

Minutes April 22, 2021, Executive Meeting: Andrea Williams, Partnership Manager for the Office of Community and Civic Life, Guest

Attendees: Andrea Williams, Elise deLisser, Anna Browne, Brendan McGillicuddy, Prakash Joshi, John Miller, Gene Lynard, Maryellen Read, Walter Lamberti.

[Bracketed Italics = relevant material not verbalized at meeting]

Questions for AW:

For what aspects would Civic Life (CL) reimburse us if we stayed with SWNI?

Chart doesn't mention if reimbursement goes to NA or through coalition.

How is CL going to help us so we don't have to fund-raise?

From Andrea Williams, Civic Life:

RE: How much of Transition Plan has been accomplished?

- CL is still writing a description of the two Coordinator positions and anticipates that the salary would range between \$60K and \$90K plus benefits. Positions should be filled and selectees on board sometime in July. Positions will be posted by July 1, then interviews.
- CL will focus on supporting NAs in as many ways as possible.
- **Neighborhood Association Insurance:** "...Civic Life is seeking proposals to assist nonprofits to obtain organizational liability insurance coverage this spring. We will award one grant of up to \$20,000 to a nonprofit organization partner. <https://www.portland.gov/civic/grants/rfp> Launched a public request for proposals two weeks ago. Written proposals are due May 5. CL insurance will match what it is now.
- AW is attending as many NA meetings as possible.
- Focus is staffing, insurance coverage and supporting neighborhood associations.
- **Office space** for SW is challenging. East Portland and North Portland's space are in their communities.
- **Bank Account:** It's up to each NA what to do about its bank account:
 - can stay with SWNI,
 - look to other nonprofits as sponsors
 - organize its own 501(c)(3), look at banking institutions

East Portland has a reimbursement-type system for things like Zoom, website costs, filing fees, application forms, and Andrea added, "We can make these (reimbursements) retroactive." She also mentioned that it is a simple application form.

Elise: How will CL fulfill the role of fund raising for office/meeting space, etc? Andrea responded by saying they first need to identify a budget for the two coordinator positions.

RE: CV no longer getting these communications from city that we formerly received — Land Use, Public Safety, Watershed, Parks, Transportation.

***Send OCCL/Andrea the [board] CVNA address.** Every announcement/notice from every city bureau goes to [Board]. The chair of relevant CV committee will take action.

Prakash: How will CL work with the neighborhood associations? Andrea said this is a new area for CL but they want to continue to engage with neighborhood associations. She added that each bureau has their own engagement plan and they go to neighborhood associations directly; they don't go through CL.

Technology:

J. Miller: stated it would be useful if Civil Life could provide best practices for neighborhoods, i.e., communications, voting, record keeping.

Can CL sponsor and set up a group/workshop/conference for tech talk/needs?
Andrea said this was a good idea.

Andrea said that CL is staying away from Nextdoor, and that in general the issue of social media is problematic.

AW accessed site that had CV records. [<https://efiles.portlandoregon.gov/classification/543>]
(JM:) If you go to the browse function (in sidebar of that page) you land on this page
<https://efiles.portlandoregon.gov/browse/index2> There is a link for Collins View (alpha l-to-R, top-down)
that basically does a search for Collins View records. The results are all/only City Bureau reports and
photos, etc. back to 1960's. City does have our bylaws and articles of incorporation on file on this page:
<https://www.portlandoregon.gov/civic/46710>]

***Elise MM to “Revise Operation policy,” approve Elise revising the Operations Policy reflecting transitions and communication changes.** Anna 2nd. Unanimous

***CVNA list of expenses for budget.** M. Read asked that everyone contribute a list of expected CVNA expenses.

****[Post Presentation Action Plan:***

- *Meet with Leslie Hammond in executive session during May Meeting.*
- *Business Structure (Banking, 501C-3 remains with SWNI due to CVNA infrastructure.*
- *Research Civic Life reimbursement plan to assist CVNA Fiscal sponsorship (potential for reimbursement for banking fees, insurance policy fees, 501C-3 annual registration, technology fees, i.e. (Web registration, Zoom membership. Funding will be based on Civic Life budget.*
- *Submit letter to Andrea Williams with summary of request/concerns and email contact information to send all city and committee notifications to board agreed email address board@collinsveiw.org].*