

Minutes

Spencer Butte Neighborhood Association Board Meeting

August 14, 2024

Board Members present: Michelle DeKlyen, John Dickinson, Paula Grisafi, Maureen McClain, Kathy Sherwood, Kerry Silvey, Rolly Thompson. Seven Board members are required for a Quorum so there was a Quorum.

May 8, 2024 Board meeting minutes. The minutes from the May 8, 2024 meeting were unanimously approved.

Eugene Springfield Fire pilot program available to assess wildfire property wildfire readiness. Ron Appling from Eugene Rural Fire Protection District #1 received a notification by mail that he could request Eugene Springfield Fire to assess his home for wildfire prevention. Ron called them and was told that Eugene Springfield Fire mailed the invitations to a portion of Eugene homeowners as a pilot project.

Maureen McClain approved to serve as SBNA President. John Dickinson and Maureen McClain have been serving as SBNA Co-Presidents. John requested that he step down as Co-President. He would like to stay on the Board and is happy to assist Maureen, especially with paperwork such as obtaining insurance. It was moved, seconded, and unanimously approved that Maureen McClain will be the SBNA Board President from now on.

Signers for SBNA bank account. The signers for the SBNA bank account need to be updated. It was moved, seconded, and unanimously approved that SBNA Spencer Butte Improvement Association, dba Spencer Butte Neighborhood Association, hereby changes its bank account signators from John Dickenson, Rachel Ruckman and Paula Grisafi; to John Dickenson, Rachel Ruckman and Maureen McClain. Past President Paula Grisafi will no longer be a signator and new President Maureen McClain will become a signator.

SBNA 2024 Annual Meeting planning

1. **Date and time** – Many members do not like to drive in the dark. The 2023 meeting was held noon-2:00pm on a Sunday in October and was poorly attended. Sunday, October 27th 2024 4-6 pm was selected at the first choice and Sunday November 3rd 4-6 pm as a second choice.
2. **Location** – Kerry volunteered her house if she is in town that weekend. Kathy checked with Good Shephard Lutheran Church – they will allow us to meet there for free if people bring donations for food for Lane County. Lane Fire Authority Fire Station #107 has not worked well in the past because the heating system is too loud. The Sookjae McCarty's pottery studio was also suggested. It was noted that meetings held in people's homes are usually better attended.
3. **Speaker/topic ideas** - Eugene Parks Foundation, Lane Electric Coop, history of the Spencer Butte area, how it was developed were suggested. Board members will ask people for additional ideas at the winetasting.

Winetasting – September 8, 4:00 – 6:00. The winetasting will be at the home of John Dickinson and Barb Vogel. Everyone should bring wine or another beverage, and a snack to share. SBNA has glasses and paper goods.

SBNA website

1. **Update.** We have transitioned from development to maintenance and planning. The number of views has increased. In July and August there were 797 views of the home page and 1195 views of any page including the home page. Kerry is working with Neal Bauer, our web designer on the members-only section including an on-line membership form. We will use Google analytics to monitor use and Google forms for the on-line membership form. Kerry and Neal are working on a privacy statement and will include Maureen in finalizing it. They want to emphasize that any information people enter on the website (for now it would only be the membership form), will not be shared outside of SBNA; and that when we set up on-line dues payment, it will be through a merchant account and SBNA will not have access to the information entered. A better map of the neighborhood was posted and other updates were made. Lona Murphy from the Local Neighborhood Leaders Group is helping with making a better map of the local neighborhood groups.
2. **Send Kerry photos, resources, and events in the neighborhood for website** - Kerry asked Board members to send her photos for use on the website, including photos with people in them. Obtain permission to post the photos on the website from people in the photos before sending them. Send full-size photos for best resolution. She also asked Board members to send her any resources or events in the neighborhood to post. Obtain permission to post from people hosting the event.
3. **Ideas for events in the neighborhood to post** – concerts by Craig Einhorn. Kerry will ask him if he wants to post them. Other house concerts – Kathy

SBNAcontactus@gmail.com. The e-mail is posted on the SBNA website and hard copy brochure. Kerry is monitoring the e-mail and so far, no e-mails have been received. If the number of e-mail increases substantially, the Board will be asked to rotate fielding the e-mails.

SBNA status as an Oregon Non-Profit. SBNA is not currently listed as an Oregon non-profit on the Oregon Secretary of State's website. The website says that non-profit corporations are automatically officially dissolved if the corporation does not file an annual report and pay a \$60 fee. No one on the board can remember the last time a report was filed with the state. The Board agreed that SBNA should update its status as a mutual benefit Oregon non-profit. John Dickinson will look into doing this Kerry will send him the link to the appropriate State of Oregon web page.

Paula pointed out that the legal name for SBNA is Spencer Butte Improvement Association. She suggested the membership consider changing the name to Sencer Butte Neighborhood Association before the new paperwork is filed. This would require a Bylaws change and therefore membership vote.

SBNA Local Neighborhood Leaders meeting held 8/11/24. Maureen previously distributed the minutes by e-mail. The Leaders group emphasized that everyone in each neighborhood needs to be responsible for informing each other about issues important to neighbors, rather than it only being a group's leader's responsibility – if you see something, say something. This fall, the Leaders group will put together two documents to post on the website and send out to SBNA members: evacuation information and "What to do if" I smell smoke, can't get out of my driveway, etc. Lona Murphy, Group Leader from Spencer

Hollow will obtain a list of property owners in the SBNA area from a title company (this information is public record). Group Leaders will use the listings to invite households to participate in SBNA who are not already members. The WhatsApp app is used to create contact lists within groups

SBNA finances. Rachel Ruckman (SBNA Treasurer) was not able to attend the meeting. She put together a table of SBNA Income, Expenses, and Net Change in Accounts from 3/1/16 – 3/1/23 which the Board reviewed. Except for website start-up expenses, funds in and out of the SBNA accounts have been approximately equal over time. Maureen reported that as of January 2024, there was a total of \$12,422 in the SBNA accounts.

The invoice to design and provide technical support to get the new website up and running and provide technical support from October 2023 through April 2024 was \$2,831.85, including \$299 for one year of premium web hosting. The Board previously approved payment for website development and hosting. Rachel will pay the bill. The Constant Contact e-mail service fee is lower if it is paid with a debit card, so Rachel will obtain a debit card for the SBNA checking account.

This year, a contractor was hired to clean up the SBNA Park due to extensive downed trees from the January ice storm. In the past, Joseph Ches who owns property north of the park has cleaned it up and work parties were also held. The last couple of work parties were poorly attended. The Board will re-look at holding a work party next June.

SBNA Board Members terms. Terms end this October for Paula Grisafi, John Dickinson, Maureen McClain, and Kathy Sherwood. John, Maureen, and Kathy agreed to continue as Board members. Paula will not continue. She has served on the Board for 12 years, many of them as President! The Board thanked her for everything she has done over the years. Adam Novick will no longer serve on the Board – Board members will try and identify potential new Board members.

Property owner for the SBNA Park. The Board questioned the legal owner of the SBNA park. Kerry will look this up on Lane County Easy Property Look Up.

SBNA dues payments. In the past, SBNA has not been strict about requiring dues to be paid to maintain membership in SBNA or participate in activities. Dues payment will be required to obtain access to the SBNA website Members-only section. In the past, the annual SBNA newsletter has been mailed to all addresses in the SBNA area to encourage participation in SBNA. This practice will continue.

Ideas for new SBNA activities were brainstormed. “Plant Nerd Night” was suggested. Smaller local nurseries plus Doak Creek Nursery would be invited to speak and offer plants for sale. Maureen will speak to an SBNA member who has indicated an interest in organizing this.

Next steps:

John, Paula, Maureen and Rachel:

- Arrange to update signers for bank account

Maureen:

- Solicit planning group for Annual Meeting.
- Ask Local Group Leaders for suggestions for new Board members, Annual Meeting speaker ideas, and ideas for SBNA activities.

Kerry:

- E-mail John State of Oregon website to register SBNA as a non-profit. Then John submit application and fee. (Should the name of SBNA be changed from Spencer Butte Improvement Association to Spencer Butte Neighborhood Association first?).
- Confirm she and Lee can host the annual meeting once a speaker and date is set.
- Ask Craig Einhorn if he wants his concerts on the SBNA website.
- Look up owner of SBNA park on Lane County Easy Property Look Up.

John:

- Submit paperwork arrange to pay fee to the State for SBNA non-profit status.

All Board members

- Send photos, events, and resources to Kerry for the website.
- Identify potential new Board members.
- Think of new SBNA activities.
- Consider scheduling a SBNA park cleanup work party for next June.