



## **BOLTON NEIGHBORHOOD ASSOCIATION**

MINUTES: Tuesday, February 20, 2024

Library /Zoom Hybrid Meeting

**Meeting Called to Order: Patrick Hogan: 7:08 PM**

**Welcome to attendees and get acquainted with Zoom: Attendees:** 13 members

**February 16, 2023 Minutes:** Approved

**Draft Agenda:** Accepted with no additional changes.

**Treasurer's Report:** Bank Balance: \$3654.56

Zoom issues caused several minor technical delays.

Reviewed the agenda, decided to move a few agenda items around so Lisa Wolff could present in the time she was able to attend.

### **New Business:**

- **Communications Coordinator Role Defined:** Lisa Wolff has clearly written out the purpose and duties of the new position (included below), which she went over tonight followed by a thorough discussion, including the general consensus that this role should probably be a Member at Large position.
- **Members at Large Discussion:** The officer's position of "Member at Large" to be added into the BNA bylaws. Specific language to be used will be discussed at our next meeting. It will be the 5th voting position on our board to avoid possible dead lock in future votes. The role and duties of the Member at Large will depend on current needs. The current need predicates filling this position with a communications coordinator. Detailed description of Member at Large position will be posted, then added into our bylaws pending a vote after further discussion at the next meeting.

### **Updates:**

- **Bolton Neighborhood Road Signs:** Update -Vince Miles reports the signs are close to being done and Jeff Randall, Public Works Operations Supervisor, will be contacted when they are finished. At that time the signs will be paid in full to Custom Wood Signs and the city will install them.
- **1575 Burns Street Development:** Pat Hogan left message for planning manager regarding the road repair at the corner of Hood and Burns. He did not receive a response. Also, neighbor Alma Coston talked to the Mayor who indicated they would put a sign up restricting the back library parking lot to library use only.
- **Parking Lot at Maddox Woods:** Paving planned with 8 parking spots. No time frame for the project, no funds or set plans, and no communication with Friends of Maddax Woods.

- **Jolie Point Traffic Issues:** Dan Hayes reported about his city council presentation tonight. Vince Miles introduced the council to Dan at the beginning of the presentation. Dan gave them some quantifiable data and other useful information which we hope will help persuade the city to take action to make West Linn streets safer, particularly Jolie Point Road. We learned TVF&R is not against speed bumps, and that the city has hired an analyst to help with the traffic calming measures. Bob McCarthy suggested contacting Councilor Carol Bryck to start Safe Streets initiative on Jolie Point Rd, as we don't want Jolie Point concerns to be lost in the any new City initiatives in this matter.

#### **New Business:**

- Bob McCarthy went over the 2023 Annual Report reviewing all the great accomplishments of the past year and goals for next, indicating how we spend, and how we plan on using our money in the next year. Report included below.
- Discussed the plan (discussed at the Neighborhood Associations presidents meeting) to standardize neighborhood association bylaws in West Linn.
- Recognized need for people/group to care for new signs and the BNA Park at West A and 43. Also the need to contact WL Public works about picking up garbage at bus stops.
- **Next Meeting:** March 18, 2024

#### **Future Agenda Items:**

- Member at Large Position: Vote into bylaws.
- West Linn Water Front project update
- Tugboat: history, acquisition (by Willamette Falls Heritage project), and future placement: Pat Hogan & Alma Coston
- Designate people/group to care for the new signs and BNA park at West A and 43.

#### **Announcements:**

- Get the West Linn Weekly Newsletter. <https://westlinnoregon.gov/e-news>
- Interim City Council Position open
- Heron Watch: Join us at Maddax Woods to observe the Great Blue Herons!  
<https://westlinnoregon.gov/parksrec/heron-watch-maddax-woods-park>
- Work Party at Maddax Woods every 3rd Saturday 9-12am. Bring your work gloves!  
<https://www.solveoregon.org/opportunity/a0C8W00000VAHsmUAH/maddax-woods-monthly-cleanup>

**Adjourn: 8:20 pm** Thank you, everyone, for another great meeting.

**Reminder: Stay up to date with your Bolton Neighborhood by visiting our community website at:**

<https://westlinnoregon.gov/bolton>

**See BNA Hot Topics:** <https://westlinnoregon.gov/bolton/hot-topics-announcements> :

Patrick Hogan, President at: [BoltonNA@WestLinnOregon.gov](mailto:BoltonNA@WestLinnOregon.gov)

Bolton Neighborhood Association Board Members

Patrick Hogan, President; Vince Miles, Vice President; Alfred Brown, Treasurer;

Amanda Brookshire, Secretary; Lisa Wolff, Communications Coordinator

## **Bolton Neighborhood Association Communications Coordinator**

A Communications Coordinator is an administrative role that supports the BNA in executing and monitoring communications strategies. This role involves creating public relations and marketing materials such as a Facebook page, [blog] posts, flyers, and email announcements. This role also involves tracking and reporting analytics (# of Facebook followers, # on email list) and coordinating neighborhood social events. The scope of this position may vary depending on the need of the organization.

Strong writing skills, organization, a high level of creativity and the ability to think analytically are traits shared by the most talented Communications Coordinators.

### **Communications Coordinator Job Description**

#### **Responsibilities for Communications Coordinator**

- Write and execute a variety of different content to support communications and marketing efforts including:
  - Monthly meeting announcement to neighborhood email list.
  - Additional announcements to neighborhood email list for social events and hot topics.
  - Manage the BNA Facebook page, creating posts for monthly meetings, special announcements, and other content.
  - Creating and printing monthly meeting flyer.
- Distribute meeting announcement flyers around the neighborhood or delegate the task.
- Attend monthly BNA meetings.
- Attend Leadership meetings.
- Coordinate volunteers, support staff, vendors and more to support neighborhood social events.

#### **Qualifications for Communications Coordinator**

- Must reside in the Bolton Neighborhood.

# **2023 Bolton Neighborhood Association Annual Report**

**January 2024**

## **Association Leadership -**

- Robert McCarthy, President
- Vince Miles, Vice-President
- Janet McCarthy, Secretary
- Walter Swan, Treasurer

## **Meeting Times, Dates and Location -**

The BNA meets the third Tuesday of every month from 7 PM to 8:30 PM at the West Linn Library and via Zoom.

## **2023 Accomplishments -**

1. Continued to refine and codify BNA procedures to make it easier for new officers to step into their positions, such as the BNA website, banking, contacts with the city and TVF&R, facilitating meetings, records retention and working with Google Gmail.
2. Held two neighborhood social gatherings with music, food and events on August 18<sup>th</sup> and October 22<sup>nd</sup>. Each event included prizes donated by local businesses. Approximately 200 Bolton neighbors attended each gathering which provided an opportunity to meet new neighbors and learn about the history of the BNA and its role in improving their neighborhood. We plan to continue social gathering each year on a regular basis.
3. After more than two years of work with the City Council, staff and Sunset Neighborhood Association, we officially welcomed the residents of Skyline Drive and Skyline Circle into the BNA. The City will make adjustments to the neighborhood association maps.
4. Refined our hybrid meeting structure to incorporate both in person and a Zoom meeting simultaneously.
5. Continued to refine and the BNA email system and the process to send announcements to members on our mailing list.
6. Discussed and approved a proposed City Council/NA policy to require the greater involvement and collaboration with NAs and City projects in neighborhoods.
7. Met with the WL Parks Director to discuss improvements to the baseball diamonds at Hammerle Park which were made in the spring.
8. Continue to support the Residential Parking District at WLHS.

9. Listened to a presentation by a City engineer on Safe Routes to School.
10. Two years of work with West Linn, Gladstone and Jennings Lodge residents, the Oregon Marine Board, Clackamas Sheriff River Patrol and WL City Councilors helped to stop illegal noise from competition 2-stroke jet skis on the Willamette River. In November a Cease and Desist Order was served on the offender and has ended the noise for now.
11. Continue to support the Friends of Maddax Woods and approved up to \$500 to fund a memorial bench.
12. Brainstormed how the Old Bolton Fire Station could become a Center for Emergency Preparedness.
13. Explored the possibility of merging with the Rosemont Summit NA.
14. Held a voters forum for City Council Candidates.
15. Held a voters forum for Mayoral candidates.
16. Reviewed and provided input to the City about ODOT's tolling plans.
17. Provided input and recommendations to the City regarding an indoor recreation center and public transportation issues.
18. Worked with the City to finalize the design and placement of two permanent "Welcome to the Bolton Neighborhood" signs to be installed in 2024.
19. Discussed the resources, and plans in place, to fight fires in Maddax Woods and Burnside Park during a meeting with Jacob Fuhrer, Public Relations Officer of TVF&R.
20. Reviewed the ongoing development at 1575 Burns Street and the plans for parking and traffic controls.
21. Elected Vince Miles as Vice-President to serve until elections this November.
22. Reviewed BNA by-laws to ensure there is clarity for the role of Treasurer.
23. Began work with residents of Jolie Pointe Rd. to find solutions to speeding and traffic safety issues.
24. Nominated and elected new officers. President- Pat Hogan, Vice-President – Vince Miles, Secretary – Amanda Brookshire, Treasurer – Alfred Brown.
25. Appointed Lisa Wolff to the new position of Communications Coordinator to strengthen social media outreach and communications.

## 2024 Challenges -

- Broaden and refine social media as a means to better represent our diverse community.
- Incorporating the data from our postcard survey, and adding and involving new members into our ongoing work.
- Refine and strengthen meeting norms and process.
- Continue to adapt to online meetings and broadening membership.
- Judicious use of resources.
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### **Draft 2024 Goals**

1. Partner with the City and Nonprofits to be a part of neighborhood events and provide them with resources. Such as:
  - Maddax Woods Ivy Pull
  - Garden Club event at McLean House
  - Fall Library Harry Potter Festival
2. Formalize ways to welcome new neighbors into the neighborhood by following real estate transactions. Partner with real estate agents in the area. Lovell & Hall and Old Bolton House above the Fire Station
3. Expand Tax Increment Financing Committees work to include areas to develop in Bolton
4. Update Bylaws to ensure clarity of Treasurer's role.
5. Upgrade and refine the BNA website with photographs.
6. Continue to support and expand community events such as the Ice Cream Social, Halloween Pumpkin Judging, joint events with neighborhood clubs, volunteer efforts to improve trails, the restoration of Maddax Woods, Burnside Park, and the Pocket Park.
7. Assist neighbors in finding solutions to the issues that are important to residents and businesses of Bolton and the City.
8. Continue to explore uses for the Bolton Fire Station. .

## **Accounting of Neighborhood Association Grant Funds 2023 –**

Beginning balance	4089.97
City Support & Donations	1623.00
Reimbursement	<u>614.36</u>
	6327.33

### **Expenses\_\_\_\_\_**

BNA Signs	357.26
Printing (FedEx)	225.10
BNA Social Gatherings	1109.02
Clackamas County Records	82.60
ZOOM	149.90
Google	12.00
Bank Stop Payment	20.00
Maddax Woods Memorial	500.00
Total:	\$2455.88

Ending Balance: \$3872.45

## **Likely Areas of BNA Planned Spending for 2024 –**

- Office Supplies and Printing.
- Park Restoration Maintenance and Supplies.
- Support for Maddax Woods, West Linn Food Bank.
- Supplies and refreshments for volunteers and NA meetings.
- Publication of Bolton Neighborhood Walking Tour Booklet & App.
- Neighborhood Signs and Website enhancements.
- ZOOM and Google fees.
- First Responders appreciation event.
- Social Gatherings.

February 6, 2024

Robert McCarthy

President Vince Miles

Vice-President Walt Swan

Treasurer Janet McCarthy, Secretary