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*enhancing the quality
of neighborhoods
through
community participation*

**City of Portland, Office of Neighborhood of Involvement
Great – Guidelines Review Committee Meeting**

Tuesday, March 25, 2003
8:30 AM to 10:00 AM, Lovejoy Room, Portland City Hall

MINUTES AND SUMMARY NOTES

Members Present:

Patricia Gardner, Co-Chair	Pearl District Neighborhood Association
Kathy Bambeck	Bridlemile Neighborhood Association
Nancy Chapin	Alliance of PDX Neighborhood Bus. Assocs.
Cathryn Crawford	University Park Neighborhood Association
Leonard Gard	Southwest Neighborhoods, Inc.
Raymond Hites	Lents Neighborhood Association
Brian Hoop	Office of Neighborhood Involvement
David Lane	Office of Neighborhood Involvement
Stanley Lewis	Downtown Community Association
Michael O'Malley	Irvington Community Association
Jerry Powell	At-Large
Mark Sieber	Neighbors West/Northwest
Ruth Spetter	City Attorney's Office
William Warren	Central Northeast Neighbors

Absent:

Brent Canode	Office of Commissioner Randy Leonard
Moshe Lenske, Co-Chair	Woodstock Neighborhood Association
Charles Shi	Communities Beyond Neighborhood Boundaries

Visitors

Lee Perlman	Media
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*Decisions by this group are subject to change at future meetings.
Opportunities for public input are at the end of meeting and future workshops.
The committee has approved these summary notes.*

**Information & Referral
Center**
503-823-4000

**Crime Prevention
Center**
503-823-4519

**Neighborhood Mediation
Center**
503-823-3152

**Metropolitan Human
Rights Center**
503-823-5136

**Civic Involvement
Center**
503-823-4519

Approval of Minutes and Summary Notes

- Motion to approve March 25, 2003 meeting minutes approved with the following changes:
 - Noted that future minutes should not reflect use of the word “we” but instead use the word “committee” so as not to contribute to an “us” vs. “them/public” language.
 - Change minutes format to list only the motions as the official minutes and all other comments as notes.

Minutes

Motion’s approved for Section #4 Neighborhood Offices:

- Motion approved for: Basic Requirements of Neighborhood Offices
“Except as otherwise stated, the working and procedural relationship(s) among neighborhood associations, neighborhood offices, and neighborhood office staff shall be determined by the groups involved, and these relationships shall be respected by the Office of Neighborhood Involvement.”
- Motion approved for: “Maintain a current copy of the Neighborhood Office bylaws with the Office of Neighborhood Involvement.”
- Motion approved to organize the following categories under “bylaws” heading Neighborhood Offices:
 - Personnel Policies
 - Affirmative Action
 - Non-Discrimination
 - Grievances
 - Mediation

Summary Notes for March 25, 2003

- Discussion primarily on differences between independent non-profit coalitions and the City run offices and how staff and volunteer leaders work together and make decisions.
- Discussed the relationship of neighborhood association volunteer leaders with the North and East neighborhood support offices and if these offices should have Advisory Boards.
- Discussion if staff in East and North offices are accountable to public meetings and records law and if these offices should have bylaws and operating procedures.
- Motions approved relating to bylaws for neighborhood offices. (*see above*).

Update on Public Meetings Ad-Hoc Group

Issues brought up:

- Draft near completion. Will begin to discuss public records next.

Updates Communities Beyond Neighborhood Boundaries Ad-Hoc Group

Issues brought up:

- Scheduled meeting for Friday, March 29. Will meet each Friday after GREAT mtg. 12 noon at Patricia’s office.

Updates Grievances Ad-Hoc Group

Issues brought up:

- Have researched and are discussing models in other cities such as Ithaca, NY and Cornell University, Los Angeles, Eugene, etc.

Articles of Incorporation and Bylaws matching:

Issues brought up:

- Report backs on how many neighborhood associations are incorporated:
 - East Portland – 16 NA's are incorporated, 3 are not.
 - NW Portland – all 13 NA's are incorporated
- Leonard is researching State non-profit incorporation law.
- Opinion made that if it's not in an organization's articles of incorporation then it does not matter if it's in the bylaws.
- Without articles of incorporation with State, volunteer activists can be liable for actions of board of directors. Coalitions do carry liability insurance but it does not cover individuals from being sued if their organizations are not incorporated.
- Concern raised committee is making text too complicated.
- Discussion if committee should require all associations to incorporate. Would assure volunteer leaders are protected.
- City Risk-Management office defined insurance criteria for neighborhood associations many years ago.
- Non-profit insurance has been crazy due to post-9/11 uncertainty.
- Although costs are rising dramatically the cost per leader insured is still cost-effective.

Motions:

- No motions.

Liaison to Neighborhood Office Board:

Issues brought up:

- Discussion about how City run offices involve neighborhood association leaders in designing work plans and budget priorities.
- North and East neighborhood offices are City run. Therefore their volunteer leadership structures are not boards of directors since they don't have authority over budgets and personnel.
- Discussion if City run offices should be required to have Advisory Boards.
- Discussion put on hold.

Motion:

- No motions.

Neighborhood Offices

Issues brought up:

- Suggestion to say, "Neighborhood Support Offices shall follow City of Portland personnel and fiscal policies where appropriate."
- Discussion to differentiate between independent coalition and City run offices. Several categories don't apply to City run offices.
- Need to include paragraph describing City run office Advisory Groups.
- In North and East offices there is a written agreement between each neighborhood association and the office director.

- Need to ask Ruth if City run offices and independent coalitions need to follow public meeting law any differently. Are City staff recognized as having authority to make recommendations to City Council thus being under public meetings and records law.
- East Neighborhood Office does not have bylaws, They have agreed upon operating procedures. This has sometimes been a problem for conflict resolution.
- Discussion on how decisions are made by neighborhood association representatives at City run offices.
- Discussion on should the committee require City run offices to have bylaws or operating procedures? Currently staff is getting by without them but that may not always be the case if internal organizational relations were to sour.
- Discussion to differentiate between topics, which are related to bylaws or non-profit law vs. topics, related to management and the ONI contract. Suggest a category called: "Administration and Operating Procedures".

Motion:

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The committee has approved these summary notes. The information contained in this document is preliminary and informal in nature and does not necessarily reflect the views or adopted policies of the City of Portland or the final outcomes of this project; the reader should exercise caution in its interpretation.

NEXT MEETINGS

Tuesday, April 22, 2003

8:30 AM - 10:30 AM

City Hall, Lovejoy Room, 1221 SW 4th Avenue

Tuesday, May 13, 2003

8:30 AM - 10:30 AM

City Hall, Lovejoy Room, 1221 SW 4th Avenue

Tuesday, May 27, 2003

8:30 AM - 10:30 AM

City Hall, Lovejoy Room, 1221 SW 4th Avenue

Prepared by: Brian Hoop, Office of Neighborhood Involvement