

**Minutes of the NET Steering Committee Meeting**  
21 June 2011  
University of Portland, Franz Hall, Murphy Room

**Contact Portland NET Steering Committee**  
*www.PortlandNetTeams.net*  
*SteeringCommittee@PortlandNetTeams.net*

Meeting start 7:15 pm

7:15-8:00 Sub-committees meetings

8:00-9:00 Steering Committee meeting

Present:

Gayle Vrla-Chair, Gardner Grice, Jeff Rook, Jeff Cohen, Karen Koetz, Betsy Shand, John Schilchenmayer, Virginia Peterson, Ed Rentz, Jeremy O’Leary, Murphy Terrell and Joshua Patterson, Kris Bjorge and Tom Kelly.

The Steering Committee welcomes new member, Kris Bjorge (Downtown FMA 1), who expressed the desire to join the External Communications Sub-committee; and Tom Kelly (recent PCC CERT graduate) who asked to sit in on the meeting to decide if he wants to join.

NET Steering Committee: (from Neighborhood Coalition areas & FMAs)

- Gayle Vrla-Chair, from Northwest (Downtown FMA 1)
- Chris Boeh-Vice-chair, from Central Northeast (Beaumont Wilshire FMA 14)
- John Morris-Advisor, from Southwest (Hillsdale FMA 5)
- Gardner Grice, from Northeast (Concordia FMA 14)
- Jeff Rook, from North (Cathedral FMA 22)
- Mac McCawley, from Southeast (Laurelhurst FMA 9)
- Robert Gardner, from Southwest (Multnomah FMA 18)
- Jeff Cohen, representing East (Kerns FMA 13)

Steering Committee Member’s Responsibilities:

- Gayle Vrla-Chair
- Chris Boeh-Vice-chair
- John Morris-Advisor
- Gardner Grice-Equipment Sub-committee Chair
- Jeff Rook-Training Sub-committee Chair
- Mac McCawley-Training Sub-committee Member
- Robert Gardner-Internal Communications Sub-committee Chair
- Jeff Cohen-External Communications Sub-committee Chair

Sub-committees Members:

- Equipment: Gardner Grice–Chair, Jim Harrison (Overlook FMA 24), Karen Koetz (Markham FMA 10), John Schilchenmayer (Lents FMA 11)
- Training: Jeff Rook–Chair, Mac McCawley, Patrick Tiller (Downtown FMA 1), Erika Wolfe-Burr (Beaumont-Wilshire FMA 14), Ed Rentz (Laurelhurst FMA 9), Virginia Peterson (FMA 25)
- Internal Communications: Rob Gardner–Chair, Joshua Patterson (Montavilla FMA 19), Murphy Terrell (Markham Multnomah FMA 18)
- External Communications: Jeff Cohen–Chair, Jeremy O’Leary (Centennial FMA 31), Betsy Shand (South Burlingame FMA 10), Gary Tomono (Pearl FMA 3), Ethan Jewett (Beaumont-Wilshire FMA 14), Kris Bjorge (Downtown FMA 1)

Also attending:

Scott Winegar–Operations Manager POEM

Barbara Darnall–Net Program Assistant POEM

The Steering Committee welcomes new POEM employee Barbara Darnall, Net Program Assistant.

Advisors:

Scott Winegar–Operations Manager POEM

William Warren–Program Specialist POEM

Decisions:

- *Proposals for agendas.* It was agreed to add this to our policy. Any proposals will be presented by the Sub-committee Chair prior to the meeting in writing via email. These proposals will be fully researched and ready for vote by the Steering Committee. This will be done for the purpose of giving all Steering Committee members a chance to review any proposals fully prior to the meeting, and to eliminate a lot of discussion during the meeting. Any proposal will be reviewed by the Steering Committee Chair and, if the proposal is found to be sufficiently complete, will add it to the agenda of the next meeting (or request that it be made complete).
- PREP program. A presentation on Seattle’s SNAP program was done by Jeremy O’Leary. It is noted that we have agreed to call this PREP in Portland. The Steering Committee asked Jeremy to complete the research necessary to determine what it will take to implement this program. The Steering Committee Chair agreed to present this to POEM Director Carmen Merlo at a meeting on July 6<sup>th</sup>. It was also agreed that we would continue to assist with Know Your Neighborhood (KYN) presentations while the PREP program is being set up and to use up existing KYN materials. It was further agreed that the PREP program would probably be hosted on the PDXprepared.net site. (The Steering Committee was informed that pdxprepared.net is privately owned by Ethan Jewett and that he has agreed to host this PREP program but that will be confirmed.)
- *Steering Committee Email.* Prior to the meeting, it was found that the prior email address set

up for Steering Committee use would not work for our purposes. Joshua Patterson suggested that his company could host a Steering Committee website and that email addresses for the Steering Committee and the Sub-committees could be created on that site. He agreed to pay the fee (members attending gave him cash for this purpose) and to move the site if it ever happens that he will not be able to continue hosting it. A written contract will be submitted to the Steering Committee re this hosting.

- *Team Leader meeting.* The Steering Committee Chair's suggested email inviting all Team Leaders to the Team Leader meeting on July 11<sup>th</sup> was approved.
- *Bios.* It was agreed that the Bios of all our members would be posted on our new website – after they are updated and put in a consistent format. Vice-chair Chris Boeh will handle this.
- *Minutes.* It was agreed that the Minutes of each meeting will be posted on the new website; and that Steering Committee members will review these as soon as possible after posting. As soon as they are approved, the Chair will forward them to the POEM website. Scott Winegar made the comment that it is necessary to post these on the POEM website because this is a public meeting.

#### Discussions:

- *Communications policy and request for accounting from POEM.* At the beginning of the meeting, when the Chair brought up the following item re communication to POEM, Betsy Shand announced that the Steering Committee had not approved the Communications Guidelines but had voted on the request for an accounting from POEM of how funds are spent. As no one had the May minutes to hand, this issue was not resolved at the meeting. Later, upon review of the May minutes, as submitted by Acting Chair John Morris, it was found that the Communications Guidelines were voted on and that the request for an accounting was a suggestion and a request. (However, the Chair has already made this request to Scott Winegar at POEM.)
- *Internal Communications policy.* Note the following from the May minutes: “*The Communications Sub-committee’s proposed NET Guidelines for Effective Communications policy was discussed. Motion was made by Jeff Cohen to approve the Guidelines as presented, motion seconded by Murphy Terrell, and approved with no dissensions. The Guidelines will be disseminated and posted on the Steering Committee website. Discussion on added language Gayle Vrla wanted to add to the Communications Guidelines was held. The group felt that this language was not appropriate to be added to these Guidelines but should be incorporated in the Steering Committee’s Operating Memorandum as that document is developed.*” The above was confirmed after the meeting.
- *Communication to POEM.* The Chair reminded the members that per the Communications Guidelines approved at the last meeting, the Steering Committee Chair is the liaison to POEM, and that sub-committee members should make suggestions via their chairs. During the period between the May and June meetings, several emails and even one meeting occurred without the knowledge of the Chair. The group was reminded that the Communications Guidelines should be followed.
- *Team Leader meeting.* The Chair requested of all members that they send suggestions re announcements at the Team Leader meeting by July 1st.

- *Meeting with POEM Director Carmen Merlo.* The Chair requested of all members that they send suggestions re items to be discussed with Carmen at their July 6<sup>th</sup> meeting by July 1<sup>st</sup>.

Agenda items to be addressed at future meetings:

- Policy and Working Group recommendations.
- Define “NET Team”.
- Define “Team Leader”.
- Decide on distribution of fire extinguishers.
- Decide how Bios will be disseminated.
- Report on the NET survey.
- Report re contact with Neighborhood Coalitions.
- Suggested changes to the *Portland NET Steering Committee Operating Agreement*.
- How will Communications Guidelines be disseminated? On NET website only or on POEM website?

Meeting adjourned at 9:05 pm

Portland NET Steering Committee