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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 11, 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
Moshe Lenske, Co-Chair	Woodstock Neighborhood Association
Stanley Lewis	Downtown Community Association
Michael O'Malley	Irvington Community Association
Jerry Powell	At-Large
Charles Shi	Communities Beyond Neighborhood Boundaries
Mark Sieber	Neighbors West/Northwest
Ruth Spetter	City Attorney's Office
William Warren	Central Northeast Neighbors

Absent:

Brent Canode	Office of Commissioner Randy Leonard
David Lane	Office of Neighborhood Involvement
Moshe Lenske, Co-Chair	Woodstock Neighborhood Association

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 Summary Notes

- ❑ Motion to approve February 25, 2003 meeting minutes approved with no changes.

Summary Notes for March 11, 2003

- ❑ Group votes to have Jerry Powell to represent GREAT on Public Involvement Standards Taskforce.
- ❑ Group discussed a new topic that we should have language dealing with minimum number of meetings per year which a neighborhood association should hold. But there was no resolution.
- ❑ Group discussed the importance of Articles of Incorporation and By-laws agreeing and not having conflicting information. Amended Bylaws section to read: "Neighborhoods, if incorporated, must assure bylaws and articles of incorporation are in harmony. Passed." Also amended Meeting requirement section to read: "Set forth meeting requirements for association in the neighborhood association bylaws."
- ❑ Finalized language on communication role of associations. Amended language to say: "Neighborhood associations are encouraged to maintain open communication with "community" members..."

Update on Public Meetings Ad-Hoc Group

Issues brought up:

- ❑ Agreed in principle that associations should be able to have all day elections as requested by Mark Seiber.
- ❑ Suggestion that meeting location requirements is too restrictive if we require non-discrimination, i.e. if a church does not support homosexuals

Motions:

- ❑ No action.

Updates Communities Beyond Neighborhood Boundaries Ad-Hoc Group

Issues brought up:

- ❑ Group will schedule meeting.

Motions:

- ❑ No action.

Updates Grievances Ad-Hoc Group

Issues brought up:

- ❑ This effort is not about citizen vs citizen grievances. That's what the mediation program is for. This is to focus on institutional grievances, neighborhood association board or general membership type issues.
- ❑ Discussion about grievances from a coalition to ONI. Concern that ONI does not have standing as an arbitrator. Perhaps a citizen committee that reviews grievances would be in a better position.
- ❑ Discussion regarding what route does a neighborhood take if a bureau refuses to respond to a neighborhood request. Can the neighborhood file a grievance against the bureau? Perhaps that is the role of the Ombudsman office.
- ❑ East neighborhood activists may be concerned about creation of a super grievance committee.

New business

Issues brought up:

- Request made from now on to not refer to “we” to describe all committee members. Do not assume all committee members are of one mind without a vote on a subject.
- Question asked if there should be a minimum number of General meetings requirements for a neighborhood association?
- Some North Portland groups have been inactive or they have boards that are very strong and do not do a very good job of inviting public participation in meetings. That has upset some neighbors who want to organize around issues but struggle to get access to a group dialogue because there are only one or two meetings per year.
- There is some historical precedent in the 80's to require one or two meetings. Some geographic areas may not have many issues to discuss.
- Suggestion that state non-profit corporation law may require a minimum number of meetings.
- Some feel we should not take on role of disciplining groups for not holding meetings for the sake of holding meetings. Others feel if there are no meetings then the lack of visibility leads to no group. Its usually due to a chair not calling a meeting. Perhaps the guidelines can allow non-officers to organize a meeting if and when the elected leadership stops initiating meetings.
- Cathryn suggests we should require 4 quarterly meetings per year.

Articles of Incorporation and Bylaws matching:

- Suggestion that the Guidelines should require Articles of Incorporation and Bylaws to match and be clear where the authority for decision making rests, either in a strong board on a general membership.
- Suggestion that this should be incorporated into Section 2, Membership under #4 “Bylaws”.
- State non-profit corporation law already requires associations to have articles of incorporation. Neighborhood associations can apply just to be an association but they don't get the protections under state non-profit corporate law.
- Currently the City only requires a minimum of bylaws. We need to remind associations that if they choose not to incorporate they may not be safeguarded by coalition liability issues.
- ONI needs to do a better job educating people about the benefits of educating leadership about incorporation such as associations are only able to raise tax deductible contributions if they file as a IRS recognized 501(c)3. State law has nothing to do with tax deductibility.

Motions:

- Motion to consider do we want to create language for requiring multiple general meetings per year. Passes.
- Motion: To amend Bylaws section to read: “Neighborhoods, if incorporated, must assure bylaws and articles of incorporation are in harmony. Passed.”
- Motion: Amend Meeting requirement section to read: “Set forth meeting requirements for association in the neighborhood association bylaws.”

To Do Tasks:

- Get copies of DRAFT citizen involvement handbook to review what education we already provide.

- Discussion to have minimum standards that creates a more transparent process for neighbors to participate in their associations via how they elect officers and how the membership participates in decision-making, for example.
- Joleen, Leonard, and Mark will try to research articles of incorporation. Ask Joleen to attend several meetings.
- Need to ask how many neighborhood associations have articles of incorporation and get their names. Mark will ask at the next coalition director's meeting.

Operations of Neighborhood Associations:

Communication

Issues brought up:

- Discussion on whether to say associations are encouraged to maintain open communication with eligible members, constituency, or all members, etc? Concern is that we have limited resources and can not reach all people who live and work

Motion:

- Motion approved to amend language to say: "Neighborhood associations are encouraged to maintain open communication with "community" members..."

Mediation

Issues brought up:

- This section referred to Grievance ad-hoc committee to draft language.

Resolution of Boundary Disputes

Issues brought up:

- This section referred to Grievance ad-hoc committee to draft language.

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 8, 2003

8:30 AM - 10:00 AM

City Hall, Lovejoy Room, 1221 SW 4th Avenue

Tuesday, April 22, 2003

8:30 AM - 10:00 AM

City Hall, Lovejoy Room, 1221 SW 4th Avenue

Tuesday, May 13, 2003

8:30 AM - 10:00 AM

City Hall, Lovejoy Room, 1221 SW 4th Avenue

Prepared by: Brian Hoop, Office of Neighborhood Involvement