

SMILE Board Meeting Minutes

November 16, 2022

In person at SMILE Station

Main Website

www.SellwoodMoreland.org

Procedural

www.SMILerecords.org

OFFICERS PRESENT: Elaine O’Keefe, President; Elizabeth Milner, Vice President [*via ZOOM*], Pat Hainley, Treasurer; Eric Norberg, Secretary
BOARD MEMBERS PRESENT: Emily Pitts, Jim Friscia, Bob Burkholder, David Dugan, Dave Weber, Sarah Bunger

SMILE President Elaine O’Keefe called to order the November Board Meeting of SMILE at 7:32 p.m. To begin she asked for a review of the minutes of the October 19th Board Meeting; after the review, Jim Friscia moved the minutes be accepted as presented, Pat Hainley seconded, and the motion passed unanimously.

President O’Keefe told the Board that the “Friends of Moreland Woods” subcommittee of our SNAC committee has requested we transfer whatever held funds we have of theirs – for their negotiations with the Foundation Partners, new owners of Wilhelm’s Portland Memorial, to acquire for community use the section of the forested property between their mausoleum and the Llewellyn Elementary School property – to a dedicated fund for the same purpose at Sellwood Community House (of which they apparently will become a subcommittee), and then dissolve Friends of Moreland Woods as a subcommittee of SMILE. Pat Hainley said that they seem to have roughly \$6,100 in such dedicated funds at SMILE. President O’Keefe made a motion to grant this request; Bob Burkholder seconded the motion; the motion passed unanimously.

O’Keefe then introduced David Dugan, the Chair of the SMILE Financial Committee. Dugan pointed out that our tentative budget for the 2022-23 SMILE fiscal year, which starts on October 1 each year, results in a substantial deficit (\$52,000), and so some substantial cuts are necessary to reduce the deficit before the budget can be approved. He previously distributed by email to the Board a “budget deficit worksheet”. The worksheet shows projected cuts which would reduce the deficit to less than half that amount (\$22,950). Since we have enough savings on deposit to cover a small deficit, it is acceptable to have some deficit in an adopted budget in which the actual income is projected but not certain, but it should not be of a size to consume most of our “rainy day” savings balance.

Since one of the major deficit reduction items listed was the elimination of the salaried position of Assistant Manager, it was fortuitous that the current holder of that position, Grace Radke, had already resigned for personal reasons, effective December 1, 2022. Elaine has met with our Facilities Manager, Christine

Timberlake, about this and she said she can accept the loss of an assistant for the time being, but would still want the option of having an on-call hourly assistant as needed, an average of 8 hours a week. \$10,000 was put into the budget for such a Staff Assistant, and that addition was in the “budget deficit worksheet”. There followed a discussion about the submitted budget cut proposals to cut expenses in the budget. The discussion evolved to include not only cuts but ways of generating more revenue to cover our expenses – and about ways of making some of the community events we sponsor self-funding.

Jim Friscia revealed plans for live music and entertainment at SMILE Station as our part of the co-sponsoring of “Decemberville”, a former SMBA promotion which this year will be a one-day merchant sale and celebration on December 3rd, co-sponsored by SMILE, SMBA (Sellwood Moreland Business Alliance), and Sellwood Community House. No specific SMILE fundraiser is planned for it at this time; “it’s a community event”. Emily Pitts volunteered to help with decorations and hot cocoa and/or hot cider.

Getting back to the proposed SMILE Budget for 2022-23, with the proposed cuts to reduce the deficit: Elaine O’Keefe moved the budget be adopted, incorporating the proposed adjustments on the “budget deficit worksheet”. Eric Norberg seconded the motion. The motion passed unanimously.

President O’Keefe asked the Board to authorize herself, Chris Timberlake, and Pat Hainley to pursue negotiations with potential contractors for the upcoming SMILE Station Remodel, paid for by the grant from the Portland City Council. Sarah Bunger so moved; Dave Weber seconded; the motion carried unanimously.

The approved budget included a \$2,500 bonus for Christine Timberlake, representing 1% of the city grant for remodeling SMILE Station which she took the initiative of requesting and obtaining from the Portland City Council. To give her a bonus of that amount will require up to \$1,000 more, since we want to give her that amount after withholdings. The Board verbally approved with no objections allocating sufficient funds for the bonus to give her a check for \$2,500.

Sarah Bunger then proposed that the SMILE Board Meetings start at 7 p.m. instead of the traditional 7:30 p.m. for three months – December through February – as a trial to see if this change should be made permanent or not. Emily Pitts made a motion to that effect, Sarah Bunger seconded, and the motion carried with two votes against.

at 9:07 p.m., President O’Keefe declared an Executive Session to discuss a legal matter for which we have obtained the pro-bono services of an attorney, and she kept the required confidential minutes of the Executive Session.

At 9:16 p.m. President O’Keefe announced the conclusion of the Executive Session, and Pat Hainley moved the Board Meeting be adjourned; Bob Burkholder seconded the motion; the motion carried at 9:17 p.m.