

# OLD TOWN CHINATOWN COMMUNITY ASSOCIATION

Board Meeting, June 8, 2016

## Attendance

### Board Members Present:

Karen Bowler  
Jane Demarco  
Zachary Fruchtengarten  
Brian Harvey, Secretary  
David Leiken  
Dan Lenzen  
Will Naito  
Evan Ross  
Sarah Stevenson  
Helen Ying, President

### Absent:

Jessica Burke, Vice-President  
Timothy Desper  
David Hooff, Treasurer

### Guests:

Joleen Jensen-Classen  
Dane Bevan  
Derek Green  
David Savinar  
Scarlett Stack

Helen Ying, Chair, called the meeting to order at 11:36AM.

## 1. Minutes:

- a) Jane Demarco motioned to approve the meeting minutes from April and May. Karen Bowler seconded. Minutes were approved unanimously.
- b) Updates since May minutes were completed: The Board voted through email to approve the revised proposal from PBOT for a Road Streamlining Concept for SW/NW 2nd Ave.
- c) Minutes from March, April and May will be posted to the website shortly through handoff to Anastasia Zurcher at Neighbors West-Northwest (NWNW).

## 2. Treasurer's Report:

David Hooff, Treasurer, could not attend today's Board meeting. This agenda item was postponed.

## 3. NWNW Meeting Report:

Due to David Hooff's absence, this agenda item was also postponed. It was noted that the NWNW monthly meeting is tonight, June 8th.

## 4. Board Retreat follow up:

- a) Finalize job description for District Manager position:

Job description passed around for final review. Discussion included consideration of whether grant writing expertise should be necessary if all other credentials and position requirements are fulfilled; it was noted that grant writing can be contracted for separately. How many hours per week would be appropriate for the position was also discussed. After discussion, Sarah Stevenson motioned to approve the District Manger job description and Jane Demarco seconded. There were 7 YES votes, 1 NO vote, and 1 abstention. The motion carried.

b) Finalize Strategic Plan:

Finalizing the Strategic Plan will require additional time and this item was not voted on.

**5. Fundraising plan for District Manager:**

A wide ranging discussion was held on this topic. Some of the developments and strategies that were discussed included:

- Following up with donor contacts collected at recent branding/website unveiling at general meeting.
- Doing a review of previous donors.
- Potential for additional outreach efforts.
- Board members should update the chart if they make contact with potential donors.
- Donors are being listed on the new website.

**6. PDC Livability Grant Project update:**

The lamp post/street light banners are complete and will be put up when the entire project has been completed. The new logo(s) need to be distributed to vendors, as well.

**7. Public safety matters in the neighborhood:**

The possibility of sending a letter to the City Council on public safety issues in the neighborhood was discussed, including what tone and emphasis would be most appropriate. Helen Ying will draft a letter and send it around for Board input and approval.

**8. Committee Reports and Discussions:**

Committee chairs provided relevant updates to the Board at large.

**The meeting was adjourned at 1:01 PM**

NOTES SUBMITTED BY BRIAN HARVEY, BOARD SECRETARY.