

SWND Monthly Board Meeting - July 9, 2024

1. Verification of Quorum –

- a. Members present, Cheryl Stark, Robin Church, John LaMotte, Glen Van Peski, Will Green, Absent – Natalie Huberman

2. Approval of Minutes from May 2024 and June 2024 - approval placed on hold as board members wanted to review the notes as we are using AI. Will present in August meeting

3. New Business

a. Community Related

- i. Feedback and lessons learned from first Farmers Market SWND booth was shared.
- ii. Change “ask” from signing up to be a member of SWND to signing up for the email newsletter
- iii. Addition of Talline into SWND – David K (former Land Chair) sent a formal communication to Talline requesting their approval to add Talline into the SWND boundaries. John LaMotte to follow up as new Land Chair
- iv. Discovery West Land Use Pre-Application Meeting scheduled for Monday July 15th

b. City Related:

- i. Shared that Bend Police Academy has open positions for citizen involvement. Also included link in email newsletter that is sent to members.

c. Board Related

- i. Reviewed Postcard/Handouts designs (2 options) and gathered feedback to present back to graphic designer (Brooke Miracle).
- ii. Cheryl sent request to Renee at the city (Makalya’s manager) for listing of all mailing addresses in SWND
- iii. Membership Mailing to HOA’s – Review current draft however need to have a more robust discussion when Natalie is present.
 - 1. Strategy to send Postcard to

d. Treasurer Update and Funding Requests

- i. Budget for 2024-2025 Fiscal Year Reviewed
- ii. Discussed need for additional funding, however at this time we don’t think we will need the funding. Will keep as an open item if needed
- iii. Request from NART for funding for Candidate Forum – all agreed to not provide funding
- iv. Request from Cheryl to spend up to \$50 on a “spin the wheel” for the Farmers Market and other events, approved by:

4. Old Business

- a. Community Related
 - i. None
 - b. City Related:
 - i. None
 - c. Board Related
 - i. Open Positions – Ongoing, Secretary position is open
 - ii. Cheryl started a FAQ Document that will be updated as new questions are asked. This will become a reference and “playbook” for future board members. FAQ Guide is located on our shared drive at <https://drive.google.com/drive/folders/1iH7A6sBEr5U1pcE3aIFcXhEjG1V36Nfq>
 - iii.
 - d. Funding Requests Updates
 - i. None
5. Board Updates – Included in other notes
6. Public Comment – No one from the community attended the meeting therefore there were no comments.
7. Adjournment – Adjourned at 7:28 PM

Note – the following is the Meeting Transcript and will not be part of the Meeting Minutes. I am including them for reference as the meeting notes are reviewed.

Meeting summary for SWNA Monthly Board Meeting (07/10/2024)

Quick recap

The Summit discussed the approval of meeting minutes, the success of a recent farmers market, and potential solutions for an upcoming event. They also addressed the Bend Police Advisory Council's vacancies, the design of postcards and mailers, and options for their upcoming mailing. Lastly, they discussed a plan for the development and preservation of trees, the need for improved community communication, and work-related matters.

Next steps

- Cheryl to purchase a prize wheel for up to \$50 for use at farmers markets.
- Cheryl to send a note to Renae about the Taline commercial development and copy the board.
- Will to look into the Quake Up series and potential for SWNA involvement.
- Robin to ask about the Skyline Ranch Road development and evacuation routes at the Discovery West meeting on Monday.
- John to attend and introduce SWNA at the Discovery West meeting on Monday.
- Cheryl to send out an email with information about the Discovery West meeting.
- Cheryl to expand and share the FAQ document on Google Drive for board members to contribute to.
- Cheryl to follow up with Renae at the city about clarifying the neighborhood district's role in addressing speeding concerns.
- Board members to review the AI-generated June meeting minutes before the next meeting.
- Cheryl to ask Brooke to make changes to postcard options 1 and 5 and send back to the board for review.

Summary

Summit Addresses Meeting Minutes and Farmers Market

The Summit discussed the approval of meeting minutes, with uncertainty surrounding the June minutes that were still pending with Will. They emphasized the importance of human intervention in ensuring accuracy and recall in AI-generated meeting minutes. The team also discussed the success and shortcomings of a recent farmers market event, with the aim of identifying best practices for future improvements. Lastly, Summit shared his plan to attend the next farmers market at the end of July.

Exploring Large Map and "Spin the Wheel" Solutions

The team discussed potential solutions for displaying a large map and the "spin the wheel" feature at an upcoming event. Summit suggested various options, but decided to seek further clarification on the event's requirements and budget. They also discussed a formal communication from David to a potential partner, Taline, and agreed to follow up with Taline about it. Lastly, the team considered purchasing a prize wheel for the event, the number of participants for their booth, and the potential for organizing a full event with a low investment and high reward.

Summit Addresses Bend Police Council Vacancies

The Summit discussed the Bend Police Advisory Council's current vacancies and the potential for Summit West to be represented. They proposed a quarterly update from a representative to the group. The Summit also suggested improvements for the council's email list organization, proposing the creation of two distribution lists: members and non-members. They offered assistance to Madeline, the membership lead, to sort this out and shared downloaded Mailchimp data with Natalie for review. The need for better communication preferences were also acknowledged, noting that some people had provided physical addresses instead of email.

Summit Postcard Design and Communication Improvements

Summit presented two postcard design options to the team, with the preferred one featuring children playing in water on the front and mountains on the back. However, the team criticized the copy treatment and decided to revise it. They also discussed the organization's three-fold purpose and the importance of clear communication with members. The Summit proposed rephrasing some communication to make it more inviting and less daunting. Lastly, they discussed the design of a mailer, suggesting changes to certain elements and asking Brooke to make modifications to options one and five for further review.

Summit's Mailing Options and Budget Planning

The Summit discussed various options for their upcoming mailing, ultimately deciding to leverage homeowner associations as a more cost-effective solution. They reviewed their budget, which included unexpected funds from the Town Hall, and considered becoming a non-profit organization. The team also planned for an annual meeting within the budget year and discussed potential community gatherings and events, including a bike event and a survey. They decided not

to provide financial support to a nonpartisan group, the Nart, and allocated funds for a land use project focused on preserving heritage and special landscapes.

Summit Plan Presentation and Development Updates

The Summit discussed a plan for the development and preservation of trees, with the decision to circulate it among staff and present it to the Council. Concerns were raised about the involvement of a woman's attorney and the need for perfection before the plan was passed. The plan was eventually approved, but concerns remained about developers' actions. There were also discussions about the West Community's insurance claims, the Tall Line Commercial development, and updates on the Discovery West residential and commercial expansion. Lastly, plans for a new park development and a potential development by AKS Engineering were discussed, emphasizing the importance of building a relationship with the firm.

Improving Communication and Addressing Issues

Summit emphasized the need for improved community communication and problem-solving, particularly regarding recurring issues like speeding and inadequate responses from the city. He proposed expanding a FAQ document, creating standard responses for common issues, and using Zoom's webinar feature for community engagement. Summit also discussed the deteriorating road conditions, workload management, and the potential benefits of having more staff. Lastly, he touched on the importance of an annual survey, the decision to post FAQs on Google Drive, and a work-related matter with Swna and Laurie.