



Secretary Welcome Packet

Congratulations on being elected to your neighborhood association's board! As the neighborhood secretary, you serve the important role of record keeper for your neighborhood association (NA). Your main responsibilities are recording meeting minutes and record retention. To make your job easier, we have created this packet to assist you in your new position. If you have any questions, please don't hesitate to contact your SE Uplift staff liaison. We're here to help!

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 them to your board, SE Uplift, and the public in a timely manner.

Monthly Record Retention Responsibilities

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 also 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 for doing so.

Ongoing Responsibilities

Secretaries must also submit the following documents and information to SE Uplift:

- Updates to your board roster (name, position, board term, email)
- Copies of updated bylaws
- Records of tax-exempt status, if applicable
- Records of grievances

If your Neighborhood Association receives mail at SE Uplift's headquarters, please connect with your board chair to verify who is responsible for checking your group's mailbox.

Where to Send Records

Documents can be emailed to operations@seuplift.org, submitted through SE Uplift's monthly Hey Neighbor e-newsletter, or mailed to:

SE Uplift c/o Record Retention

3534 SE Main St.

Portland, OR 97214

Meeting Checklist

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.

Before the Meeting

- ✓ Ensure that 7 days' notice of the meeting is provided to the public and your board
- ✓ Share copies of last meeting's draft minutes with NA
- ✓ Provide blank sign-in sheets (see online resources)

During the Meeting

Secretary Welcome Packet

- ✓ 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
- ✓ Collect sign-in sheets and any handouts

After the Meeting

- ✓ Incorporate any changes into the final approved minutes from the previous meeting
- ✓ Send the previous month's approved minutes to the board member who updates the website to be posted for the public
- ✓ 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 (see above)
- ✓ Type up new draft meeting minutes
- ✓ Send the draft minutes out to the board or membership (when applicable) and incorporate proposed changes received via email prior to the next meeting

Meeting Minutes Overview

Minutes are the official history and permanent legal record of the neighborhood association. They 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 Minutes Should 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

- Type of meeting (general, board, special, or emergency)
- Date, time and location of meeting

Secretary Welcome Packet

- The names of all attendees present (taken from sign-in sheet)
- Whether a quorum was present
- The start and end time of the meeting

Meeting Content

- Time the meeting was called to order
- If the agenda was approved or amended
- If previous meeting minutes were approved
- All motions made should include:
 - Exact wording of the motion
 - Name the board members who made and seconded the motion
 - A summary of the 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
- Time the meeting adjourned

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, social media, 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 a laptop to record minutes so you do not have to transcribe notes.
- Online meeting platforms, such as Zoom subscriptions, include optional meeting recordings online for review. If enabled on Zoom, you can access recordings from the Admin sidebar under Account Management.
- 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 Board Meeting Minutes

Below you will find a sample of what the minutes for your neighborhood association meetings could look like.

Summer Meadow Neighborhood Association Board Meeting

[DATE, TIME]

[LOCATION, ADDRESS]

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, Tom Armstrong

Meeting called to order at 7:05PM. Quorum verified.

Approval of the Agenda: Agenda approved with no additions.

Approval of April Board Mtg Minutes: The location of the neighborhood social was corrected to say St. Paul’s Church. The minutes were accepted as corrected.

Treasurer’s 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 May. 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 June 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, May 30th at Fredo’s Coffee shop. Additional information can be found on the NA website. All interested in attending should contact Tim (tim@summermeadowneighborhood.org). A discussion followed about

Secretary Welcome Packet

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 May meeting was made by Ellen Paige and seconded by Sahir Yali. The motion was approved unanimously; Nell Wagendog abstained.

Southeast Area Artwalk: Laurie Vail from Southeast Area Artwalk came to present the annual request from the group for funding. 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.

Neighborhood Cleanup: Ruthann Bedenstone has confirmed 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.

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