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*enhancing the quality
of neighborhoods
through
community participation*

Great – Guidelines Review Committee Meeting
Tuesday, May 25, 2004
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
Moshe Lenske, Co-Chair	Woodstock Neighborhood Association
Kathy Bambeck	Bridlemile Neighborhood Association
Nancy Chapin	Alliance of PDX Neighborhood Bus. Assocs.
Raymond Hites	Lents Neighborhood Association
Stanley Lewis	Downtown Community Association
Michael O'Malley	Irvington Community Association
Jerry Powell	At-Large
Ruth Spetter	City Attorney's Office

Staff:

Amalia Alarcon Gaddie	Office of Neighborhood Involvement
Brian Hoop	Office of Neighborhood Involvement

Absent

Leonard Gard	Southwest Neighborhoods, Inc.
Mark Sieber	Neighbors West/Northwest

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 and they are final.*

Approval of Minutes

- Minutes approved for April 27, 2004 meeting with no changes.

Approved motions and Summary of Notes for May 25, 2004

- There were many editing changes made listed below. Followed by suggested changes identified by Brian Hoop and Nancy Chapin.

Editing changes approved by committee

Section III, Definitions

III,C, 2: City-staffed District Coalitions

- Group approved to change “city-administered district coalition” to “City-staffed”.

Section III, Neighborhood Associations

When doing these minutes Brian noted the lettering and numbering for Section III is inaccurate. Will need to alter after June 8, 2004. Below is how they appear in handout.

Section III, A, 1: Boundaries

- Discussion that if groups don't agree then how do we resolve differences. Concern that having weak boundary section allowing for overlaps may be problematic. Group agrees to maintain the status quo, grandparent in existing boundaries.
- Section III, A, 1, b.
- Add reference to see section III, C, 3 regarding resolution of boundary disputes.

Section III, A, 2: Overlapping Boundaries

- Approve adding: “If the parties can not make a decision, the Office of Neighborhood Involvement shall make a determination of boundaries. This decision shall be final and unappealable. Also see Section III, C, 3.”

Section III, A, b: Membership

- Approves adding at end: “Membership lists are the property of the Neighborhood Association and is not subject to public records.” Group also suggested adding this to Open Meetings and Public Records lists. Also add donor lists in the back section.

Section III, A, c: Non-Discrimination

- Approves adding “gender-identity” to non-discrimination statements. This would bring the language into agreement with the City's current civil rights code language. Make sure all non-discrimination clauses are in harmony. Brian found that the coalition and business association sections did not include “legal citizenship” as was included in the neighborhood association section.

Section III, A, d: Bylaws

- Approves using original language. Do not approve suggested changes of listing more qualifying language of what should be included in the bylaws. Brian asks to include that bylaws should be filed with appropriate District Coalitions: “Maintain and file with the Office of Neighborhood Involvement and appropriate District Coalition, if within a coalition...”

Section III, A, 1, 6: Open Meetings/Public Records

- Since we now have an Open Meetings/Public Records section take out existing language and replace with a reference to the new section IX.

Section III, B, 1: Communication

- Approve adding “See District Coalition section for assistance. Section IV, B, 2 a.”

Section III, B, 2: Mediation

- Approve to rearrange so that Business District Associations are not singled out for needing mediation with NA's.

Section III, B, 3, c: Resolution of Boundary Disputes

- Approves: "If the conflicting boundary dispute is not resolved within six months of the time it is formally brought to the attention of the appropriate District Coalition board(s), the Office of Neighborhood Involvement shall make a determination of boundaries. This decision shall be final and unappealable."

Section III, B, 4: Grievances

- Change to reference to new Grievance section VIII: "Neighborhood Associations should consult grievance sections of their bylaws. In addition see Section VIII, Grievances.

Section III, B, 5: Liaison to District Coalition Board

- Agreed to add reference to also see Sections IV, E: District Coalitions, Forming a new District Coalitions and and IV, F: Policy for changing from city-staff to non-profit coalition.
- Split up previous language and create section III, B, 6: "Affiliation with District Coalitions" to explain how to affiliate with a district coalition.
- Group agrees to leave liaison role in Section III. Considered to move this to Section IV, E that deals with "Forming a new District Coalition or moving a Neighborhood Association from one District Coalition to another."

Section IV: District Coalitions

Section IV, B: Goals and Procedures

- Approve to add that District Coalitions should provide training, orientation and information to "neighbors" as well as to Neighborhood Associations.
- Approve to take out references to "advisory groups of NA presidents." For continuity purposes ask city-staffed district coalitions to call their advisory committees of neighborhood association presidents: "advisory boards." There are numerous references in Guidelines to district coalition boards. Historically the North and East coalitions have had advisory groups of presidents since they are not non-profits.

Section IV, E, 4: Process for Neighborhood Associations moving/joining from one District Coalition to another

- Add new clause near end for "Joining a District Coalition" that references people to (See Section III, C, 5, b.), Roles of Liaisons to District Coalitions.

Section VIII: Grievance and Appeal Procedures

Section VIII, A: Purpose

- Approve to add to purpose statement: "Neighborhood Associations and District Coalitions shall consult the grievance sections of their bylaws plus using this section."

Nancy's Editing notes included in version for 6/8/04 meeting

Section III: Neighborhood Associations

Section III, A, 1: Boundaries

- Nancy notes we should have neighborhood associations agree in writing to changes.

Section IV: District Coalitions

Section IV, E, Creation of a new District Coalition, n.

- Old language confusing regarding $\frac{3}{4}$ of associations. Nancy suggests: "The new District Coalition shall be reaffirmed by a vote at the respective general membership meetings of $\frac{3}{4}$ of the participating Neighborhood Associations and be re-approved by the Director of the Office of Neighborhood Involvement one year after its original approval."

Section VIII: Grievance and Appeal Procedure

Section VIII, B, 1: Definition of Grievance

- Clarify whose bylaws we are referring to: "A grievance has to be a violation of a procedure in a *Neighborhood Association's* or *District Coalition's* bylaws or Office of Neighborhood Involvement Standards that directly affects the outcome of a group's decision."

Section IX: Open Meetings, Public Records

Section IX, L, 1: Minutes

- Removed the sentence "Minutes shall be taken at all meetings." is duplicative of the introduction: "Minutes shall be taken at all meetings described in D above."

Other topics

Membership lists

- Group suggested adding to Open Meetings and Public Records lists: "Membership lists are the property of the Neighborhood Association and is not subject to public records." Also add donor lists in the back section.

The committee has approved these summary notes and they are final. 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, June 4, 2004, 8:30 AM - 10:30 AM, City Hall, Lovejoy Room, 1221 SW 4th Ave

Prepared by: Brian Hoop, Office of Neighborhood Involvement