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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, February 10, 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
Kathy Bambeck	Bridlemile Neighborhood Association
Nancy Chapin	Alliance of PDX Neighborhood Bus. Assocs.
Leonard Gard	Southwest Neighborhoods, Inc.
Raymond Hites	Lents Neighborhood Association
Brian Hoop	Office of Neighborhood Involvement
Stanley Lewis	Downtown Community Association
Michael O'Malley	Irvington Community Association
Mark Sieber	Neighbors West/Northwest
Ruth Spetter	City Attorney's Office

Absent:

Moshe Lenske, Co-Chair	Woodstock Neighborhood Association
Jerry Powell	At-Large

Visitors

Lee Perlman	Media
Pamela Suttlegood	SW Hills Residential League

*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 not approved these summary notes and they are final.*

Approval of Minutes

Minutes were not available for Jan. 27, 2004 meeting.

Summary of Notes for February 10, 2004

- Discussion on what we call the non-profit and city run neighborhood offices.
- Discussion on role of coalition staff. Should they be allowed to advocate on issues?

- Discussion on communication regulations for neighborhood associations. How do we address the new role of electronic communications in addition to traditional print newsletters?
- Discussion on whether associations should be allowed to take positions on candidate races and ballot measures.
- Discussion on policy for creation of new neighborhood offices and changing boundaries.

Neighborhood Office

Issues brought up:

- Mark Sieber gave an overview of language changes to neighborhood office section. Proposed language organized into three categories: what is common to both types of offices, citizen run non-profits, and city run offices.
- Discussion about whether to mirror language that is in the coalition contracts with ONI. General feeling is not to replicate everything. The Standards should be a broad outline of what issues need to be addressed in the contract relating to neighborhood offices.
- Discussion about boundary changes and associations affiliating with new coalition offices or moving from one to another. Reference made to procedures David Lane made for Lents and Piedmont. Group will review and consider that policy.

How to differentiate between non-profit and city run offices

- Discussion on what organizational titles to use for the names to differentiate between citizen non-profit organizations and the city administered offices. Concern raised that we need to preserve the historical reference to the citizen run groups as District Coalition Offices. Directors of offices want to simplify how we reference their organizations. Most residents aren't going to care and are used to calling them coalitions. Currently city-run offices are called Alternative Delivery Service Structures.
- Group agrees to retain District Coalition Offices. No decision on city run offices.

Goals and Procedures for Neighborhood Offices

- Discussion about the primary role of neighborhood offices and what services coalition staff shall provide.
- Group agrees to take out requirement that staff not be advocates on issues. Several disagree that only volunteers should advocate and that staff role is to be focused on leadership development and technical assistance.
- Group agrees we need to use the word "neighbor" instead of "citizen" in deference to fact that many recent immigrants and refugees are not citizens, yet they can still participate.

Operating procedures: Communication Policies

- Discussion about regulation of electronic communication in addition to newsletters. Existing policy focused on accountability for how public tax dollars are spent on communications. Concern raised whether we need to require electronic communications to be on file at coalition offices as well as newsletter.
- Group generally agrees regulating electronic communications would be more difficult to track but that the section needs to refer to both print and electronic communication.
- Concern raised about allowing individual opinions to be reported in association communications. Group agrees it's ok as long as author is identified by name.

- Lots of discussion about whether associations may or may not take positions on political candidates or initiatives. Ruth believes City policy disallows City funds from being used for either. Brian believes existing guidelines only excludes positions on candidates.
- Group agrees to exclude associations from taking positions on candidates and ballot measures. Reason this is here is to safeguard associations from becoming or acting like PACs.
- Group agrees to take out expectation that efforts should be made to report positions taken by neighborhood associations and their boards. Group feels that expectation is already included in the public records and open meetings section.
- Group agrees to change all references to “articles” and “statements” to “Communications.”
- Discussion about the types of communications. Discussion that there needs to be a minimum expectation that associations need to have a plan for how they are communicating with neighbors. Discussion about which coalitions and associations have newsletters and what happens with the \$1000 allocation for newsletters and communications. Recognition that there are multiple types of communications including land use notices and official letters. Concern raised that we should not require neighborhood associations to produce a newsletter. This opens up the can of worms to what services are available with limited funds.

Policy for determination of Neighborhood Office structure

- Group agrees to change title to: “Changing from a City run office to a district coalition office and vice versa.”

Public Comments

- Comment from Pamela Suttlegood asking why ONI is not given the authority to enforce the Guidelines? SWHRL will give further comments at next meeting.
- Discussion that we need to remember there is code language.
- Concern that definition of neighborhood association should still reference City Code.

Tasks to do:

- Need to find out if ONI contract requires associations to produce newsletters.
- Ruth will check City policy to see if associations may take positions on initiatives.

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, March 9, 2004

8:30 AM - 10:30 AM, City Hall, Lovejoy Room, 1221 SW 4th Avenue

Tuesday, March 23, 2004

8:30 AM - 10:30 AM, City Hall, Lovejoy Room, 1221 SW 4th Avenue

Prepared by: Brian Hoop, Office of Neighborhood Involvement