

**Minutes CVNA Executive Meeting Zoom April 7, 2021, 7 p.m.**

**Attendees:** Anna Browne, Bob Fischer, Elise deLisser, Fran Laird, Gene Lynard, John Miller, Maryellen Read, Prakash Joshi.

**Revised Agenda 6:51 p.m.: Transition checklist and Technology check list**

*\*Indicates action to be taken.*

*[Italics= relevant material not verbalized at meeting]*

**Elise: The purpose of this meeting is to review the CVNA-SWNI Transitions checklist and have the board discuss, prioritize and assign due dates for actions and information necessary to make decisions on how CVNA moves forward.**

**Elise:** Thanked John Miller and Walter Lamberti for volunteering to be special advisors to the CVNA Board. Elise added a “special advisor to the board position” to the voting slate. The Special Advisor position defines this role as members who contribute monthly to the board in roles as advisors. Members holding these positions will be added to the CVNA Board email communication list and are not required to attend monthly meetings This position is not eligible for voting privileges.

**Elise** gives John the authority to obtain CVNA domain and email communication management from SWNI. Elise thanked John for volunteering to take over CVNA technology management.

**John:** Would welcome that people call his attention to emails. We had a website and lost control of it. I will get control of those communications.

**E:** Maryellen will send land use and CVNA Board email communication to Walter.

**E:** We want to clarify obtaining board opinions and generating a board position via board vote. Consensus. Regardless of the meeting format (i.e., in person, Zoom or email communication), discussions obtain ideas, concerns and positions. Board votes formalize board positions, options and actions by generating a motion, a second, and then obtaining votes and summarizing results.

**\*E** will generate in a flow chart for the minutes.

**Elise MM1:** Approve the minutes and article. Fran 2<sup>nd</sup>. Unanimous.

**E MM2:** Revised agenda Gene 2<sup>nd</sup>. Unanimous.

**E MM3:** Add special advisory positions to the board: Prakash suggests adding the term “facilitates” rather than “requires” to position description: With that change, Prakash 2<sup>nd</sup>. Unanimous.

**E MM4:** Approve John Miller and Walter as special advisors. Anna 2<sup>nd</sup>. Unanimous.

**\*Elise** will revise bylaws; Anna will proof.

**\* Elise:** At the next meeting: Propose to review update operations policy and bylaws in real time to eliminate the number of email threads used to review documents online. Once, the bylaws and operation policy revisions are voted on and approved by the board, Anna will email the final product to everyone. Elise hopes this will result in more efficient use of the board members’ time.

**\*E** Find out when (Civic Life) Andrea Williams can meet with the group. We want do that before next scheduled monthly meeting. The board agrees to meet again in an executive session, prior to our May meeting, to obtain transition information from Andrea Williams.

**P:** Andrea is appearing at South Burlingame meeting. She wants to come to our meeting. Time is her decision. The biggest question that she has come up with is insurance. We will wait for Andrea’s response to Prakash’s request to schedule a meeting date.

**Bob:** South Burlingame meeting is an open meeting Thursday night. Someone on the CVNA will listen in but not participate. *[Four members of CVNA attended the South Burlingame meeting held Thursday 4/8/21. (CVNA members in attendance included Elise deLisser, John Miller, Brendan McGillicuddy and Bob Fischer.)]*

**Fran:** I've been forwarding everything that I get. Andrea has sent out emails today re: proposals for insurance. She's optimistic. By July 1 there will be two city employees assigned to the SW coalition

**P:** Andrea is in the process of hiring from the outside, soliciting candidates. (some discussion on hiring inside or outside Civic Life)

**Team safety and land use.** (Possible meth lab and Alexander Clark neighbor issues.)

**Elise** is concerned that as we engage in land use and neighborhood issues, the number one priority is that we are safe. (We should be a support). Engagement includes that we keep a physical distance away from the properties of concern.

**Anna:** as part of our support, we do our part that we keep a log, think license plates.

Communication is a big part of this.

\***Elise** will bring recommendation of safety issues (prospect of adding cameras to St. Mark Building's camera) to the CVNA-LC communications committee.

#### **CVNA/Lewis and Clark Communications Committee:**

Elise reviewed the properties list provided by L&C. (The list and property map is attached in committee reports.) The list provided additional properties that L&C owns that she didn't know about. In November 2020, the CVNA Work Group requested L&C provide a list. Lewis and Clark brought the list to last meeting (March 2021).

Gene has generated a good first draft of a good neighbor agreement for collaboration between CVNA and L&C. L&C is reviewing and will discuss the agreement at the next meeting. The final agreement will be submitted and shared with CVNA once an agreement has been reached.

**P: Prakash proposed to the CVNA-LC group that we need to ask the college that in their planning process one of the criteria should be the "potential impact on the livability of CVN residents." We asked that question to the College and they said "we can do that." This is the most important issue that we hope to have co-operation with the college. It is fundamental to our ongoing cooperation with the college.**

**Gene has drafted an all-important "good neighbor agreement" and is yet another important issue the group is working with the college. It goes very deep in communication commitments from the college.**

**P:** Any L&C project will have a livability issue component impacting neighborhood for good or bad. He liked the fact that they said they would look at good neighbor agreement. It is a far-reaching policy.

#### **Transition Process:**

**Fran (SWNI):** As of 5:30 tonight, I double checked that SWNI is retaining its 501(c)(3) status. It is a viable entity. They are going to continue to exist. "Absolutely viable" from SWNI Executive board. There is a new slate of officers interested in restructuring rebuilding SWNI. Keep this in mind when we talk about transition. Don't rule out SWNI yet.

**Fran:** This will be my last CV meeting. Take my name off the 2021-2022 slate.

**P:** At some point we will have to make a choice – deal with ONI City has a plan to not have SWNI, and SWNI has a plan to stay.

**Fran.:** No harm in setting up our own 501(c)(3) EIN checking account. Become as independent as possible. (Three choices: SWNI, other coalition or the city.)

**P:** We have not had the conversation about setting up these things.

**F:** A few hours are required to get EIN but approximately six months for a 501(c)(3). The Credit Union is the best option for a bank account. CVNA will need a mailing address.

In order to keep the status quo CVNA has right now, it needs to be linked up with a 501(c)(3) entity/group/connection. SW trails is a 501(c)(3). I've been hearing that SW Trails would really like to be back under the SWNI umbrella. There's talk about having Neighborhood House joining SWNI and other community-based organizations. Politically it gives them more clout with the city.

**Bob:** I have researched this issue and it doesn't take six months. It was quite a fast and simple process.

**P:** There is the possibility of independent coalitions. I understand that the neighborhoods have to be contiguous to be a coalition.

**F:** Yes. South Burlington, Arnold Creek need CV, or Marshall, or Markham to form a coalition. Six neighborhoods are necessary to form a coalition. Please be careful. Is our vote an independent vote, or are we going to be lumped into a group vote?

We are not required to leave SWNI. If we stay with SWNI, we do not have to have our own 501(c)(3). SWNI funding will not be from a city grant. One of the SWNI ad hoc committee tasks is fundraising and grant writing. CV would still use SWNI as your fiscal agent. The only difference is that CV will get its insurance from the city. Can Andrea Williams follow through and get that insurance policy?

**E:** If we stay with SWNI, we will still have to address the snail mail issue. The website and communication technology will be moved to and remain in John Miller's management regardless of CVNA business structure decisions. The bank account remains the same (under SWNI).

**P:** A year ago we got a notice from the city that everything would be coming electronically and shortly after that all snail mail would be stopped.

**F:** That may be a question for Andrea. "What are you going to do to give us info about what SWNI has been routing to us?"

**Bob:** There is an association of 501(c)(3)s that will help us set it up.

**E:** Do we want to do that?

**F:** You need a 990. If you are a 501(c)(3), you have to have a 990 if you fund raise.

**Bob** says that is not necessary. He thinks it's a fairly simple thing.

**Fran** agrees with Bob; also, it doesn't hurt to do these things.

**E:** It sounds like we do not need a snail mail location.

**F:** I thought the city was saying that we have to have a PO Box for being a nonprofit.

**E:** We need to designate people to take on 501(c)(3) and get a bank account.

**P:** We should talk with neighborhoods that have already done that. Bob agrees.

**John:** I am on a board for a nonprofit. Where would you deposit the check, and who gets the money? It's a circular thing. If you aren't going to raise money, you don't need to be a nonprofit. Establishing a nonprofit is just work and time at this point.

**P:** It turns out we should do nothing right now.

**E:** It appears the board has decided to hold off on pursuing setting up a 501(c)(3) until we obtain more information from Andrea Williams and research 501(c)(3) process. We'll stay where we are for now and get more info on other neighborhood and city coalition.

Until July 1, everything remains the same (\$, accounts, etc.).

**F:** I understand that, in setting up a checking account, you will need two consecutive months of minutes where you mention starting up 501(c)(3) and the checking account.

**P:** MM that we wait and learn everything we can about 501(c)(3) and we have everything. We should prepare but we don't have to act on something.

**F:** Elise, as chair, gets information on nearly everything I got as SWNI Rep. So now I have retired as SWNI Rep. The SWNI info now goes to only Elise until someone is appointed or elected to be the CVNA SWNI Rep.

*\* [This means that Elise needs to forward to CVNA all messages from SWNI]*

*\*[This means someone from CVNA will have to attend SWNI Board meeting on April 28, 7 p.m. Elise will be cc'd on this zoom key.]*

**Anna:** Who exactly is going to look into it?

**P:** First, we decide if we are going to do this wait-and-research; second, who is going to do the research and, third, report back to the group.

**P: MM #1** — for business structure to stay status quo in terms of remaining under the SWNI umbrella. Bob 2<sup>nd</sup>; unanimous.

**P: MM #2** — The board will decide to explore other options, links, other possibilities. Anna 2<sup>nd</sup>; unanimous.

**\*P: MM Action item:**

(1) Prakash will schedule Andrea to a CVNA meeting sometime in April prior to our May meeting. *[Prakash did that: Executive Meeting Thursday, April 22, 2021, at 6:30 p.m. Andrea will join us at 7 p.m.]*

(2) Elise is taking action items to revise and bring Bylaws, Operations Policy and voting slate up to date. Consider talking to neighborhoods that have already done it, pros and cons, bring info back to board. Prepare, research and assess again.

(3) No one wanted to take the process of looking into the 501(c)(3) research or set up or signing up for bank account. At this time CVNA is without an infrastructure to set up and sustain new a business structure and banking transition.

### **2021-2022 Election Slate:**

**\*Elise** will send the adjusted elections slate out (adding Anna, removing Fran).

**\*Maryellen** will post the revised slate on Nextdoor. *[Maryellen did that.]*

**Gene:** Spam Jam should be posted on Nextdoor. *[Maryellen did that]*

**Anna MM** to adjourn meeting. Fran 2<sup>nd</sup>; unanimous.

### **Action Items Summary**

- Board members attend informational business structure transitions meetings to obtain more information to guide and facilitate transitional actions.
- Prioritize research requirements, if any, for CVNA to initiate independent 501(c)(3) status and banking (currently the board does not have an infrastructure to support these actions).

- Meet in executive session again prior to May meeting to review research and revisit priority actions and due dates.
- Facilitate invitation and meeting date for Andrea Williams informational presentation.
- Transition CVNA technology management from SWNI to John Miller (written request submitted to SWNI).
- Incorporate new board-approved Special Advisor positions to operations policy, voting slate, bylaws and email correspondence.
- Revise Operations policy, bylaws and voting slate to reflect transition revisions.
- Update Motions log sheet.
- Obtain Insurance Policy, 501(c)(3) status certificate, banking authorization, snail mail correspondence materials from SWNI.
- Discussed discontinue snail mail address with no need to maintain a physical address. Confirm business certificates, banking, insurance information is not sent via snail mail. Reconcile and confirm electronic delivery confirmation of each.
- Generate Land Use issue log sheet (for purpose of reaming current in tracking land use follow up needs).
- CVNA-L&C Workgroup — Discuss safety considerations with L&C, L&C Good Neighbor Agreement Follow up.
- Continue work and revising CVNA-SWNI Business Structure and Technology checklists.
- Research neighboring neighborhood business structures and platforms for transition ideas. Obtain more information regarding and understanding city, SWNI and Neighborhood coalitions services and participation options.

Revise Board authorized email correspondence address list as follows:

- Elise deLisser [ezdzit1@comcast.net](mailto:ezdzit1@comcast.net)
- Bob Fischer [drbobis@hotmail.com](mailto:drbobis@hotmail.com)
- Anna Browne [Anna.Browne@standard.com](mailto:Anna.Browne@standard.com)
- Maryellen Read [maryellenread@gmail.com](mailto:maryellenread@gmail.com)
- Prakash Joshi [artalive@comcast.net](mailto:artalive@comcast.net)
- Brendan McGillicuddy [brendanmcgillicuddy@comcast.net](mailto:brendanmcgillicuddy@comcast.net)
- Gene Lynard [glynard@comcast.net](mailto:glynard@comcast.net)
- Walter Lamberti [chrisandwalter@yahoo.com](mailto:chrisandwalter@yahoo.com)
- John Miller [john@timehaven.us](mailto:john@timehaven.us)

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**Financial Account:** (Balance \$672.67, no sign cap refund as of 3/27/2021).

**Fred Meyer Community Reward:** Quarterly Statement for YJ085: 01-Jan-2021 to 31-Mar-2021 (28 Households) \$60.10 total donations added to account.

**Insurance:** City (per Civic Life Letter to Southwest Portlanders Wednesday, March 10, 2021):

**2. Insurance Coverage:** Civic Life is actively working to launch a public request for proposals and select a qualified nonprofit organization to provide liability insurance coverage to Southwest neighborhoods. Our aim is to begin coverage as close to July 2021 as possible.

- Liability insurance was secured for neighborhood associations through the FY 2019-2020 grant. Coverage extends to June 30, 2021.

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**Oral Committee Reports** Includes material not included in submitted reports.

**NET, Bob Fischer:** Members of the Collins View NET are continuing to follow COVID guidelines and have not yet returned to in-person meetings and exercises. Our colleagues in Marshall Park have initiated meetings on ZOOM and have made significant progress in organizing themselves into a self-sustaining unit by building supplies caches and organization. It is of note though that individual NET volunteers from Collins View and Marshall Park have joined with legions of other NET volunteers across the city to help with Multnomah County COVID testing and vaccination sites. The NET program generally is again distinguishing itself as a valuable resource for both the city and county.

**Financial:**

**RS-CVNA General**

<b>FYE 6-30-2020 Balance</b>	<b>\$321.90</b>
<b><u>FY 2020-2021</u></b>	
<b>02-28-2021 Balance</b>	<b>\$553.71</b>
<b>March 2021 Activity</b>	<b>\$0.00</b>
<b>03-31-2021 Balance</b>	<b>\$553.71</b>

**RS-CVNA Nature & Science Series**

<b>FYE 6-30-2020 Balance</b>	<b>\$118.96</b>
<b><u>FY 2020-2021</u></b>	
<b>02-28-2021 Balance</b>	<b>\$118.96</b>
<b>March 2021 Activity</b>	<b>\$0.00</b>
<b>03-31-2021 Balance</b>	<b>\$118.96</b>

NOTE: On 1-21-2020, \$130.00 was paid out of the RS-CVNA General account to reserve the auditorium for the Collins View Songbirds talk, which was eventually cancelled due to Covid-19. SWNI received a credit for this reservation. When we are able to reschedule this event, SWNI will use \$130.00 of its credit towards rescheduling another event for Collins View NA.

UPDATE: PP&R issued the check for \$130.00--received in September. It will show up on your September Report.

UPDATE 2: The \$130.00 activity in RS-CVNA General above during September is your refund for the room rental.

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**Public Safety, Gene Lynard:** Public Safety Meeting summary for April 1<sup>st</sup>, 2021 Public Safety Meeting

The Public Safety Committee met on Thursday, April 1<sup>st</sup>. Juliette Muracchi, with the City’s Office of Community and Civic Life’s Graffiti Abatement Program, gave a presentation on the growing problem of graffiti within the City. Understandably the graffiti has worsened with the increasing number of vacant buildings within the City as a result of the recent pandemic. As a result, the City has increased its budget request to \$500,000 for the 2021/22 fiscal year to address the problem, about 5% of Civic Life’s total budget next year. The only other information that was shared by the neighborhood representatives was that a number of automobiles in the West Hills Neighborhood were set ablaze by, an as yet, an unknown person.

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**SWNI, Fran Laird:** SWNI Board meeting March 24, 2021

\* The PPP loan application was not brought up for vote or discussion at this meeting.

- \*Laura Campos was approved as interim chair for the Equity & Inclusion Committee
  - \*Approved 5 ad hoc committees: Media (SW News), Operations (leases & equipment) Technology (SWNI website), Development, Organizational Restructuring.
  - \*Leslie spoke with Andrea Williams (OCCL) who says she is going out for RFP for insurance. Leslie feels the city will provide and pay for insurance. Leslie states 'you do not have to be a 501c3 to get insurance from the city.'
  - \*Approved inclusion of the three Business Associations located in SWNI (South Portland, Hillsdale, Multnomah).
  - \*Meeting was held with Mike Walsh (Director of the Multnomah Arts Center) regarding past due rent and city owned telephone lines (5 lines). Rent has been \$957 per month and has not been paid since August 31, 2020. No decision on resolution of this matter yet. No information regarding negotiation on the copier lease. Monthly cost is \$411 and is current. Phone line cost is \$147 per month and is current. Storage of equipment is \$191. per month and is current. I voted "no" on discontinuing rent payments back in September 2020, so CVNA is on the record of not approving the non-payment of rent.
  - \*Approved a motion from the Transportation Committee to ask PBOT to include SW Projects. Motion was amended to show that project at Custer is confirmed and is in progress and project at 26th is confirmed and is in progress.
  - \*Approved a statement from the Equity & Inclusion Committee showing disapproval of verbal treatment of Teddy Okonokhua at the February 24, 2021 SWNI meeting.
  - \*Regarding establishing 501c3 status - neighborhoods should go to the non-profit of Oregon site for information. Same links as provided to us at 2/3/2021 meeting.
  - \*A seminar will be set up for training on how to use the census information to gather specific demographic information for CVNA.
  - \*SWNI is hoping to sponsor a possible food and security event in the future. No other specifics at this time.
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**CVNA/L&C College Workgroup Meeting #3 March 30, 2021, Gene Lynam:**

The CVNA/L&C Workgroup (CVNA/L&C WG) initially met in November, 2020 and agreed that it would be best to meet monthly for the foreseeable future. Much of what follows were ideas originally brought up at the initial meeting.

The CVNA/L&C WG met most recently on March 30, 2021. We discussed a variety of topics including: (1) our draft Good Neighbor Agreement; (2) the need for a key contact list of who is in charge of what at the College; (3) the need for a list of residential properties the College currently owns; (4) the best means of alerting CV neighbors of important upcoming events at the College; (5) the growing need for the College to hire an individual to address emergency preparedness; (6) daylighting gaps in L&C's facilities that appear to be affecting their recruitment efforts; and most importantly, (7) including CVNA early on in College initiatives that may have an impact on neighborhood livability.

College-Owned Housing (March 2021):

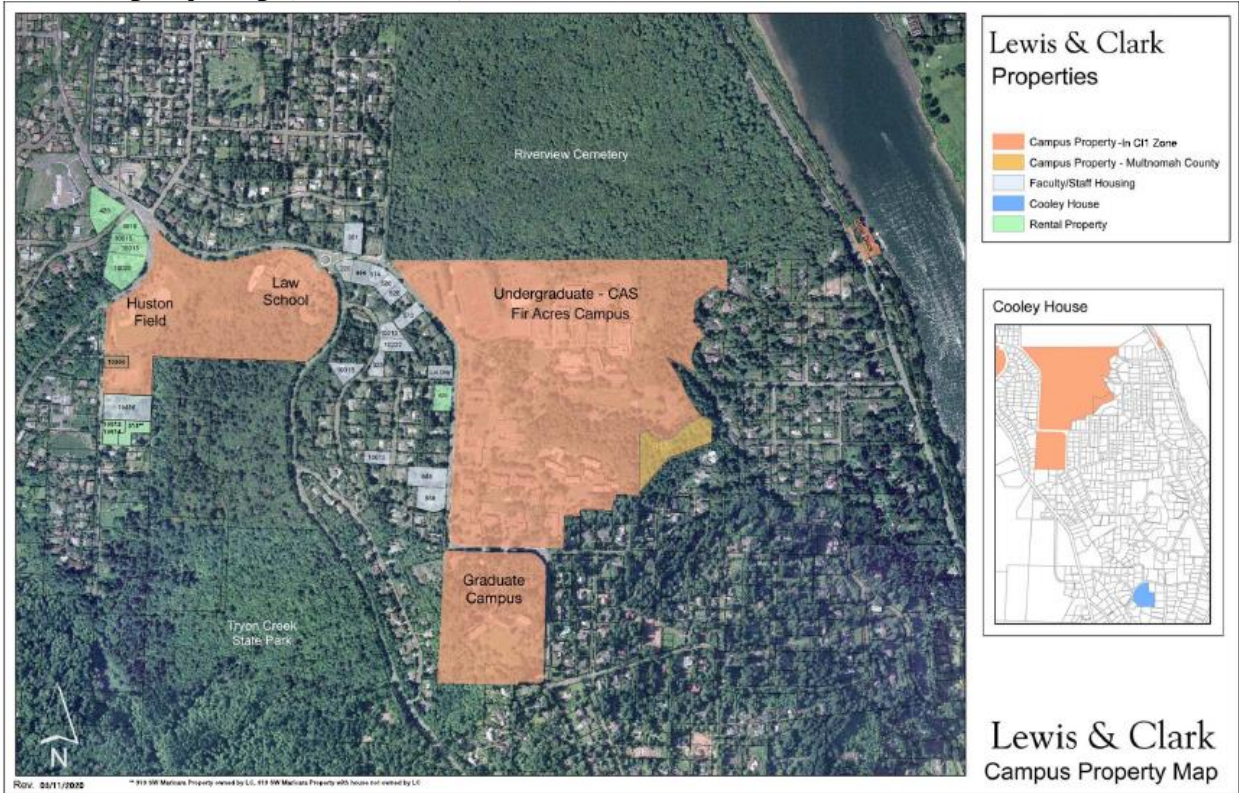
<u>Law Student Rentals</u>	
Address	Use
10015 Boones Ferry	Law Student Housing
0620 SW Palatine Hill Rd	Law Student Housing
9919 Boones Ferry Rd	Law Student Housing
425 Maplecrest Drive	Law Student Housing
10025 Boones Ferry	Law Student Housing
10300 SW Fourth Ave	Law Student Housing
10512-10514 SW 4th Ave	Law Student Housing

<u>College Housing Program</u>	
Address	Improvement Owner
220 S. Palater	
520 Palatine Rd	
570 Palatine Rd	
301 Palater	
10615 Hood Ave	
658 Palatine	
0648 Palatine House	
10315 Terwilliger Pl	
10210 Terwilliger	
306 SW Palater	
10222 Terwilliger Pl	
514 S. Palatine	
325 Riverside Street	
526 S. Palatine	
415 S. Riverside Street	

<u>Other Properties</u>	
Address	Owner
10416 S. 4th Ave	Vacant House/ Large lot
313 W/SW Maricara St	Vacant Lot
565 S. Palatine Hill Rd	Vacant Lot
Cooley House	Presidents Residence



**L&C Property Map (March 2021):**



**Watershed, Parks, Environment, Brendan McGillicuddy**

**Transportation, Prakash Joshi**

**NET, Bob Fischer:** Members of the Collins View NET are continuing to follow COVID guidelines and have not yet returned to in-person meetings and exercises. Our colleagues in Marshall Park have initiated meetings on ZOOM and have made significant progress in organizing themselves into a self-sustaining unit by building supplies caches and organization. It is of note though that individual NET volunteers from Collins View and Marshall Park have joined with legions of other NET volunteers across the city to help with Multnomah County COVID testing and vaccination sites. The NET program generally is again distinguishing itself as a valuable resource for both the city and county.

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**Land Use: Report by Gary Rundy, SWNI Land Use Chair: The Shelter To Housing Continuum (S2HC)** will be on its final path to City Hall for public testimony March 17th, and projected approval in early April. One key amendment regarding temporary use of Parks and Open Spaces to site City-sponsored, non-profit operated outdoor shelters garnered the attention of many. Much of the written testimony contains great empathy for the current houseless citizens and offers to meet with Portland Housing Bureau and Parks & Rec staff to seek alternative routes to create additional outdoor shelter sites and capacity. S2HC will likely pass with the bulk of its Recommended Draft Proposal intact. In the months to follow, The Land Use Committee (LUC) will follow up on some additional details in the revised ordinances that are required to roll out S2HC.

The Residential Housing Project (RIP) is moving forward with RIP2. A key element of RIP2 is to wrap up target overlay zones in our R10 and R20 Single Family Residents (SFR) Zones

whereby Middle Housing will not be allowed (a duplex will still be allowed by right). If you pull up your home address on the RIP MAP link (from the RIP Project on BPS webpage) you get a lot of additional detailed notes on RIP and how it is applied to your property by stating how they arrived at the classification. Conservation Zones, Natural Resources and unimproved streets are key criteria. If this logic prevails, our R10s and R20s in a cluster of our SWNI Neighborhoods containing steep slopes, ravines, creeks and large canopy should have significant areas exempted from higher-density Middle Housing. SWNI LUC will monitor this fast-moving project as the City envisions an August 21, 2021 completion date.

As of press time, we do have a group of volunteers monitoring BDS website for Land Use Review Notifications via e-mails to the SWNI Coalition Office and re-sent to the appropriate Neighborhood Associations. **The goal is to get them sent directly from the City to each NA President and/or LU Rep.**

There is a goal to deliver additional affordable housing units as part of the overall Southwest Corridor (SWC) Project, while also seeking to prevent dislocation of some of the more "naturally occurring" affordable housing units and their occupants

**SW Corridor Equitable Housing project to continue, along with the Final Environmental Impact Statement**

Voters did not approve Measure 26-218. As a result, further planning and design work on a proposed Max Light Rail line in the Southwest Corridor is on pause. The required federal Final Environmental Impact Statement (EIS) will still evaluate updated designs, respond to comments and confirm strategies to minimize and mitigate impacts identified in the Draft Environmental Impact Statement. The Final EIS is expected to be available in early 2021. The Southwest Equitable Development Strategy continues.

**Southwest Equitable Development Strategy** Affordable Housing is being promoted through a coordinated effort between the City and non-public entities. This project recommends zoning changes that will help pave the way for development of affordable housing on land owned by faith and community-based organizations.

More details in the April 2021 SW News.

Next Month LUC Meeting is Tuesday April 20th at 6:30 PM

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*End: Submitted by CVNA Board*