

Montavilla Neighborhood Association

Board Meeting - Minutes

Monday, March 14, 2016

Montavilla United Methodist Church

6:30 pm to 7:30 pm

Board Members Present: Paula Funatake, Elaine Hakala, Benjamin Kerensa, Jane Lawson, Miranda Molea, Victoria Swink, Michael Sonnleitner, Victoria, Swink, Jennifer Tamayo, John Whitman

Board Members Absent: Chris Cooper, Noah Patraw

Others Present: Sean Davis (neighbor), Laura Spidell (Vestal rep), Tina Granzo (METBA rep), Jerry Thompson (neighbor)

1. INTRODUCTIONS & AGENDA REVIEW/MODIFICATIONS/APPROVAL

6:33 pm

- Called to order: Benjamin Kerensa
- Benjamin Kerensa suggested to strike #5 item "Website Theme & Security Update (\$80?) (5 min).
- **Motion:** Jennifer Tamayo. Move to strike #5 item "Website Theme & Security Update (\$80?) (5 min).
- **Second:** Jane Lawson
- **Motion:** Passes

2. MINUTES APPROVAL

6:39 pm

- No discussion.
- **Motion:** John Whitman. Move to approve the February MNA Board meeting minutes.
- **Second:** Paula Funatake
- **Motion:** Passes

3. FINANCIAL REPORT (Elaine Hakala)

6:40 pm

- Checking: \$3,947.83
- Savings: \$2,697.30

4. AUTHORIZE PAYMENT OF BILLS (Michael Sonnleitner)

6:42 pm

- No board action for small amounts.
- Board executives should set up small amounts, no operating expenses.
- Keep transparency with treasurer.
- Under \$50, no approval needed, list expenditures, keep it open.
- Provide receipts to treasurer, scan or take photos.

- Up to \$50 - No approval from board needed.
- Above \$100 - Need board approval before spending money.

5. WEBSITE THEME & SECURITY UPDATE (Benjamin Kerensa)

6:48 pm

- Benjamin can continue to use his theme; he has a developer layout.
- Thanks for doing this for free--customization, design theme, security updates, document back ups, access, etc.
- Possibly hold a Wordpress workshop so others can update the website.
- Tina Granzo spend time designing a logo for MNA, board should revisit it and choose a new logo.
- Need more formats of future logo going forward.

6. VESTAL SCHOOL/COVERED STRUCTURE - Laura Spidell

6:56 pm

- Vestal needs money to pay for a covered structure behind the school so students can play outside, approximately \$125k for the structure, labor, and site prep. To be completed by fall 2018 for use by the school and community.
- School will apply for grants, create a capital campaign (fundraise), and build by summer 2018.
- Vestal is asking for a letter of support and an initial \$250 donation for the project.
- Motion: MNA makes a \$250 donation to Vestal for building of covered structure and Michael will write letter of support.
- Second: John Whitman
- **Discussion:** MNA needs a proactive approach to fundraising; support with letter now, consider money donation after fundraising.
- **Amendment to motion:** MNA will endorse a letter of support to Vestal for building of covered structure.
- **Second:** Elaine Hakala
- 7 in favor; 2 opposed
- **Motion:** Passes

7. PROJECT INVENTORY & SEUL FISCAL APPLICATION

7:15 pm

- Montavilla Jazz Festival - official fiscal sponsored account; add Jennifer Tamayo as Project Coordinator; updates will be provided; add Neil Mattson and Fritz Hirsch as additional Project Coordinators.
- Wilcox Park / School - ongoing
- Terminate: Public Safety, Berrydale Concerts - Portland Parks & Rec, Dreamhost
- General Fund - spend w/discretion.
- **Motion:** John Whitman. MNA approves the Project Inventory and Statement of Intent to approve the fiscal application to SEUL.
- **Discussion:** We can do one-off donations; don't need annual reports.

- **Second:** Paula Funatake
- **Motion:** Passes

8. ADJOURNMENT

7:29 pm

- **Extra:** Michael will call Noah and Chris regarding their absences; Michael will submit SEUL Fiscal Application to SEUL.
- Adjourned by Benjamin Kerensa

Submitted By:

Jennifer Tamayo
Secretary
Montavilla Neighborhood Association
3/14/2016