



Grant Park

Neighborhood Association

Board Responsibilities & Processes

It is important for the health and welfare of the organization, and members serving on the Board, for all Board Members to be actively engaged in Board activities and/or assist in Board sponsored community events.

Board members should be aware that personal statements made can be misconstrued by others as “speaking for the Association or Board”.

All Correspondence issued on Grant Park Neighborhood Association (GPNA) letterhead or using the GPNA recognized identifier (see above) must result from a motion of the Board. In the event a person(s) is citing an action of the Board, that action must result from a motion of the Board.

The standard of behavior at the Grant Park Neighborhood Association nonprofit is that all staff, volunteer, and Board members shall scrupulously avoid any conflict between the interests of the Grant Park Neighborhood Association, on one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as perceptions of conflicts of interest.

The Grant Park Neighborhood Association is one of nine Neighborhood Associations affiliated with the Central Northeast Neighbors District Coalition (CNN), (Beaumont-Wilshire, Cully, Grant Park, Hollywood, Madison South, Rose City, Roseway, Sumner, Sunderland)

CNN Contact: Director- Alison Stoll (alisons@cnncoalition.org);

Administration - (cnnadmin@cnncoalition.org)

Neighborhood Associations operate under City Code **3.96.030 Neighborhood Associations**.

The powers of the GPNA for the management of its affairs shall be vested and exercised by the Board, the governing body of the association, which shall consist of individual persons numbering not less than five (5) nor more than fifteen (15). The exact number of directors between the stated minimum and maximum shall be fixed from time to time by resolution of the directors. Only persons eligible for membership shall be qualified to hold an elected or appointed position.

The GPNA Board shall consist of the five (six if two or more Vice-Presidents) Officer positions: President; Vice-President(s); Secretary; Treasurer and **Newsletter Editor**.

The Grant Park Neighborhood Association, will, at its Annual Meeting, review, edit and adopt this document and the Association Bylaws.

President

Chief Executive Officer of the Association.

Acts as Presiding Officer for General and Board meetings.

Develops meeting agendas.

Has a full understanding of the Office of Community and Civic Life (OCCL), (the City Bureau that funds the District Coalition/Neighborhood Association structure.)

Ensures that OCCL, District Coalition/Neighborhood Association structure, City and State requirements for meetings are met.

Has general and active management authority over the business and affairs of the Association, and shall see that all orders and resolutions of the Board are carried into effect.

Engages in activities that promote the welfare and mission of the Association.

Vice President(s)

Shall perform such duties as the Board may from time to time prescribe.

In the absence or disability of the president, the president's duties and powers shall be performed and exercised by one or more of the vice presidents as designated by the Board.

Shall acquaint themselves with the OCCL/Coalition/Neighborhood Association structure. The Vice President(s) will coordinate Meeting Agenda items with the President.

Secretary

The secretary shall keep or cause to be kept at the Central Northeast office, or such other place as the Board may order, a book of minutes of all meetings or an electronic file of the minutes.

Will provide minutes to Board for review in a timely manner prior to the next Board meeting.

Upon approval, a copy of all minutes and supporting documents shall be sent to the CNN (rondaj@cnncoalition.org) office, either by hard copy or electronic transmission and to the GPNA Web person (currently Mary Artz) for posting on the GPNA website. Minutes should indicate "Approved by GPNA Board on (Date)". All motions must indicate who "moved" and who "seconded" the motion.

Checks the PO Box # 13102 for mail periodically located at the Post Office on NE 50th and NE Sandy Blvd. Current Secretary will provide combination information.

Notify members of the community of upcoming meetings and events.

Request payment from Treasurer for the P.O. Box annual fee
Deliver any mail received to the correct Board member's home.

The Secretary will coordinate Meeting Agenda items with the President.

Treasurer

Responsible for the funds of the association, and shall pay them out only on the check of the association signed in the manner authorized by the Board.

Responsible for payment of the yearly non-profit corporation fee to the State of Oregon and related forms as may be required by State and Federal authorities.

Provide accurate periodic reports to the Board

All checks issued by the Treasurer must be approved by the Board unless timing requires checks to be issued prior to the next scheduled Board meeting. In that event the Board President shall have the ability to approve the Treasurer's written request.

Creating a new bank account or transferring accounts to another banking institution can only be done with documented Board approval.

The Treasurer will coordinate Meeting Agenda items with the President.

Newsletter Editor

Shall prepare, or appoint others to prepare, newsletters for periodic distribution to the neighborhood.

Preparation includes: requesting articles from Board members and others as deemed necessary, coordinating advertising space with the Newsletter Advertiser Coordinator, communicating with prepress/design person newsletter schedule and layout, notifying printer of schedule.

The newsletter editor is responsible for sending an electronic copy of the newsletter to the Website Manager for posting on the GPNA Website.

The Newsletter Editor shall communicate with the Board on matters that need additional review. This may include, but is not limited to, content, editorial response, change of schedule, etc.

Newsletters may be delivered by any means approved by the Board, including but not limited to electronic transmission.

The Newsletter Editor will coordinate Meeting Agenda items with the President.

Website Manager

Responsible for updating and managing the GPNA website including but not limited to notices of minutes, meetings, elections, events, and other relevant matters of concern to the GPNA. ,

The Website Manager will coordinate Meeting Agenda items with the President.

Parliamentarian

In all cases the Parliamentarian shall work within GPNA's Articles of Incorporation, the by-laws, and Robert's Rules of Order, current edition, and shall advise the President on matters of procedure.

Brings the Bylaws to the Board for an annual review

Land Use Chair

The GPNA Land Use chair acts as the communication link for Grant Park as it relates to matters of Land use issues inclusive of Traffic, Development, matters of Zoning.

The Chair attends meetings, as deemed necessary, with the CNN Land Use Committee and NECN (Northeast Coalition of Neighborhoods- an adjoining Coalition for Northeast Portland) Land Use Committee as well as other Neighborhood Associations.

The Land Use Chair will advise and provide updates to the Board at GPNA Meetings, or as needed. As well as contribute articles of interest to the GPNA newsletter.

The Land Use Chair will coordinate Meeting Agenda Items with the President.

NET Team Board Representative

Primary liaison between the Grant Park Neighborhood Emergency Team and the Portland Bureau of Emergency Management (PBEM).

NET members are Portland residents trained by PBEM and Portland Fire & Rescue to provide emergency disaster assistance within their own neighborhoods. They are trained to save lives and property until professional responders can arrive.

The NET Team may contribute to GPNA newsletter articles.

The NET Team representative will coordinate Meeting Agenda Items with the President.

Newsletter Advertising Coordinator

Contacts existing advertisers prior to publication to ensure ad correctness and advertiser desire to continue with ad. (Ads should be in PDF format, sized correctly).

Communicates adspace with newsletter editor, ensuring correct ad copy and size.

Communicates with Treasurer for billing of adspace.

As deemed necessary, may recruit new advertisers.

Newsletter Sorting Coordinator

Pre-COVID the collating of the newsletters was done by the students at Beverly Cleary Middle School. Currently, GPNA Board Member collates the newsletter.

Receive bulk newsletters. Count out and sort newsletters into approximately 50 bundles, individually dedicated to the volunteer routes. Deliver the bundled newsletters to the volunteer distribution leader currently neighbor Nadia Vogt, who coordinates delivery to the individual route people.

School Liaison Representative(s)

Acts as communication link between GPNA Board and Grant High School and Beverly Cleary School in matters that impact both the schools and neighborhood.

Brings issues before the Board on school-related matters, and coordinates speakers and guests as needed at Board and General meetings.

The School Liaison will/may assist in the mentoring of the Grant Park High School Board member.

The School Liaison Representative(s) will coordinate Meeting Agenda items with the President.

CNN Coalition Representatives (2)

Represents Grant Park NA at District Coalition meetings and other designated events.

Attends CNN Board meetings and provides reports to GPNA Board on matters regarding Coalition issues and issues impacting member Neighborhood Associations and other community groups.

The CNN Coalition Representatives will coordinate Meeting Agenda items with the President.

The GPNA board shall name a designated alternate to CNN in case either of the two (2) GPNA representatives are unable to attend a CNN board meeting.

Members at large

The membership or Board may appoint members at large who shall be Board members and shall be entitled to vote on matters over which the Board has jurisdiction.

Members at large may also be appointed to committees or to represent GPNA.

The number of members at large, together with the principal officers, shall not exceed 15.

A member at large may include one representative of Grant High School, nominated according to procedures determined by that school. A Grant High School member at large may serve so long as that person is a student at Grant High School and maintains qualifications as deemed by the School.

The minimum age requirement for GPNA membership does not apply for the Grant High School student representative.

Conflict of Interest

This form is provided by our Coalition Partner CNN.

It is updated annually and is required by our Insurer. It is the responsibility of each Board member to complete and submit to CNN (cnnadmin@cnncoalition.org).

Grant Park Neighborhood Association Conflict of Interest Statement Fiscal Year 2021/2022

The standard of behavior at the Grant Park Neighborhood Association, Nonprofit is that all staff, volunteer, and Board members shall scrupulously avoid any conflict between the interests of the Grant Park Neighborhood Association, on one hand, and personal, professional, and business interests on the other.

This includes avoiding actual conflicts of interests as well as perceptions of conflicts of interest.

I understand that the purpose of this policy are: to protect the integrity of the Grant Park Neighborhood Association, decision making process, to enable our constituencies to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and Board members.

Upon or before election, hiring or appointment, I will make a full, written disclosure of interests, relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

In the course of meetings or activities, I will disclose any interests in a transaction or decision where I (including my business or other nonprofit affiliation), my family and/or my significant other, employer, or close associates will receive a benefit or gain.

After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question. I understand that this policy is meant to be a supplement to good judgment, and I will respect its spirit as well as its wording.

Name: _____

Signature: _____

Date: _____

Operational Logistics

Board Communications

The Board President will sign all communications between GPNA and external recipients unless the President determines that the matter is better suited, by virtue of experience, knowledge or responsibility, to have another Board member respond. In such cases, the Board President will approve such correspondence prior to response.

The Board President will use due diligence and maintain a high degree of professionalism in all correspondence and communications that represent GPNA, its Board and members.

The President may designate key Board members to review and edit correspondence and responses. All correspondence and responses from the Board shall be forwarded to all Board members.

Newsletter Editor

The Grant Park newsletter comes out quarterly in March, June, September, and December. It is usually eight pages long, but occasionally a twelve-page newsletter is printed. The newsletter is delivered to approximately 2,000 homes and businesses in Grant Park.

The editor has several main responsibilities. These include:

- 1) **Writing, soliciting, and editing articles for publication.** The editor need not write articles for every issue, but the current and former editor have both written multiple articles for each issue. Articles should be of local interest. Each issue includes a land use update for the neighborhood, written by the land use chair (currently Neon Brooks). The Neighborhood Emergency Team (NET) always submits an article too (the NET contact is Molly Hamill). The best way to familiarize yourself with appropriate newsletter topics is to go on the GPNA website (grantpark-na.org) and to look at past issues. Articles need not be written by members of the GPNA Board; any neighbor can send in an article or a letter to the editor for consideration for publication. The editor has the discretion to accept or reject an article or letter to the editor. The guidelines for letters to the editor, as well as unsolicited articles, are available on the GPNA website.
- 2) The GPNA pays a **graphic designer**, Susan Shepperd, to lay out each issue. The editor liaises with Susan on issues related to the production of the newsletter (e.g., if there is not enough space in one issue, can a non-time sensitive article be held over for the next issue?). Articles are generally edited by the newsletter editor, and then sent to Susan to hold until it is time to lay out the newsletter.
- 3) The editor also liaises with the GPNA Board member who helps facilitate the **delivery** of the newsletter. This role is currently held by Laurene Mullen. After publication, the newsletter is first bundled into delivery routes. The bundled newsletters are then dropped off at the houses of neighbors who have volunteered to take a delivery route. The newsletter delivery routes and the delivery volunteers are organized by a volunteer, Nadia Vogt, in collaboration with Laurene.
- 4) The editor also communicates with the Newsletter Ad person (currently Linda Burch) to ensure adequate room for committed advertising.

Contacts:

- 1) NET: Molly Hamill
- 2) Graphic Designer: Susan K. Shepperd:
- 3) Newsletter Delivery: Nadia Vogt:
- 4) Website manager: Mary Artz
- 5) Newsletter Advertising Coordinator: Linda Burch

Newsletter Collating and Distribution

Getting the newsletters to each household in Grant Park Neighborhood is a team effort.

Stacey Tipp is editor of the newsletter. Joe Gagliardi is in charge of the printing. Laurene Mullen is in charge of taking the hundreds of printed newsletters and dividing them into their specific routes. (Pre-COVID the collating of the newsletters was done by the students at Beverly Cleary Middle School.) Nadia Vogt is in charge of getting these collated newsletters to the volunteers who then walk the newsletters to each house on their route.

The job of collating the newsletters is **this**:

What you need:

Newsletters

List of volunteer information and routes

80 10" X 14" plastic bags

Rubber bands

You receive an email or call from the editor saying that the newsletters have been printed. The editor will deliver the approximately 4 large banker's boxes (2000 copies) to your house.

You need the volunteer list with each volunteer, their route number, description of their route, and how many copies of the newsletter they need for their route. The routes vary in how many copies they need. If you don't have the list you can get a copy emailed to you by Laurene or Nadia. Print out the list and cut the papers up so each route is separate. Now you're ready to divide up the routes.

I find that it's easiest if first you count out many stacks of 25 newsletters. For example: When you're looking at a route that has say 36 newsletters it's easy to just add in 11 more letters to the stack. You'll need plastic bags that are at least 10" x 14" (You can get a roll of 75 Kroger storage bags at Freddie's for \$2.99), you'll need about 80. Once you've counted out the newsletters for a particular route you put the newsletters and the slip with the route information in a plastic bag. The Kroger bags will hold a max of about 25-30 newsletters so for longer routes you'll have to use 2 bags and then rubber band them together.

There will be leftovers which are used for the stacks that are left at businesses in the neighborhood.

Once all the newsletters are sorted by route into their plastic bags, put them back in the boxes and they are picked up or delivered to Nadia.

All I can add is that the whole sorting process probably takes about 3 -4 hours. It's time sensitive so it's good to get it done.

Stacey Tipp – Newsletter Editor

Susan Shepperd - Designer

Joe Gagliardi - Printer

Nadia Vogt - Newsletter distribution

Laurene Mullen - Newsletter collator

Beverly Cleary School contact Newsletter Collator - Chrysann Lowe

General Board Considerations

We follow Roberts Rules in conducting meetings.

We believe in the ability of all neighbors to participate.

We follow the Open Meetings requirements as set forth by State of Oregon requirements.

Due to Errors + Omissions Insurance, Board actions are based on votes of the Board. The Board may take a "Straw Vote" of the membership to get a sense of their perspective.

Sub-Committees can be formed to help formulate Board actions on matters that the Board feels needs greater depth of understanding and seeks the input from others,

At least one Board member should be on the sub-committee to ensure that proper processes are followed (Roberts Rules, Open meetings rules).

The Sub-Committee will present its recommendations to the Board for Board action, if appropriate.

Communicates with Board leadership on matters that are believed to be of Board and community concern and interest.

**Adoption by the Grant park Neighborhood Association Board Annual Meeting,
April 11, 2023**

GPNA Board Roster 2023

Member

Mary Artz

Neon Brooks

Linda Burch

Kara Caselas

Aaron Druck

Tom Fawell

Molly Hamill (NET)

Laurene Mullen

Gian Lozano

Veronica Lozano

Ramona Perrault

Stacey Tipp

Jacob Wicks