



MINUTES FOR SWND BOARD MEETING

Nov 2, 2023

6:00-7:30 pm

- I. Meeting Called to Order
 - Bob Gressens called the meeting to order at 6:00 p.m.
 - Attendees: Bob Gressens; Robin Church; Will Green; Cheryl Stark and David Knitowski.
- II. Approval of Last Meeting's Minutes
 - The Board approved the October 5, 2023 board meeting minutes.
- III. Business

A. Chair's report & group discussion/vote

a. Townhall debrief

- i. The Town Hall was viewed as a success by the city, Awbrey Butte and Century West Neighborhood districts and all support more Town Halls in the future
- ii. Lessons learned were shared so that future events can utilize the learnings and avoid redundant work if already done with the 10/25 Town Hall.
- iii. The meeting wasn't recorded or streamed live – while there is a huge premium to have people attend in person it will be helpful to also have an online option. The biggest hurdle to this was the short lead time and lack of equipment to host the meeting online.

b. NSSP plan update (Update re survey & process go forward)

- i. Cheryl presented an overview of work to date as there has been multiple people involved in the process.
- ii. The city has offered to do a site visit to our top nominated locations and provide us feedback and their perspective on the feasibility of the nominations.
- iii. Will and David have a NSSP meeting on Tuesday 11/7 at the Grove. This meeting will review criteria (the point system the city is using) and identify top street safety areas or clusters.

- iv. Final recommendations to board from Will and David by 11/15 for submission to the city by the 11/17 deadline.
- c. **Creation of Best Practices Toolkit for events & surveys**
 - i. The idea is to create a document with best practices for future Town Halls to use.
 - ii. Cheryl will check Makalya as something may already exist.
- d. **Board operating procedures –**
 - i. Much discussion around this area with questions and feedback.
 - ii. The board did not reach a consensus.
 - iii. Don motioned to put current draft on hold, review and draft a new version of the Board Operating Procedures for Board Review, Will seconded. Board all in agreement
- iv. Follow Up's
 - v. Don – update recommendations based on board discussion at this meeting (11/7)
 - vi. Will and Cheryl – Review technology tools, note Cheryl has organized the Google Drive into Folders

B. Finance update

- a. Don provided the current budget for review. Validated with Bob he had the % splits for the Town Hall correct for Awbrey Butte and Century West ND's.
- b. All expenses need to be submitted to Don by Nov 7th so that he can update the budget

C. Tools update (5 minutes, led by Cheryl)

- a. No discussion

D. Upcoming due dates review for key events, surveys and meetings

- a. No discussion

E. Round Robin of Board members (time permitting)

- a. Will shared the Bend City Club is hosting an event on eBike Safety and that he would like to attend. The cost for the ticket is \$49, the board agreed to fund the ticket. Will will provide updates and learnings from the event
- b. Prior to formal adjournment, Bob shared that he would be resigning as of next week.

IV. Public comments, questions and input

- None

V. Meeting Adjourn 7:30 pm

- The meeting adjourned at 7:38 p.m.