

SMILE Board Meeting Minutes

May 19, 2021

Via ZOOM videoconferencing

Main Website

www.SellwoodMoreland.org

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Procedural

www.SMILErecords.org

OFFICERS PRESENT: Simon Fulford, President; Pat Hainley, Treasurer;
Eric Norberg, Secretary

BOARD MEMBERS PRESENT: Elaine O’Keefe, Jim Friscia, Bob Burkholder, Neal Spinler, Elizabeth Milner, Sarah Bungler, Zack Duffly, Emily Pitts

ALSO ATTENDING: R. Corless, “Bart”, Vikki DeGaa, Jim Morris

Due to social distancing measures ordered by the State of Oregon to avoid spreading the COVID-19 coronavirus, this meeting was conducted online using the ZOOM application, with advance notice of the meeting having been made online – advising how any interested persons could join it by requesting the admission code; and, as noted above, a few did.

President Simon Fulford called the May SMILE Board Meeting to order at 7:35 p.m., and began the meeting by welcoming the newly-elected members of the Board, and discussing our meeting protocols. Simon said that our new Vice President, Ayomide Nikzi, is on a previously-scheduled vacation, but she expects to join us at our next meeting. Then – observing the presence of a quorum – he presented the agenda, and invited a review of the minutes of the April 21 SMILE Board Meeting. After that review, Pat Hainley moved that the minutes be approved as presented; Neal Spinler seconded the motion; and, after the vote, Simon announced the motion as having carried unanimously.

Neal Spinler reported on behalf of the new SMILE Communications Committee: He said he is preparing the custom SMILE e-mail system to be operated through “gmail”. He asked Board Members to let him know how they want their name to read in the SMILE e-mail system. The new e-mail system will use two-factor authentication, and he asked that each user to be assigned a “sellwood.org” e-mail address come up with a unique and hard-to-guess password for their new e-mail account. On another subject, he said the SMILE postcard mailer for which we received a Southeast Uplift grant is being planned for this fall.

Vikki DeGaa, noting the universal use of “sellwood.org” on our website and e-mail accounts, said she would like to see “Westmoreland”, the other half of our neighborhood, included somehow – since it is actually the larger part of the neighborhood, both geographically and by population. Eric Norberg pointed out that our original URL actually **was** “sellwoodmoreland.org”; but a former President – Reid Kells, who lived in Sellwood, and thought that it was unnecessarily complicated to include Westmoreland in our URL – personally obtained, and switched us to the use of, “sellwood.org”. Eric said we still do have the original URL, and it currently forwards directly to the “sellwood.org” address – and that is the URL still listed on all our “meeting minutes”. Neal responded that SMILE is now well-advanced in using “sellwood.org” for e-mail and our website development, and it would be difficult to change that now; but we could keep it in mind as a future possibility.

Jim Friscia reported for the new SMILE Events Committee: We are planning small local live music concerts – on Tuesday nights in Sellwood, and on Saturday nights in Westmoreland, in addition to at the late afternoon “Thursday Market” each week at the Sellwood Community House. These summer concerts most likely will begin July 6th and end on August 28th. Turning to the annual SMILE neighborhood cleanup, cancelled last year due to the pandemic, Jim said it is currently planned for this year – but in September, rather than on the usual May date. Eastmoreland has expressed interest in participating in it this year, too, he said. Kris Heiberg will be the coordinator of the event once again this year. The third Saturday in September is being contemplated as the date for it.

President Fulford placed “The Year Ahead” as an item on tonight’s agenda in order to discuss SMILE further with our new Board Members. He suggested the new Board Members should consider what SMILE committee(s) they would like to join – presumably aligned with their own interests. He asked rhetorically, “How do we alert newer residents to what SMILE is; who we are?” He explained that SMILE’s main funding source is our operation of two facilities – Oaks Pioneer Church as a venue, which Portland Parks owns but for which we are the booking agent and operations entity; and SMILE Station, which we own.

Bob Burkholder, who has returned to a Board seat after spending a year as SMILE Vice President, spoke to the new Board Members of his own participation on SMILE committees, and especially our Emergency Preparedness Committee; he said the Portland N.E.T. system [“Neighborhood Emergency Teams”] has just held a citywide emergency exercise.

R. Corless mentioned the SMILE “Community Safety Committee” [a/k/a the SMILE Crime Prevention Committee] of which she is Chair, and on which Simon also is a member.

President Fulford then brought up our close relationship with the Sellwood Community House; SMILE has one permanent seat on the Community House Board, and one of our Board Members would thus be a delegate to the Community House in that seat – an opportunity that is now available. Jim Friscia pointed out that SMILE also has a Board seat on the Southeast Uplift Board, and although he currently holds it, he is not often able to attend Uplift Board Meetings, so that seat is available also – and Neal Spinler said he is willing to take that task on.

Elaine O’Keefe has been our webmaster, but she wants to turn over the website duties to someone new; she also wants someone adept in Social Media to take advantage of the accounts we have set up but not developed fully. Emily Pitts volunteered to help with the website, e-mail, flyers, etc., but made it clear that she is not interested in Social Media. Sarah Bunger said she would like to help with our Social Media, but she says she does not have expertise in it to bring to the job. Zack Duffly said he can help, too. On a different tack, President Fulford commented that he would like to see some SMILE Board get-togethers take place.

Turning to the subject of SMILE operations, President Fulford brought up the matter of the security of SMILE Station. Neal Spinler said he had surveyed the building and feels it needs security cameras, numeric keypads instead of the current key-operated locks, an updated

digital thermostat that can be remotely operated by the Building Manager, smoke and/or CO₂ detectors tied into the building's new security system – and, he said, the Wyze alarm system is robust and capable of doing all that, for a \$400 equipment setup and \$60 per year monitoring – but it won't work with our existing exterior door deadbolt system, so we would need a new front or side door with the correct locking system. Simon Fulford moved that the Board approve purchase and installation of the Wyze security system as described, and Elaine O'Keefe seconded the motion, and the vote in favor, with two abstentions and no "no" votes, and thus the motion carried.

Lastly, President Fulford reviewed for the Board two detailed managerial proposals made by the SMILE Finance Committee (which are incorporated into these minutes by reference). He then announced that the Board would enter Executive Session for a personnel discussion related to these proposals, and attendees who were not members of the Board were excused at this point. The taking of publicly-available minutes ceased for the Executive Session.

At 9:21 p.m., President Fulford concluded the Executive Session, and reopened the SMILE Board Meeting to the public. Neal Spinler then moved that SMILE accept these new managerial job descriptions as recommended by the Finance Committee; Elaine O'Keefe seconded the motion; and President Fulford tabulated the subsequent vote, and called it unanimously in favor.

Elaine O'Keefe then moved that SMILE adopt the salary recommendations for the two new managerial positions as discussed in the Executive Session; Jim Friscia seconded the motion, which then was declared by Simon Fulford to have passed unanimously, with one abstention.

Elaine O'Keefe then moved that President Fulford negotiate with Christina Timberlake for the General Manager position; Pat Hainley seconded the motion, which Fulford then announced had passed with unanimity.

Next, Pat Hainley moved that the Board Meeting be adjourned; Neal Spinler seconded the motion; and the Board appeared unanimous in approval, so Simon Fulford adjourned the meeting at 9:25 p.m.