

## Secretary Orientation Packet

As the neighborhood secretary, you serve the important role of record keeper for your neighborhood. Your main responsibilities are recording meeting minutes and record retention. In an effort to make your job easier, we have created this packet to assist you in your new position. The following checklist identifies the various routine steps involved in successfully executing your responsibilities. The checklist is divided into three sections presenting steps to take before, during, and after the meeting. If you have any questions, please don't hesitate to contact your SE Uplift staff liaison. We're here to help!

### Before

- Print copies of last meeting's draft minutes
- Print copies of blank sign-in sheets (see online resources)

### During

- Make sure people are signing in
- When the previous month's draft minutes are approved, note any corrections that need to be made
- Take meeting minutes (pg. 2 & 3)
- Collect sign-in sheets and any handouts

### After

- Incorporate any changes into the final approved minutes from the previous meeting (pg. 5)
- Send the previous month's approved minutes to the board member who updates the website to be posted for the public (pg. 5)
- Send copies of the previous month's approved minutes, sign-in sheet, agenda, handouts and any official correspondence sent by the board to SE Uplift (pg. 5)
- Type up new draft meeting minutes (pg. 2)
- Send the draft minutes out to the board or membership (when applicable) and incorporate proposed changes received via email prior to the next meeting (pg. 2)

# Meeting Minutes

Minutes are the official history and permanent legal record of the neighborhood association. Additionally, minutes are invaluable for reference, evaluation, and future planning. As the secretary, it is your responsibility to take minutes at all board, general, special and emergency meetings, distribute minutes for review, and incorporate suggested changes into the final documents.

## What should minutes include?

You do not need to record every detail or statement said at a meeting, but rather a summary of discussions and actions taken. Additionally, meeting minutes should include:

### Meeting Details / Specifics / Logistics

- Type of meeting (general, board, special, or emergency)
- Date and location of meeting
- The names of attendees present (taken from sign-in sheet)
- Whether a quorum was present
- The start and end time of the meeting

### Meeting Content

- If previous meeting minutes were approved
- All motions made
  - Include the exact wording of the motion
  - The names of the board members that made and seconded the motion
  - Summary of discussions (if any)
  - Results of the votes taken (number in favor, opposition, and abstentions)
- Summary of key points from any reports or presentations given
  - Include names of presenters
- Any commitments made by board members or any other persons present
- Tabled discussions or future agenda items

## Distributing draft minutes

As soon after the meeting as possible, draft the minutes using the notes you took and distribute them to the board for review. Encourage board members to submit changes prior to the next meeting via email. This will expedite the review process at the meeting.

If the minutes include votes taken by the general membership (bylaw changes or board elections), you will also want to notify the general public of the vote results via your email listserv, facebook, or other communication methods.

At the next scheduled meeting, make hard copies of the draft minutes available, ask for edits and note changes to be made. The board will then vote to approve the minutes as corrected.



## Tips

- Use the meeting agenda as an outline for taking notes and preparing the minutes – with the order of items on the minutes matching those on the agenda.
- To ensure accuracy of the minutes, feel free to ask for motions to be repeated or for clarification around decisions, assignments, action steps, etc.

## Sample of Board Meeting Minutes

### Summer Meadow Neighborhood Association Board Meeting

Monday, July 14, 2014

Coffeeworks, 1234 SE Division

Board Members Present: Gary David, Susan Calhoun, Lisa Alazar, Sahir Yali, John Simmons, Sally Mendez, Nell Wagendog, LuAnn McNammen

Neighbors & Guests: Kristen Wilson, Ruthann Bedenstone, Tim O’Nelson, Zeb Taducky, Cece Sullivan, Nicole Knight, Nick Young, Leo Stevens, Ellen Paige, Will Bunten, Chris Gordon, Sarah Wolfe, John Adams, Laurie Vail, Officer Letter, Tom Armstrong

Meeting called to order at 7:05PM.

- ✓ Quorum verified

**Approval of the Agenda:** Agenda approved with no additions.

**Approval of June Board Mtg Minutes:** The location of the neighborhood social was corrected to say St. Paul’s Church.

- ✓ The minutes were accepted as corrected.

**Crime and Safety Report:** Officer Letter passed around the monthly crime report and pointed out that the crime rate is down from previous months. In response to questions about the recent graffiti incident at Abernethy School, Officer Letter informed the group that the police had apprehended a prolific graffiti artist recently, which may have been responsible for the school graffiti. More information will be provided next month. There was a reminder to call the police non-emergency number with any issues at 503-823-3333.

**Treasurers Report:** Gary reported that the NA currently has \$8,957.24 in its checking account and \$3,552.60 in its savings account. The annual communications allotment of approximately \$1230 from SE Uplift will be available in September. This money can only be used for neighborhood communications. At Gary’s request, a discussion about our communications strategy for the upcoming year will be added to the August general meeting agenda.

**Land Use & Transportation:** Tim reported on the development proposal for 6707 SE Habel St, which will consist of the development of four attached row houses. A group will be meeting with the developer at 6pm on Tuesday, July 30<sup>th</sup> at Fredo’s Coffee shop. Additional information can be found on the NA website. All interested in attending should contact Tim ([tim@summermeadowneighborhood.org](mailto:tim@summermeadowneighborhood.org)). A discussion followed about whether or not to write a letter in opposition of the development, based on concerns about height and design.

- ✓ A motion to table the discussion about writing a letter in regards to the development at 6707 SE Habel until the August meeting was made by Ellen Paige and seconded by Sahir Yali. The motion was approved unanimously; Wagendog abstained.

**Southeast Area Artwalk:** Laurie Vail from Southeast Area Artwalk came to present the annual request from the group for funding. The event will be held this year on November 1 and 2. The major expenses for the event are in advertising, publicity, posters and maps. In the past, the NA has donated \$250 for the event, which ensured placement of the NA's logo on the program front page.

- ✓ Tim O'Nelson moved to contribute \$250 to this year's SE Area Artwalk, with the understanding that the NA's logo will be on the front page of the program. Nick Young seconded the motion. The motion passed unanimously.

**Liquor License Application (SE Club):** SE Club has requested a full liquor license. Presently, they are allowed to serve only wine and beer. The NA does not currently have a Good Neighbor Agreement with them but previous conversations with the owner indicate that they would be willing to be part of one. Susan Calhoun volunteered to work with the owner to put together an agreement. Once drafted, the agreement will need to be approved by the board.

- ✓ Kristen Wilson moved and Susan Calhoun seconded a motion to support the full liquor license for SE Club, contingent upon the development of a Good Neighbor Agreement. The motion was approved unanimously.

**Community Connect:** This topic was tabled for discussion in September.

**Neighborhood Cleanup:** Ruthann Bedenstone has confirmed 11/06/14 as this year's cleanup date. We have secured a hauler and received permission from Wright HS to use of their parking lot. Ruthann will be bringing a volunteer sign-up sheet with shifts to next month's meeting.

**Portland Plan:** Tom Armstrong, our district planner, explained that this planning effort is to update the 1980 Comprehensive Plan and the Central City Plan (see attached documents). The citywide effort will help to guide the development of Portland for the next 30 years. Lots of questions were asked about the current plan and possibilities for the new plan. Specifically, many neighbors wondered whether a new community center could be a possibility at the WAMO site. Our District Planner, Tom Armstrong, will report back to the NA at the September meeting.

**Announcements:** SE Uplift is hosting a neighborhood networking social on August 15- details can be found on the SE Uplift website and all are welcome to attend. The Woodstock Library will be having its annual picnic on August 1- they'd love to have neighborhood association members in attendance.

Meeting adjourned at 8:35PM      Submitted by: John Simmons, Secretary

## Records Retention

Retaining accurate and complete records will protect you and your neighborhood association if a decision or action is ever investigated or questioned for validity. As secretary, it is your responsibility to compile and retain all neighborhood association meeting records and submit said records to your board, SE Uplift and the public, in a timely manner.

### On a monthly basis

- Secretaries must submit the following documents from the previous month's meeting to SE Uplift:
  - A copy of the sign-in sheets
  - The approved agenda
  - The approved meeting minutes with corrections
  - Any additional handouts presented to the board to assist with decision making
  - Any official correspondence that was approved at the meeting to be sent out by the board
- Secretaries should send the previous month's approved minutes with corrections to the board member who is responsible for posting them to the website.
  - If your board doesn't currently post meeting minutes or agendas to your website, we would encourage you to initiate a process to do so (example: [www.ardenwald.org/meetings](http://www.ardenwald.org/meetings)).

### On an ongoing basis

- Secretaries must submit the following documents and information to SE Uplift:
  - Copies of updated bylaws
  - Records of tax-exempt status, if applicable
  - Records of grievances
  - Updates to your board roster

### Where to send records

Documents can be emailed to Christina Estime ([christina@seuplift.org](mailto:christina@seuplift.org)), dropped off at SE Uplift during regular operating hours (M-Th 10AM-5PM) or mailed to:

SE Uplift  
Attn: Christina Estime  
3534 SE Main St  
Portland, OR 97214