



Sullivan's Gulch Neighborhood Association, c/o Holladay Park Plaza, 1300 NE 16th Ave., Portland, Oregon 97232
<http://www.sullivansgulch.org>

Minutes Biannual Neighborhood Meeting and Election

Publication Date:

Approved:

Meeting Day, Date & Time: Tuesday, September 12, 2017

Attendance of Members of the Board of Directors – Quorum of 13 of 16 (min 9)

Present: Andrea Meyer, Chris Tanner, Dan Lerch-Walters, Daniel Pirofsky, Dave Brook, Deb Bridges, Julie Hoffinger, Kari LaForge, Kathy Hansen, Kelly Francois, Marty Rowe, Michael Brown, Michelle Johnson.

Absent/excused: Jack Frewing, Ron Boucher, Linda McDowell

I. Welcome, roll call of Board members, introduction of guests

II. Open Mike: time for members of our community to raise concerns/questions

- **Lynne Coward – thanked the group for organizing Gulch-o-rama. Chris Tanner noted special thanks to Helen Kennedy for serving as lead coordinator.**
- **Ned, an SGNA resident, and his wife recently thwarted a burglary on Weidler, across from Fred Meyer. They woke up to footage from their security cameras showing someone in their yard who then crossed over to the neighbor's. They found the burglar in the neighbor's house and confronted him. Michael Brown noted there are often people living in vans in that stretch and asked whether Ned had brought this to the attention of the police. Nicholas, another neighbor, responded that they have called the police but nothing has happened. Kari LaForge, who worked previously on putting together a plan to encourage cars to move with a street cleaning schedule, offered to work with these neighborhoods to come up with a strategy. Nicholas suggested that permit parking could also be a solution. Chris Tanner noted that the general meeting in November will have speaker from the Office of Neighborhood Involvement about crime prevention. The suggestion was made that SGNA could send a letter to the city identifying this as problem area. Kari LaForge also suggested meeting with the manager of Fred Meyer to discuss getting rid of the bottle collection station. Chris Tanner suggested the board we should review information on parking permit processes and address the topic at the general meeting. It was suggested that the Land Use and Transportation Committee might address this.**

III. Approval of August 8 Minutes and September 12 Agenda

Kelly Francois made a motion to approve the minutes as distributed. Kathy Hansen seconded the motion and it was approved unanimously. Andrea Meyer moved to approve the agenda as drafted.



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Kelly Francois seconded and it was approved unanimously.

IV. Update – Turner Construction update

Marty read a short report provided by Turner on the Holiday Park Plaza addition. They are finishing up the roofing, exterior, and building wrap and plan to transition to interiors and exterior siding as the month ends. Also, two major utility projects to be completed when utility companies find openings in their schedules. There was a three-man crew working Sunday at 6:30am. They had been told to be there at 8. Turner has apologized. Work was scheduled to make up time for smoke days. This shouldn't recur unless there is more extreme weather. It was suggested that it would help in the future if Turner would notify neighbors when there is an irregular schedule. Kelly Francois raised issue with Clackamas being closed without notification and without a flagger. Andrea Meyer wondered why issues like these are repeated over and over. Chris Tanner offered to attend a weekly meeting with Turner Construction.

Julie Hoffinger provided a late-breaking update on PHK construction and the groundbreaking work which has started at the corner of 21st and Multnomah. PHK is almost ready to start construction – they are doing site prep work and preliminary utility work for the next couple of months. Actual construction scheduled for later this fall. PHK would like to update the board at an upcoming meeting and will also present to the Land Use and Transportation Committee at the September meeting. They anticipate temporary street closures on 21st because of utility work from 9am to 2pm. Kathy Hansen asked Julie to share street closure plan. Chris Tanner suggested convening a group from PHK and the board to establish a communications plan. Helen Kennedy suggested it would be helpful to share this information with the Lloyd district as well.

V. Treasurer's Report

Michael Brown reported that on August 31, 2016, SGNA has a bank balance of \$6538. The current balance is \$8395. However, many payments are processed in September to pay for Gulchorama. Michael will report again in October with updated numbers after the bills are paid, but expects the balance in the end to be comparable to last year, with income and expenditures largely similar.

VI. New Business

Agenda for November 14, 2017 Neighborhood Meeting

- Elections of members
- Bylaws – present a version of the executive summary, report on any comments received and then vote. Chris Tanner suggested that a vote by show of hands would be most efficient. Andrea Meyer will do a line edit review of the final by-laws document.
- Crime prevention guest speaker from ONI organized by Kelly & Deanna
- Emily Young suggested a presentation by PHK about the 21st and Multnomah project.



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Discussion of elections –

- **In the transition to annual elections, two Board members will have a six-month shorter term, two will have a six month longer term.**
- **Kari LaForge and Dan Lerch-Walters agreed to take the shorter term and participate in the next election. Andrea Meyer and Julie Hoffinger will extend for one more year. Marty Rowe agreed to run again. Deb Bridges and Michelle Johnson will not seek re-election. Daniel Pirofsky has not decided. Chris Tanner noted the need to identify two new candidates, minimally and suggested the board could maximize board membership and neighborhood involvement through recruiting new members.**
- **Chris is planning a December orientation to new members as well as a January/February all-board retreat to establish planning goals for year.**
- **Appointment of elections committee? Chris Tanner requested an ad hoc committee to seek nominees and run elections. Michelle Johnson and Deb Bridges, and Michael Brown offered to help at the November election. Kari LaForge and Emily Young offered to greet and sign in all attendees.**

Newsletter – Process for submissions and editorial decisions

Kelly Francois had submitted materials for previous two newsletters, but they were not accepted for publication and Kelly wondered how those decisions were made. Daniel Pirofsky responded that newsletters are timed for promoting specific events, such as Gulchorama or Neighborhood meetings. These newsletters have largely targeted content related to the relevant event and concurrent board issues. Because the communications team has to work with advanced planning, layout, deadlines there isn't much flexibility for last minute additions. Daniel suggested that the newsletter team could be better at letting people know when content is needed and deadlines for content submission. Chris Tanner suggested that the committee might share a production schedule that would allow members to discuss with the board.

Emily Young, who serves on the communications committee with Dave Brook and Daniel Pirofsky offered a short history of the work of and additional needs to the communications committee. The Committee re-started in June 2016 after lull of 3 years. They have produced three newsletters – two were hand delivered, one was mailed. The Board needs to decide whether to pay for mailing in the future and whether to do once or twice. Committee responsibilities include timely writing, editing and layout of articles. Daniel additionally oversees website content and maintenance. There is work in designing and printing event signs, as well as maintaining, posting and storing signs. The committee needs additional members to help with this work and also needs people to communicate with businesses and keep them engaged with the neighborhood. Anyone with graphic design and printing experience would be particularly welcome as well as someone who enjoys working with social media.



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Gulch-O-Rama report from Helen Kennedy

- **Kari served 200 hotdogs. We don't know how many people came, but the number of hotdogs is a marker. Things went well overall. Helen will share files in the SGNA google drive folder. She started the planning process at the end of June with reservations for dumpsters.**
- **Recommendations:**
 - o **End at 8:00 to avoid working after dark and the additional logistics needed for lighting.**
 - o **Prize give-away rules: be present to win, must write legibly, reduce the number of small prizes.**
- **Helen solicited volunteers using all forms of media and then set up schedule with job descriptions.**
- **Working with city is nightmare, must start only for permitting; City websites are not kept up to date.**
- **Rent tables and chairs rather than moving from Grace Church. Life was much easier with delivery and pick up.**
- **In the future, info tables should be better organized. For info tables it is important to have contact info of tablers – some didn't show up and some didn't have tables.**
- **This year there were only two artists and Helen wonders if it's worth doing in future.**
- **The Magician was great and Morgan did great job with kids' circus.**
- **Special thanks to Chris, Emily, and Daniel for helping out along the way.**
- **The banners and lights are in Helen's basement. Banners are showing wear and may need to be repaired or replaced.**
- **There was no dog show this year, but maybe it can be re-introduced next year.**
- **Chris Tanner noted that Guchorama raised less cash this year from sponsors and wondered how to best approach fundraising next year.**

Should we begin process of becoming 501(c)(3) (see attachment)?

Background: In order to accept donations that qualify for tax deductions, we need to be designated as a non-profit organization, a 501(c)(3). This is necessary for many grants as well as tax deductible donations. NECN will serve as a fiscal sponsor for both of these circumstances, as well as a fiscal sponsor for our whole association. They charge if the number of donations for any event exceed 25; or for a grant, up to 10% for administrative costs. The alternative to NECN sponsorship is to form our own 501 (c)(3).

- **SGNA is registered non-profit, but would need to take extra step to be 501c3. Administrative processes would be more cumbersome to track and recognize donations. Dave Brooks noted that in the future, we will know that checks need to be made out to NECN rather than SGNA to allow them to be fiscal sponsor.**



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Neighborhood Association Portland, OR

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Andrea Meyer worried about continuity with changing members of the board and how SGNA might fall out of status when board members responsible for implementing this status moved. After some additional discussion Chris Tanner noted that it was the sense of the group that this step is not necessary.

9:00Adjournment