



SWNA BOARD MEETING MINUTES

July 6, 2023

In Person: Hutchinson Room, Downtown Bend Library, 601 NW Wall St.

Zoom: <https://us02web.zoom.us/j/84748263028?pwd=TnBnU0lnMXBoUk1aSm9lYXYvSyt1UT09>

Attendees: Bob Gressens, Cheryl Stark, Will Green, David Knitowski, Don Fischer, Robin Church

No attendees via Zoom.

- I. Call to Order – The meeting was called to order at 6:20 p.m. Bob appointed Robin to take meeting minutes.
- II. Meeting Minutes – David motioned to approve the June 6, 2023 meeting minutes; second by Robin. Motion passed unanimously.
- III. Business
 - A. Open Board Positions – The Secretary, Treasurer and Membership Chair positions remain open. Increasing membership is an important endeavor to be tackled collectively.
 - B. Meet Don Fischer – Don Fischer expressed interest in joining the Board and shared past experiences serving as Treasurer for other organizations, effectively dealing with issues such resource allocation, financial shortfalls and inappropriate use of funds.
 - C. New Board Appointments – Robin motioned to elect Don Fischer as Treasurer; second by Bob. Motion passed unanimously.
 - David to provide Don's contact information to Makayla Oliver.
 - D. Board Member Updates

Land Use Chair – David received 6 land use notices and 1 complaint this past month:

1. Noise variance request for PrideFest on June 24, 2023 at Drake Park.
2. Notice regarding City Environment & Climate Committee meeting regarding Tree Code Update Goals Discussion, Thursday, June 8, 2023, 11:00 a.m. to 1:00 p.m.
3. Notices related to the Awbrey Butte Water Line Project. Intermittent street closures are planned.
4. Notice of the first Tree Regulation Update Advisory Commission Meeting on June 28, 1:00 p.m. to 3:00 p.m.
5. Notice of Decision – on June 7, 2023, City Council approved an ordinance to vacate an unimproved segment of 17th Street, north of Simpson Avenue as part of a 2-lot partition of a 7-acre parcel for affordable housing.
6. Notice about a June 27th meeting for the Portland Avenue Project, a three-phase project to improve bike lanes and upgrade/in-fill sidewalks along Portland Avenue. Target completion: 2024. Project is being coordinated with the Awbrey Butte Water Line Project. Community input on city survey sought by July 11.
 - Cheryl to post the city survey link on the website: www.bendsummitwest.org
7. Complaint about street closures for the Bend Criterium Series.
 - David to forward high-priority Land Use Notices to the Board.

- Cheryl to post weekly road and traffic reports on the website.

Vice Chair – Will has been appointed to the Transportation Fee Committee as the Transportation Bond Oversight Committee (TBOC) representative. The City of Bend is considering a utility fee in order to raise revenue for street maintenance, aiming to maintain PCI (Pavement Condition Index) ratings of Bend’s public streets at or above “Good”.

Digital Communications Chair – Cheryl updated the SWNA website, creating new pages for Tree Regulation Update Advisory Committee (TRUAC) information and a Weekly Road & Traffic Report. Cheryl attended a ‘SurveyPlanet’ training session hosted by Makayla Oliver.

- Cheryl to continue monitoring the SWNA email until the responsibility is transitioned to Bob.

Emergency Preparedness Chair – Robin had nothing to report.

Chair – Bob attended the first two TRUAC meetings in June and is encouraged by members’ expertise. TRUAC aims to propose objective and quantifiable tree regulatory measures by year-end for City Council consideration. Bob recommended the Board meet with other NA Boards to learn from their success. Bob recently spoke with the Pacific Crest Middle School Principal who asked to meet with the SWNA Board to brainstorm on projects of mutual interest. Lastly, Bob suggested having Makayla Oliver join us to discuss NA best practices.

- E. Meeting Logistics – Meetings will be held on the 1st Thursday of every month. The same Zoom link is used for every meeting. Meetings will be held in the Hutchinson Room, Downtown Bend Library until further notice.

- Cheryl to identify other possible meeting locations.

- F. Board Operating Procedures – The Board discussed numerous operational matters related to documents, email, membership, technical platforms, tools, website enhancements, communications and outreach.

- Bob to schedule follow-up working sessions for further discussion.
- All to respond to email within 24 hours as best as possible and respect weekend time off.
- Will to invite all to Notion and provide 1 hr. tutorial, if requested, to test the platform.
- Will & Cheryl to collaborate on the SWNA technical platform.

- G. SWN Board Two Year Plan – Bob outlined an approach over the next two years to build a durable roadmap for future SWNA Boards, identify shared priorities, develop relations with other NAs, build membership, and identify/leverage community interests to move SWNA forward.

- Bob to schedule follow-up working sessions to brainstorm priorities.
- Before the next meeting, all to review:
 - City of Bend information on NAs
 - SWNA Mission, Vision and Strategy information on website
 - Community input from the Annual Membership Meeting
 - Membership data from MailChimp
- Cheryl to distribute community input analysis and membership data

- IV. Open Forum – No public comments made.

- V. Meeting Adjournment – Cheryl motioned to adjourn; second by Don. Motion passed unanimously. The meeting adjourned at 7:50 pm.

2023 Meeting Calendar

1st Thursday of the month, 6:00 pm

Downtown Library, 601 NW Wall St, Bend OR 97703

August 3, September 7, October 5, November 2, December 7