

## OTCTCA Board Meeting Minutes

April 12<sup>th</sup>, 2017

U of O room 150

### Attendance

Sarah Stevenson, Zachary Fruchtengarten, Dan Lenzen, Sharon Fitzgerald, Annie Campos, Jane Gordon, Evan Ross, David Leiken, Peter Englander, Helen Ying, Jessie Burke, Karen Bowler

### Guests

Anastasia Zurcher, Ann Sanderson

### Minutes

1. Welcome

2. Board Elections

Jessie Burke nominated Helen Ying for Chair. David Leiken seconds. All in favor

Karen Bowler nominated Jessie Burke for Vice Chair. Sarah Stevenson seconds. All in favor.

Karen Bowler nominated herself for Secretary, David Leiken seconds. All in favor.

Jessie Burke nominated Peter Englander for Treasurer. Karen Bowler seconds. All in favor.

3. Review and adopt meeting minutes

Change #4 to District Manager Report

Jolene Jensen-Claussen from NW Examiner was a guest

**Motion 1: Peter Englander moves to adopt meeting meetings. Evan Ross seconds. All in favor.**

4. Treasurer's Report

Unrestricted balance is getting low. Down to just under \$3K. We should prioritize finding revenue. Item to be added to our retreat agenda.

5. Committee Chair Appointments

Livability: Sharon Fitzgerald and Annie Campos

Art, History, & Culture: Jackie Peterson will chair. Who will co-chair? Possibly Will? Need confirmation.

Land Use: Sarah Stevenson and Zach Fruchtengarten

Finance: Peter Englander

Finance committee is an executive committee.

Events and Communication: Karen Bowler and Dan Lenzen

Business: Evan Ross and Jessie Burke

Transportation: Dan Lenzen will chair. Helen will ask Ryan Hashken to co-chair.

Sarah recommended putting specific projects that need help in the newsletter to recruit volunteers.

Mailchimp lists Brian Harvey as Livability Committee chair. Need to change to Annie and Sharon.

Helen is going to work on Mailchimp templates so that everyone is using the same one.

6. Appointment of Representative for the NWNW Board

Peter Englander will represent board at NWNW and Venture Portland

7. District Manager Report

Visited 30 Businesses

Attended 5 events

Attended 18 Meetings

**Motion 2: Jessie Burke motioned to join Travel Portland. Evan Ross seconds. All in favor.**

Evan thinks we should have a brochure and use district maps that are tied in with window clings.

8. Create a media relations policy.

Helen proposed to create a media relations policy at the retreat.

9. Set an annual retreat date

5/24 4-7p at U of O

Jane will find a room

Ann suggested adding guidelines at the retreat for when committees can make decisions on their own and when they should come to the board.

Long term financial sustainability of the association should be addressed at the Board retreat.

10. Committee Reports

Helen attended the budget forum and had 2 minutes to share content of our letter. All should send individual letters as well.

Will took PBOT to view damage on Chinatown Gate. PBOT won't do it. Will has found someone to help with process. Looking for tiles. Getting bids to create budget.

Sarah is on Broadway steering committee.

Guardian did not attend Land Use meeting and have no updates.

Berk confirmed that PDC extended offer for R2D2.

Helen will reach out to PDC regarding the R2D2 block.

Meeting adjourned