



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
 -
- 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