

OTCTCA Board Meeting
June 14th, 2017
U of O Room 150

Attendance: Helen Ying, Sarah Stevenson, Sharon Fitzgerald, Zachary Fruchtengarten, Peter Englander, Jane Gordon, Will Naito, Jessie Burke, Dave Leiken, Terry Chung, Karen Bolwer

Guests: Ann Sanderson, Anastasia Zurcher, Kitson, Gail, Jackie Peterson

Absent: Dan, Evan

Minutes

1. Welcome

2. Review and adopt meeting minutes.

Motion 1: Jessie moves to adopt May meeting minutes. Terry seconds. All in favor. Motion carries.

3. District Manager Report

Branding

- Updated branding with new 'O' colors presented.

Motion 2 : Peter moves to update the color of the 'O' to a bright gold. Jane seconds. All in favor. Motion carries.

Window Clings and Safety Magnets

- Window cling and magnet design mock-up distributed for Block-by-Block distribution.

- Safety magnets good.

0 Window cling 'O' color to be updated. May want to sell clings for fundraising.

National Night Out

Motion 3: Peter motions to approve Ukulele event for National Night Out. Jane seconds. All in favor. Motion carries.

Art in the Open

- Grant submitted

- Ann has contacted PBOT to see what we need for permissions

- Travel Portland may give us \$1,000 for the event

- Pulse put out a call to artists.

- Ann has a logo and will get collateral created. Will request \$3K from NWNW for collateral.

- Collateral for information to go out to businesses should go out this week.

- We can find sponsors for acts on the bus mall or festival blocks.

4. Treasurer's Report

Treasurer's Report sent via email
Going to send a budget for next fiscal year

Venture Portland sent a risk mitigation packet that he will send along

5. Create a Media Relations Policy

Agenda item for a media relations policy will be moved. Jessie will send an updated draft.

6. Board Retreat follow-up:

Strategic plan

- Peter add 'plan' to 1B
- Helen submitted action steps for Goal 4A as proposed by the Art, History, and Culture Committee (see #3 on the attached notes from the committee).

Motion 4: Zachary moves to adopt strategic plan for next year. Karen seconds. All in favor. Motion carries.

Branding and communications

- Consider changing the name of the community association to match our brand.
- Board needs to set up a meeting with CCBA. Helen has followed up with Raymond Wong. Will work on setting up a meeting before the next board meeting.

Committee structures, guidelines, accountability

Anastasia: If it is the bylaws, then the committee can decide. If it's in the budget, bylaws, or strategic plan, it needs to go to board.

The board does need to know anytime a member of the board is meeting with someone at the city.

Each committee to write minutes and highlight what needs to be reviewed by the board.

Committees to send Secretary meeting notes Friday before each board meeting with items that need board's attention highlighted. Secretary to send to board by following Monday.

Finances work plan

Board wants to commit to fundraise for the District Manager position next year.

Ann to create collateral so we can raise money.

Jessie, Dan, and Ann to be involved in a fundraising committee.

7. Committee Reports

Arts, Culture, History

The committee is working with RACC on a mural proposed for OTCT from Forest for the Trees.

Jackie asked on behalf of the Portland Chinatown History Foundation: Does community association want to sponsor the Lunar New Year parade?

Helen asked Jacket to provide more details regarding her request in writing.