



EXECUTIVE COMMITTEE MEETING MINUTES

January 18, 2022 | 6-7pm | Via Zoom

<https://us02web.zoom.us/j/86884281847> | Meeting ID: 868 8428 1847

ATTENDANCE

Committee Members Present	Ash Hester (Co-Chair) Tina Kimmey (Co-Chair) Dave Weaver (Vice Chair) Nancy Chapin (Secretary) Anna Weichsel (Treasurer)
Staff Present	Nanci Champlin (Executive Director) Lindsey Johnson (Administrative and Operations Specialist) Matchu Williams (Community Liaison Program Manager)
Guests Present	Sharon Wynde (Board Administrator) Chris Eykamp (HAND), Allen Field (RNA), Jim Pierce (MTNA)

COMMITTEE MEETING

6:02 The meeting was called to order.

Executive Director Updates (*Nanci*)

- Program
 - Community Small Grants Program received 36 applications, have \$100k + in requests with \$61k to give out. A confidential slate of recommendations will be advanced at the next board meeting. Grantees will be notified after the board vote. DO NOT SHARE RESULTS.

- Neighborhood Association “Hey Neighbor” Flyer Sneak Peak (monthly)
 - Will address standard information for NAs (e.g. how/where to submit minutes) and provide regular monthly communication on news and opportunities exclusive to NAs. This content will vary from the e-newsletters available to the larger community.
 - Will be sent to NA board members only, starting with SEUL reps. Reps should share it with their NA boards and invite them to subscribe because we cannot opt them in.
- Lead in Drinking Water: We promoted awareness of news reports and free water bureau testing kits in last e-newsletter. OPB recently reported that the city will also distribute filters. Nanci wants to offer support to the city (Mapps/Water Bureau) to help reach district residents.
<https://projects.oregonlive.com/drinking-water/lead/>
- Finance + Operations
 - **Office to remain open by appt only** until omicron variant subsides, at least through the end of January.
 - **Board Letter to City re: FY22/23 Funding: \$475k:** Civic Life says additional funds will not be available for next year. Best case scenario would be the same amount, with or without small grants included. May need to be prepared for a 5% reduction instead.
 - **OnPoint CCU Account for Building Reserve Fund Transfer:** Next board meeting will affirm board officers, including Lindy if elected treasurer. Will need to provide a copy of minutes to the bank, including the updated list of officers and signers.
 - **February ExCom falls on Presidents Day.** Move to Tuesday or Wednesday? Follow-up Doodle poll will go out to ExComm members.

Board Assigned Tasks (*Tina, Ash*)

- Discuss and recommend a policy regarding Board meeting recordings [See attachments at end](#))
 - Members of ExComm have recommended caution about recordings being weaponized and/or limiting candid conversation.
 - Non-immigration status of community members could be documented under the federal administration if recordings are available. Consider the holistic impact of these decisions.
 - The staff recommendation will be advanced to the board for discussion and vote. The views and recommendations from this meeting can be shared, too.
 - Recording for general distribution (rather than for internal uses only) creates an uneasy, uncomfortable environment. It isn’t necessary. We publish detailed minutes.

- Location not being detected/disclosed is important. This brings up issues of surveillance and control; encounters with law enforcement and secret services can be very traumatic.
- Everyone has the option to request edits/changes to the written minutes.
- Once the meeting minutes are approved and final, supplemental resources are no longer relevant.
- The question of recording has arisen in response to pivoting meetings from a physical space to Zoom. Would we maintain recording meetings when we go back to in-person, and how? This adds to the burden on staff.
- City Council records their meetings and posts them online. Some NAs do as well, although the view count for some NAs has been very low.
- We would have a responsibility to protect sensitive information (such as email addresses, names etc), which can be displayed on video recordings. Removing this sensitive content may require follow-up editing (e.g. blurring).
- If we record, the recordings become a public record, so we'd need to save them for seven years. Reviewing written minutes is far more efficient than listening to a 2-hr recording of the meeting.
- Each recording runs around 1-3 GB, which is a financial and storage concern over the long term.
- Most coalitions are either not recording or not posting recordings. Some do not have minutes posted either. SEUL is fulfilling our legal requirements by consistently posting our board meeting minutes.
- The staff recommends that the default be that we do not record board meetings but that it is the discretion of the ED and chair/s to decide. This provides flexibility, and would need clear communication to the public at the start to allow folks to go off screen etc.
- The consensus on the committee was for the full board to discuss the issue.

Committee Updates

- **Finance Committee** (Anna): Meeting will take place soon (likely next week, on Thu or Fri). Kris and Lindy were present at the last meeting. Lindy had great questions. Anna is hoping that we make the recommendation at the next board meeting for Lindy to become treasurer. We will refresh our Conflict of Interest form (among other board policies) and require board members to sign it annually because individual situations may change.
- **Houselessness Action Committee** (Dave): Last meeting: No guest. Discussed upcoming plans and a general assessment. Jan and Dave are willing to serve as guests on behalf of WeShine. County Commissioner Sharon Meieran will be the guest presenter in January. Rahab's Sisters will be the guest presenter in February. Dave would like to see Beacon

Village as a future guest presenter. SE Uplift has a Houselessness Action Committee page on the website.

- **Board Development Committee:** Tina is working on gathering/providing documents for future use.
- **Bylaws Committee** is currently on hiatus while awaiting support from a legal expert to guide changes.

Develop Board Meeting Agenda

- Agenda Items (Discussion and Business)
 - Standing items: Welcome and announcements, ED report, Committee reports, Board networking.
 - Presentation + Discussion: Grant Review Committee Recommendations
 - Q2 Finance Report
 - Approve January Minutes
 - Election to Fill Treasurer Vacancy, and Affirm Board Officers + Signers
 - Discussion + Action: Policy on Recording Board Meetings

7:01 The meeting adjourned.

Next ExComm meeting: TBD via Zoom due to Presidents Day

We collaborate with the SE Portland community
to build informed, inclusive, and participatory neighborhoods that
support our social and ecological well-being.



SE Uplift
NEIGHBORHOOD COALITION

WHY WE NEED A RECORDING POLICY

- Consistency
- Transparency + Trust
- Recordkeeping Protocols

REQUIREMENTS

BYLAWS

Article III, Section 9 Meeting Procedures

“All meetings of the board are subject to the meeting provisions of the ONI Standards.”

ONI STANDARDS

Article VIII

Section D: Meetings Open to the Public

“Except as other wise stated below, meetings must be open to public attendance, with notice provided by and minutes taken as provided in these Standards.”

Section L: Minutes

“Minutes shall be taken at all meetings.”

CONCLUSION

SE Uplift complies with its bylaws and ONI Standards for public meetings and minutes. Minutes are:

- 1) Captured in detail
- 2) Reviewed by Secretary
- 3) Approved by the board
- 4) Posted to our website
- 5) Permanently retained

CIVIC LIFE GUIDANCE

The August 17-2018 guidance memo pertains to whether or not community members have a right to audio or video record NA meetings that are open to the public.

“Community members only have a right to record neighborhood meetings that are open to the public according to the ONI Standards.”

“(NOTE: Neighborhood associations are not subject to Oregon State’s Public Records and Meetings requirements.) “

CONCLUSION:

The Civic Life memo does not advise NAs or DCOs whether they should or shouldn’t record meetings. It simply provides guidelines on if and how a community member may record them.

“The City has no control or influence on SEUL’s organizational decision-making beyond contracted services. We have no opinion or guidance as to what SEUL does outside of the City contract.” Suk Rhee, former Bureau Director

USING OUR EQUITY LENS TOOL

WE ARE COMMITTED TO:

- **Diversity** by bringing historically excluded individuals and groups into all SE Uplift activities and decision-making processes.
- **Equity** by interrupting systems of oppression, and will be a resource, collaborator, and model of equitable practices in Portland's civic engagement structure.
- **Inclusion** by collaborating with and serving all communities.
- **Accessibility** by addressing barriers such as institutionalized racism, distrust of systems, social stigmas, costs, language, physical space, transportation and culture. Addressing these inequities will support the social and ecological well-being of all communities.

QUESTIONS TO CONSIDER

- In what ways will the outcomes of this decision increase or decrease equity?
- Does this decision engage and/or account for multiple perspectives?
- What voices are missing from the conversation?
- What barriers to engagement exist or may result from this decision?



SE Uplift
NEIGHBORHOOD COALITION
STAFF RECOMMENDATION

In order to equitably welcome all members of our community to SE Uplift board meetings, encourage candid dialogue, foster the open exchange of ideas, and create an atmosphere of trust that is free from intimidation, the SE Uplift staff recommend that recordings of board meetings be at the discretion of the Board Chair/s and Executive Director.



OFFICE OF COMMUNITY & CIVIC LIFE GUIDANCE

Community Members Can Record Neighborhood Association Public Meetings

(revised August 17, 2018)

Community members have a right to audio or video record neighborhood association meetings that are open to the public, with some limitations.

Meetings Open to the Public

Community members only have a right to record neighborhood meetings that are open to the public according to the ONI Standards.

Most neighborhood association board meetings and general membership meetings are open to the public.

Meetings of neighborhood association committees that do not have the authority of the board of directors to make formal decisions on behalf of the neighborhood association are not considered meetings open to the public.

(NOTE: Neighborhood associations are not subject to Oregon State's Public Records and Meetings requirements.)

Announcing Intent to Video Record

If someone plans to video record a neighborhood association meeting, they should let the person chairing the meeting know before beginning to record the meeting.

The chair should ask members of the audience whether anyone objects to being videotaped. Anyone who does not want to be filmed should be given the opportunity to sit where they will not be in the picture (for instance, behind the person video recording).

The individual should not begin recording until after the chair has made the announcement.

Neighborhood association board members cannot choose not to be filmed. Their role as leaders of the association requires that they be visible to the audience—whether in the room or in the video recording.

Managing Disruptions

If someone wants to audio or video record a neighborhood association meeting, they must do so unobtrusively.

Whoever is chairing the meeting has the authority to keep order and ensure that the meeting is conducted efficiently and in an orderly fashion.

If someone who is recording disrupts the meeting, the chair can ask them to leave, after giving them one warning. (For example, someone who has a video camera and is moving around the room blocking people’s view and causing a distraction could be asked to leave.)

RESOURCES:

- ONI Standards for neighborhood associations:
<http://www.portlandonline.com/shared/cfm/image.cfm?id=97870>
- Oregon State Public Records and Meeting rules (NOTE: these do not apply to neighborhood association meetings but often provide helpful framing and context for issues that come up):
http://www.doj.state.or.us/public_records/manual/index.shtml

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[EXCERPTS FROM ONI STANDARDS AND ORS 65]

ONI Standards

VIII. Open Meetings and Public Records

B. Definitions

5. “Meeting” means the convening of the general membership, board, or a committee for which a quorum is required in order to make a decision on any matter or to deliberate toward such a decision. Subcommittees without

executive authority are not subject to quorum requirements or to these open meeting standards.

D. Meetings Open to Public

1. "Except as otherwise provided below, meetings must be open to public attendance, with notice provided and minutes taken as provided in these Standards." (p. 39)

H. Public participation

"The chair of the meeting controls the extent of public participation subject to any controlling bylaws or other rules of the Neighborhood Association or District Coalition. Neighborhood Associations and District Coalitions are not required to allow public participation in board or committee meetings, although the public is entitled to be present." (p. 43)

I. Disruptions

"Subject to any controlling bylaws or other rules of the Neighborhood Association or District Coalition, the chair of a meeting may have anyone removed who disrupts a meeting after receiving at least one verbal warning during the same meeting." (p. 43)

STATE OF OREGON DEPARTMENT OF JUSTICE ATTORNEY GENERAL'S PUBLIC RECORDS AND MEETINGS MANUAL, January 2011

II. PUBLIC MEETINGS

D. Requirements of the Law

5. Control of Meetings

"The presiding officer has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of a meeting. If public participation is to be a part of the meeting, the presiding officer may regulate the order and length of appearances and limit appearances to presentations of relevant points. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave and upon failure to do so becomes a trespasser."

“This authority extends to control over equipment such as cameras, tape recorders and microphones, but only to the extent of reasonable regulation. We have concluded that members of the public cannot be prohibited from unobtrusively recording the proceedings of a public meeting.³⁴ We believe the logic supporting the public’s right to make an audio record of a meeting also extends to video recording, subject to reasonable regulation to the extent necessary to prevent disruption of the meeting. Some concern has been expressed that criminal law might prohibit the recording of public meetings. But the criminal law prohibition against electronically recording conversations without the consent of participants in the conversation expressly does not apply to recording “[p]ublic or semipublic meetings such as hearings before governmental or quasi-governmental bodies.” (pp. 133-134)

Note from SEUL: NAs and nonprofit District Coalition Offices such as SE Uplift are not considered governmental or quasi-governmental bodies.