



Summit West Neighborhood District Board Meeting Agenda

In Person:

Westside Church, Community Center - Downstairs Conference Room
2051 NW Shevlin Park Road

Date	May 13 th , 2024
Board members present	<ul style="list-style-type: none">Cheryl Stark (Chair)Will Green (Vice Chair)Robin Church (Emergency Preparedness)Glen Van Peski (Treasurer)Natalie Huberman (Membership)Madelyn Nasser (Secretary)
Public present	None (in person, or Zoom)
Call to order	5:59PM CS called the meeting to order
Verification of quorum	Quorum established
Approval of previous meeting minutes	Minutes from April approved (GVP motions, CS second, unanimous approval)

- Board Related
 - General Meeting June – Details Discussion, please refer to General Meeting Planning Document
 - Non Profit Status Discussion – Natalie
 - Zoom connection and recording – See Funding Request
 - Transportation Playbook – Richard Gilbert is creating draft – next step, Board and City Review
 - Website – Incorporate short bio for each board member
- Community Related
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- City Related:
 - Mobile Radar
 - Survey Results Review

- Treasurer Update and Funding Requests
 - Funding requests - CS
 - \$160 for Annual Zoom Pro Subscription
 - \$350- tech support for annual meeting, \$50 for room rental
 - Renewal of UPS mailbox \$310
 - Budget for map of \$100
 - Food \$500 for annual meeting, napkins
 - \$600 for mailing
 - If these are all approved we are left with \$282
 - Motion to approve funding request (motion MN, second NH, unanimous)
 - Motion to rescind prior \$1,200 funding request which was approved in April for postcard mailing (motion CS, second NH, unanimous)
- Board Updates
- Public Comment
- Adjournment

Board updates	
Public comment	None
Adjournment	7:28PM CS motions to adjourn (NH seconds), unanimous approval

Appendix:

Summit West Neighborhood District

General Meeting

Wednesday June 4, 2025

6:00PM to 8:00 PM, Doors open at 5 for people to talk with each table

Westside Church

2051 NW Shevlin Park Rd, Bend, OR 97703

Room:

Speakers

Melissa Steele

Inspector

Bend Fire & Rescue.

Topic: wildfire preparedness

Matt Ramage

Consumer Education and Engagement Coordinator

Oregon Division of Financial Regulation

matt.f.ramage@dcbs.oregon.gov

Topic insurance preparedness

Tables

1. Matt Ramage -
2. Refreshments
3. Oregon State Fire Marshal Office
4. Oregon Division of Financial Regulation
5. Bend Fire & Rescue – Melissa Steele
6. Bend Emergency Management Carrie Karl
7. Bend Growth Management
8. Bend Code Enforcement
9. Bend Parks & Recreation Zara Hickman
10. Pacific Power
11. American Red Cross – David Morman
12. Summit West ND – Volunteer Needed
13. Land Use – City Planner or Planning Commission volunteer

Meeting Agenda

5 PM to 6 PM – Open House, tables staffed

6 PM Meeting

6:00 – 6:30 – SWND Intro and Quick Update and Elections
6:30 – 7:00 – Melissa Steele, includes
7:00 – 7:30 – Matt Ramage, includes
7:30 – 8:00 – Q&A Entire Group – Speakers and Table hosts

Housekeeping:

- Elections
 - Highlight which positions are open or up for election (chair, vice chair, emergency prep, open digital, transportation)
 - Take nominations
 - In advance in a form (from our website)
 - From the floor – come to front of room
 - ≤ 1 minute statement?
 - Vote
 - Start with voice vote for uncontested positions
 - Move to hand raising for multiple candidates
 - Assign board members to zones to count
 - What do we do if no one volunteers
- Election slide
- SWND Presentation - CBS
 - Need speakers presentation, or will they use their laptop? – Robin?
- # of tables needed for open house
 - Confirmed – 13
- Master Laptop –
 - Cheryl's windows laptop will be the master laptop
- Microphones needed? City (Rene) has a portable microphone system
 - Meeting with Westside Church Tech Team being scheduled, tech requirements will be determined after the meeting
- Back up projector and screen – Glen
 - May not need, will determine after the meeting with the West Side Tech Team

- Refreshments and beverages – Costco? Turkey roller sandwiches, chips, cookies and drinks (water and sodas)
 - Need a volunteer to manage the food and drinks
- Garbage bags for trash and recycle
 - Need a volunteer to provide trash bags. CBS will ask Westside if they have this
- Will Westside Church have a person there to help us? Especially for tech!
 - Cheryl and Robin requested Tech Support, Westside Church preparing cost estimate, it will be minimal \$50 per hour
- Signs and easels to direct people to the meeting room – Will has easels in his basement
 - Robin, do you have the main SWND Sign?
 - Other signs to bring? SWND Emergency Preparedness Sign? – Robin has this sign
 - Will to bring easels
 - Balance of signs that were made for the previous Town Hall are in Wills basement
- Wildfire handouts
 - Robin has handouts
 - Will Melissa Steele have any handouts?
- SWND Post Card Handouts
 - Have the Handout cards been ordered?
 - If not, who can order, if yes, who has them?
 - SWND Postcards to be available at the SWND table
- SWND Table
 - Need volunteer(s) to host table before meeting
 - Who has the table skirt? Glen?
 - Do we want to use the Spin the Wheel? Only prizes are more kid oriented
 - Does the city have other handouts for the ND table?
 - Cheryl to check with Rene
 - Land Use – anything we can include about Land Use?
- Could we have a city planner or planning commission member host a table?
- How many seats should we set up for – initial thought is 150 chairs plus the “picnic tables”
- Reserve seats for the Board
 - Reserve first row for the board and speakers.
 - Need volunteer to make Reserved signs, can be simple 8/5 X 11 printout
- Does anyone else from the Board want to speak?
- How do we get the word out? Social media posting? Press Releases?
 - Need to expand further than email newsletter.
 - CBS to reach out to Tracy Tuesday