

NAP Meeting Minutes – August 30, 2012

NAP Present: Beth Smolens (Willamette), Troy Bowers (Sunset), Jef Treece (Marylhurst), David Rittenhouse (Savannah Oaks), Jim Farrell (Skyline Ridge), Sally McLarty (Bolton)

Guests: Doanne Brown

Note: Alex Kachirisky (Hidden Springs) was on vacation.

There was a motion to approve minutes of July meeting and minutes were approved unanimously with no changes.

Agenda was modified. Sally McLarty added an informational item about the West Linn Centennial, and the mailchimp educational presentation was deferred, as Alex is unavailable this week, and the city has not yet provided email addresses for mailchimp accounts. Added in place was a discussion of the work-flow proposed by Kirsten Wyatt last month, intended to drive posting of minutes and agendas on the City website.

NAs who need to get going on their email list and have not yet received the email address from the city (MNA, Doanne Brown, Secretary) will create their own mailchimp account and consider transferring it later.

Helping each other: MNA recently sent a US Mail postcard, which the city helped prepare and mailed. Jef Treece advised that the city will handle one mailing per year for the NAs, including postage, and any additional mailings need to be funded by the NA. Some NAs present did not know this.

Update from the City Council work session, fund-raising topic: Jef Treece reported that he attended the City Council work session, and the outcome was the CC would like to have a policy on if/when NAs are permitted to conduct their own fund-raising. The CC looks to city staff with help from the NAP group to come up with a draft of this policy. No work has begun on this, and Kirsten Wyatt will be driving the effort.

Putting out notice and agendas for meetings, as well as posting minutes are top requirements for NAs to conduct business. We discussed the work-flow proposed by Kirsten Wyatt that would automate the posting of these artifacts, driven by email sent to the city webmaster.

Three points were identified:

1. Put the policy for fund-raising (when it becomes available) and other policies (such as US Mail assistance) on the city NA web portal
2. There are some questions and concerns about sharing email lists (as indicated in the work-flow from Kirsten Wyatt) between NAs and City. This discussion needs to continue when someone representing the City is present
3. We think there is a requirement for an individual to be able receive NA minutes and agendas via the NA email list without receiving email from the city's email list – some citizens will desire this.

There was a discussion about email lists, who owns them, if/when they can be shared, and associated concerns. No conclusions were made.

- Should we insist that NAs use mailchimp (for consistency and transferrability)?
- Do NAs need to approve (by vote) “handing over” email lists to the city?
- Can/should email lists be used for political purposes?
- Can/should the city direct NAs (and on what topics?) E.g. if/when to post minutes, agendas, etc, and which programs/processes for managing email list and conducting business. Are we “an arm” of the city, and if so, does that satisfy the goal under which NAs were originally created?
- If we adopt mailchimp and share email addresses with the city, do citizens get the chance to opt-in or opt-out?

The two main topics on next month's meeting are finalize workflow and mailchimp education.

Sally McLarty shared some historical maps she research for the WL100 celebration. Reference: <http://www.wl100.org/>