

Neighborhood Association Presidents

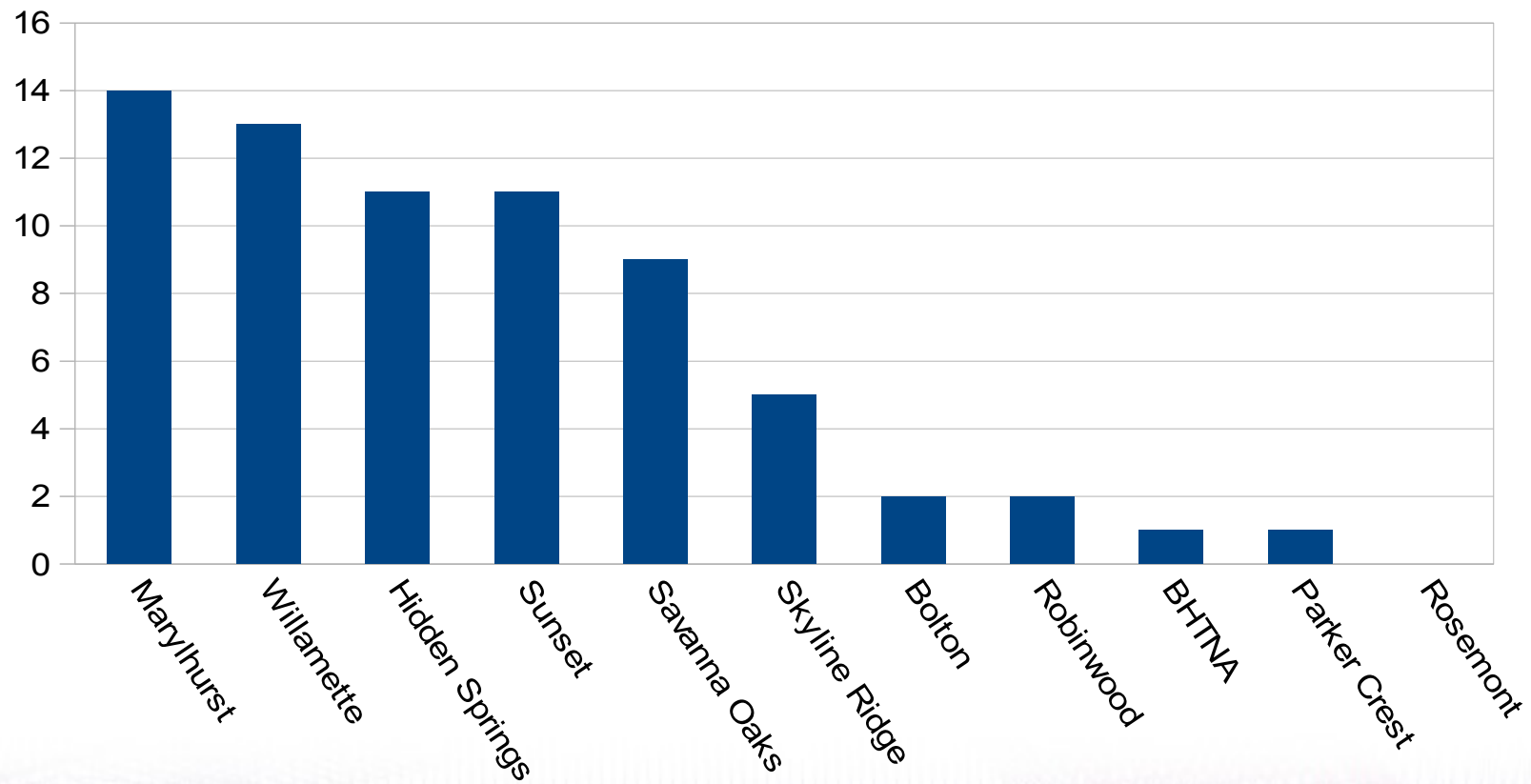
City Council Work Session
May 2013

Basic Facts

- Have met reliably for 2 years
- Once a month meetings
- Ad hoc citizen group, operating in public
- Quorum is 4 (out of 11 NAs) – required for us to vote and represent the result as “ours”
- Published agendas, minutes, city web site
- Purpose: strategic, with some emphasis on tactical (goals and processes)
- Twelve of the past fourteen meetings met quorum

Attendance

Participation 2012-2013



Recommendations

We recommend 2013 adoption (2012 was “grace”) of the following minimum requirements of an “active NA” (Voted Feb 2012, 5-Y, 0-N, 1-A):

- 1) A meeting at least annually where budget (balance, expenditures) is presented to the membership
- 2) An election meeting, per your by-laws
- 3) At least two meetings per year
- 4) These meetings meet Oregon Public Meeting Law standards (e.g. held in public, agenda posted in advance, minutes posted)
- 5) A board of at least three members

Recommendations

We recommend support of the stipend proposal (Voted April 2012: 5-Y, 0-N), which has been documented by City Finance. Key points:

- 1) Fixed allocation of \$300 to each active NA as a nominal operating budget.
- 2) Variable allocation to each active NA, percentage of total FY stipend budget proportional to the population in that NA
- 3) A reserve fund of 10% of the total FY budget plus any money returned by NAs
- 4) City continues funding one physical mailing per year

Recommendation

- We recommend the city include a map of the NA boundaries, along with NA President contact info, in an upcoming utility bill, and repeat this practice annually.
 - Voted April 2013: 6-Y, 0-N
 - Helps citizens know which NA they are in
 - Best if “subscribe to list” link is on each NA web page so people can sign up on the spot

Accomplishments

- Establishment of email accounts
 - One per NA
 - Hosted on the city exchange server
 - Point of contact on NA web pages
 - Ensures a consistent way of contacting NAs which persists, even when NAs hold elections
 - e.g. MarylhurstNA@westlinnoregon.gov

Accomplishments

- Adoption of “workflow” for communication
 - Specifies how agendas and minutes get posted
 - Clarity and simplicity
 - Caused productive discussions on email lists
 - Improves success rate for “meetings” communication
 - Defines partnership NA officers/City

Accomplishments

- Adoption of mailing list standards
 - “mailchimp” chosen as the standard tool
 - Code of conduct developed for NA email lists
 - Helps ensure mailing lists are transferred to new NA officers
 - Helps ensure mailing lists are not abused
 - Promotes self-subscription and/or removal from list
 - Helps build trust and grow lists

Accomplishments

- Resource for all NA officers – monthly discussion “helping each other”, sense of community
- Connections with City Council: Councilors Tan and Jones, also Mayor Kovash guests at meetings
- Connections with city staff and others: heads-up on code changes, Kirsten, Elissa, new NA officers
- Determined if/how NAs are permitted to raise funds

NAP Status

- Self formed ad-hoc citizen group
- Provides advice to City on occasion
- One member per NA, OK to delegate
- Quorum is 4 – we only make recommendations to the City if quorum is met and vote taken
- Public meetings; monthly; active
- We are happy to take direction/advice from City