View Neighborhood Association
Board Member Position Operating Policy
August 2020**

The Collins View Neighborhood Association Board is composed of members who agree to work as a collaborative team to accomplish joint goals on behalf of the Collins View Neighborhood. Board members have varying areas of expertise with diverse sets of specialized skills and are committed to working effectively together to problem solve and accomplish goals as a group working with agreed-upon, shared communication standards, operating standards, performance expectations and best business practices.

Collins View board member positions are designated to represent and advocate for equity and inclusion in the best interest of the Collins View Neighborhood. Board positions provide team members with the authority and responsibility to research and collaborate with other neighborhoods and government agencies to obtain information regarding activities, e.g. special events, property purchases, development proposals, building and land usage, zone-change requests, neighborhood infrastructures, health and safety issues, transportation issues, environmental concerns, parks and natural areas management, disaster resiliency planning, and the livability impact to Collins View neighbors and neighborhood. Board members collaborate with agreed-upon communication, operation and best-practice standards, procedures and protocols. Board member communication to and/or with neighbors, other CVNA Board members, SWNI representatives, City Council representatives, neighboring businesses, etc., is required and expected to always represent the CVNA Board majority positions, concerns, opinions and actions. When the Collins View Board obtains a majority vote to proceed with an

agreed-upon neighborhood position, board members may not decline, abstain or otherwise refuse to act on behalf of the neighborhood regardless of lack of preparation, inaccessibility to issue documentation or due to a difference of opinion.

The role of a Committee Chair is to initiate and facilitate team communication, actions and potential solutions in committee-specific areas regarding issues affecting the Collins View Neighborhood. Committee Chair roles also include resourcing information for proposed actions and solutions to neighborhood issues and concerns. Committee Chairs are responsible for attending SWNI committee meetings and for facilitating notification and communication of city and neighborhood issues to the board. Committee Chairs are also responsible for representing the Collins View Board majority-voted views and operation standards when participating in voting actions during SWNI meetings, City Council meetings and neighbor interactions. Committee Chair testimonials must reflect the CVNA Board's majority-voted opinions and positions. Committee Chair leadership does not include territorial control of facilitating neighborhood issues, communication or solution outcomes.

Communication Structure

The CVNA Board agrees to a primarily electronic communication structure designed to generate a strategic depth of team knowledge and facilitate sustainable, safe and efficient communication within and outside the CVNA Board during both COVID-19 and non-COVID-19 pandemic times. The previously accepted methods of paper and in-person communication may not be possible and should be limited in use due to inefficiency and the extensive risk to the health and safety of the Collins View board members and the Collins View community. Electronic meetings will be held primarily via electronic platforms that best support the

CVNA Board's meeting needs and goals. The board agrees to the following email communication structure:

E-MAIL (board@collinsview.org) SUGGESTION FOR ENTIRE BOARD TO RECEIVE

Communication to and from neighbors, neighborhood associations, neighborhood educational institutions (Lewis & Clark College, Lewis & Clark Law School, Riverdale High School), City of Portland, the SWNI newspaper and SWNI is directed to and received by the entire board at board@collinsview.org. This email is forwarded to each member's designated personal email address as listed on the bottom of the Operations Policy Page. This structure ensures all board members are equally informed and notified with timely and efficient access to impending time-sensitive issues, neighbor concerns and City of Portland and SWNI notifications. Full board email notification provides the cross-skilled perspective input so often necessary in our team-solution-outcome process. In addition, this structure encourages seamless ability for CVNA Board members to step in and cover responsibilities of other CVNA board members when they are unable to serve. Upon receiving email communication, the entire board discusses and collaborates to develop joint actions, responses and solutions that receive majority board approval.

Board member email communication are cc'd to all board members for issues regarding neighborhood concerns, updates, requests, scheduled majority votes and approved actions. CVNA Board members agree to the goal of providing timely responses to inquiries within one to two business days.

CVNA Board majority-agreed-upon communication structural changes that involve SWNI administrative actions will be communicated to SWNI via phone conference with two or more CVNA board-designated members. CVNA board-designated members then request from SWNI the phone conference confirmation

summary, which is then forwarded to all board members at board@collinsview.org.

E-mail (contact@collinsview.org) **DISCUSSION ON HOW TO USE OR DISGARD**

Communication from solicitors, requests for presentations, CVNA logistics, SWNI logistics (e.g. Zoom set up, electronic platform corrections), etc., are currently sent to contact@collinsview.org and are simultaneously sent to board members Fran Laird, Maryellen Read and Elise deLisser to ensure strategic depth with the goal of providing the CVNA Board with cross notification and to minimize miscommunication.

Outreach@collinsview.org is a push-out-only email address that Maryellen uses for posting purposes. This is a “no reply” email address that the CVNA Board previously voted and agreed to activate.

[Positions](#) @ Collinsview.org is not currently being monitored.

Collaborative Model

The CVNA Board works in a collaborative team model. In order for the model to work effectively, team members have to be committed to consistently and competently executing the CVNA Board shared and agreed-upon operation standards and processes. When these standards and process are at risk, the potential for team effectiveness and integrity is at risk.

To maintain the collaborative model, the CVNA Board Chair or board majority-voted designated board member has the authorization, when supported by a CVNA Board majority vote, to remove a member from the board for reasons including but not limited to:

- Interference with the collaborative synchronicity of the board
- Interference or noncompliance of the execution of CVNA agreed-upon board operating standards, business practices and operating policies
- Vote of no confidence
- Unsatisfactory performance

- Unexpected circumstances
- Inability to work accurately, efficiently and effectively executing CVNA Board standards, protocols and procedures
- Inability or refusal to communicate ethically and respectfully to board members, neighbors, neighborhood board members, city representatives, etc.
- Misrepresentation of majority-voted Collins View Board views, opinions, goals, positions, (communication, voting, testimonies and _____).
- Inaction on majority board voted and agreed-upon goals, principals, projects, etc.

The procedure for CVNA Board member removal is initiated by holding a special closed board meeting. Majority board vote is obtained supporting removal of the board member. Board Chair or agreed-upon designated board member (in the event the board member of concern is the board chair) requests the board member's resignation or executes the board member's position termination via a phone call with a follow-up email to the terminated member and copies the other Board members. The chair or board-selected team member makes written notification of the board member's termination to SWNI with a request to immediately remove the terminated board member's communication access information (i.e. phone number, email address, etc.). The chair or designated board member requests SWNI to send the terminated board member's contact change confirmation to the CVNA Board email address, board@collinsview.com.

Current Collins View email contact listing on SWNI.ORG website
POSITIONS email Listings:

Elise deLisser

Chair
Riverside St delegate
Terwilliger delegate

chair@collinsview.org

[open]	Treasurer	treasurer@collinsview.org
Maryellen Read	Secretary	secretary@collinsview.org
	Outreach	outreach@collinsview.org
	2nd Ave delegate	
Prakash Joshi	Transportation	transportation@collinsview.org
Dave & Dixie Johnson	Land Use	board@collinsview.org
Brendan McGillicuddy	Environment, Parks & Trails Watershed Kelly Palatine delegate	parks@collinsview.org
Gene Lynard	Public Safety Viewpoint delegate	publicsafety@collinsview.org
Mark Duntley	wis & Clark Rep	
Fran Laird	SWNI Board Rep Equity and Inclusion 6th Ave & 6th Ct delegate	swni-rep@collinsview.org
John Miller	RVNA & Off Road Cycling MP 4th Ave & Boones Ferry delegate	nature@collinsview.org
Bob & Dana Fischer	NET Team Leader (Bob) Corbett Collins St delegate	
Anna Browne	Maplecrest Drive & Court delegate	

Collins View Article for the September 2020 SW News:

Next Virtual (Zoom) Meeting October 7, 2020, 7 pm. Instructions will be posted on Nextdoor
Chair Elise deLisser; Contact Board@collinsview.org

Collinsview.org

Collins View Neighborhood Association invites all Collins View residents to participate in our
October 7, 7pm Zoom meeting. You don't have to venture out on dark and stormy nights to keep
updated on the transportation, public safety, environmental and land use issues in our
neighborhood.

Submitted by Maryellen Read
