



**Board Meeting**  
**Monday, September 8, 2014**  
**7:00-9:00 PM**  
**Whole Foods, 2nd floor conference room**

### **MINUTES**

Meeting commenced at 7:02 p.m. on September 8, 2014 in 2nd floor Conf. Room of Whole Foods

#### *Board Member Attendees*

Diane Benson  
Erin Brasell  
Adrienne Cohen  
Paul Hustedt-Krasnove  
Michelle Ganow-Jones  
Lauren Gross  
Rachel Lee  
Dave Paumier  
Gurpreet Takher  
Clay Veka  
Randy Ward

#### *Guests*

Fran Ayaribil, Northeast Coalition of Neighborhoods (NECN)

#### **Approval of June Meeting Minutes**

Adrienne moves to approve the June minutes. Gurpreet seconded the motion. Motion approved.

#### **Treasurer's Report**

Adrienne gave a brief report on revenue and expenses to date. She also provided an overview of current versus projected budget numbers. Potential future discussion topic is whether we should change from a calendar-year budget to a fiscal year budget in line with NECN's budget cycle.

We have unallocated funds that we set aside for SCA projects and other grants. We will discuss how best use those funds at our upcoming retreat.

#### **2014-15 Sabin Communications Plan**

NECN now requires us to submit a communications plan in order to receive the \$1,000 communications grant, and we will be reimbursed for expenses up to that amount.

Our Communications Plan calls for SCA to share information with neighbors via:

1) Newsletter 9 X year @ \$260/issue

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- 2) Website @ approx \$50/year
- 3) Free social media - Facebook and Nextdoor (Diane will add this to the draft shared at the meeting)

Dave Paumier moved that we approve the Communications Plan. Paul Hustedt-Krasnove seconded. Motion approved.

### **Opportunities to Make Sabin Even More Awesome**

Clay gave an update on filled and unfilled positions.

Positions filled since June 2014:

- SCA newsletter editor - Erin
- SCAN co-distributor - Gurpreet (joining Adrienne)
- SCA representatives to SCA board - Diane and Rachel
- SCA representative to NECN Land Use & Transportation Committee - Rachel

Positions to fill:

- Sabin Orchard liaison
- Posting content to Facebook/website
- SCA representative to NECN committees: Safety and Livability Team, Schools
- Events Planning Team (SCA potluck, Sabin Community picnic, Retreat)

Dave suggested a potential candidate for the Sabin Orchard liaison position and will reach out to that person prior to the retreat. Michelle will post SCA minutes to the website. Lauren offered to help with posting news and information on Facebook. Gurpreet and Dave will consider joining one of the NECN committees. Randy and Lauren both volunteered to help with Event Planning, and Randy offered to fill in where needed on tasks that have more flexible time commitments.

Positions to consider:

- Friends of Trees liaison
- Develop outreach committee to increase board diversity

We will talk more about any remaining open positions and how to fill them at our retreat on the 20th.

### **Sabin Appointments to NECN Board of Directors and NECN Land Use & Transportation Committee**

Diane shared an update on the NECN board of directors in the past few months and since Shoshana Cohen resigned as executive director.

Michelle moved to appoint Diane and Rachel as the Sabin representatives to the NECN board. Randy seconded. Motion approved.

### **Fall General Meeting Planning**

Our bylaws call for us to hold two general meetings each year. One suggestion for our fall meeting is to hold a potluck again, as we did last year. Cara said that she would consider hosting, as would Clay.

Nov 10 falls during a four-day PPS holiday and students and families may be out of town that date (including Clay). Gurpreet moved to change the meeting date to Monday, November 3. Paul seconded. Motion approved.

### **SUN School and Sabin Neighborhood**

The Mayor has asked for input from neighborhoods about the relationship between neighborhoods and the SUN School programs that serve our neighborhoods. This information will help inform the development of a SUN school model that involves and provides for its surrounding community.

The Mayor's office has asked for responses to the following questions:

- What relationship would you like to see between your SUN program and your neighborhood?
- What community services and activities could your SUN program provide that would be most useful to your neighborhood?
- Please share any other thoughts or suggestions you have on the relationship between local schools and the neighborhoods they serve.

Clay shared the responses that SCA received when we posed these questions on the Sabin Parents Facebook page, and board members brainstormed other ideas. Clay will forward all of the feedback that we received to the Mayor's office.

### **SCA Board Retreat - Sept 20**

Lauren will give Clay some ideas for team-building activities to kick off the retreat.

Space is available at NECN for the retreat, but may come with a fee.

Goals for the retreat:

- Discuss SCA's guiding principles
- Set priorities based on those principles
- Review and adjust SCA activities for the coming year, including our budget for grants.

Other thoughts: give a grant to Sabin for students to come up with neighborhood improvement ideas; additional fundraising; use vacant space at 15th and Prescott for pop-up space for neighborhood entrepreneurs.

### **Board Member Updates**

Sarah Reed moved and has therefore left the SCA board. Board member Don Rouzie is undergoing treatment for cancer.

Dave made a motion to allocate \$25 of SCA funds to buy a plant from the board to Don. Randy seconded. Motion approved. Clay will deliver the card and plant on Wednesday.

### **Land Use and Transportation Committee Update**

The city is updating the Portland Comprehensive Plan. Right now they are seeking public input and providing informal and formal opportunities for the public to offer comments on the plan.

Erin agreed to read through the Comprehensive Plan to look for opportunities to suggest stronger language around housing preservation and demolition in an effort to drive policy changes around these issues.

Recommendations will be discussed at the October LUTC meeting and shared at the October SCA board meeting.

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Beaumont-Wilshire recently passed a six-point resolution about home demolitions. Some of the key elements:

- a neighbor pledge not to sell homes to developers
- a survey of neighbors to find out what they think about these issues

Rachel is reaching out to Beaumont-Wilshire to find out what else they plan to do.

The Alameda Neighborhood Association working to reduce speed limit from 30 to 25 around the school and business district at 24th Ave. Discussion followed, and consensus emerged that SCA supports a reduction of the speed limit on the Sabin section of Fremont, in conjunction with the effort to reduce the speed limit on the Alameda section of Fremont.

Paul moved to adjourn. Lauren seconded. Meeting adjourned at 9:06 p.m.

## Treasurer's Report

SCA Treasurer's Report - June - September 2014					
Date	Description	Deposit	Withdrawal	Balance	Note(s)
4/30/2014	Previous Balance			\$6,013.20	
5/31/2014	Cleanup Revenue	\$1,350.00		\$7,363.20	
6/5/2014	Bee Friendly Garden Signs		-\$330.00	\$7,033.20	
5/31/2014	SCA Cleanup Hauling		-\$731.50	\$6,301.70	
5/5/2014	April Newsletters		-\$260.15	\$6,041.55	
6/5/2014	May Newsletters		-\$260.15	\$5,781.40	
7/8/2014	June Newsletters		-\$260.15	\$5,521.25	
7/9/2014	PPS - Use of Sabin for NNO		-\$45.00	\$5,476.25	
7/14/2014	Cleanup Food & Gloves for Volunteers		-\$126.78	\$5,349.47	
	<b>Total</b>	<b>\$1350</b>	<b>-\$2013.73</b>	<b>\$5349.47</b>	

## Committee Reports

### Communications Team

Meeting notes – Aug 13, 2014

Attendees: Michelle Ganow-Jones, Erin Brasell, Clay Veka, Susan Goracke, Kyann Kalin, Diane Benson

We discussed topics for the September issue of SCAN, and assigned them to the team members. Articles should be submitted to our new editor, Erin Brasell, by end of day Monday, August 18.

The team considered moving the publication schedule up by a week, so that the newsletter can be distributed to residents before the start of the month. If we publish earlier, then we don't have the opportunity to include articles about topics discussed at that month's SCA Board meeting, because the lead time is too short. So, after much discussion, the team decided to keep the schedule the same for now – the copy is sent to the printer on the 4<sup>th</sup> Monday of the month, and it is delivered to Adrienne's house the following Thursday. Diane notified Sandy that the schedule will remain the same, so Sandy can inform the deliverers.

On the topic of advertising, the team learned that we still have not received payment from one of the advertisers, which started in April and ran 3 months, even though we sent multiple invoices and followed up with multiple phone calls. We will pull the ad out of the September issue, and won't run it again. Diane will verify how much money is owed and work to collect it.

We will look for another advertiser to fill the last spot. Diane will check the waiting list, will verify whether our ad limit is 10 or 11, and will notify the team. [Note from Diane: I checked and we decided that 10 ads is optimal. So, we just need to sell one spot.]

The team discussed the new NECN communications funding protocol, but didn't have the new rules at hand, so will look those up later. Clay will follow up with Adrienne to ensure that she has submitted all communications receipts from the past year. [Note from Diane: We also need to create a communications plan, describing how we'll spend the money, and have it approved by the Board.]

We talked about how to bring on new Comm Team members, and agreed that everyone will make an effort to personally invite Sabin residents who enjoy writing articles and other communications-related activities.

We all agreed to write articles that can be kept in backlog, so Erin can use them as needed. Kyann will focus on the new businesses coming to Fremont Ave. Diane and Erin will write history articles. Susan will work on profiles of interesting people in the neighborhood.

We talked briefly about the idea of publishing SCAN every other month or every quarter, so it would be less of a burden for our volunteer staff. We need to continue publishing monthly until we've completed the current advertising cycle, because advertisers have paid for a monthly ad. So, for now, we'll continue publishing monthly, and we'll re-evaluate over the next few months.

We decided to meet monthly for a while, and use the meetings to prepare for the next SCAN issue. Once we get in a groove, then we can go back to meeting every six weeks. The next meeting will be at Diane's house (3926 NE 11<sup>th</sup> Ave) at 7:30 pm on Wednesday September 10.

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