



Diversity, Harmony,
Community – together we
can make a difference!

WENA BOARD MEETING

AGENDA

9 June 2025

CORRECTED Zoom link (thanks, Greg):

<https://us02web.zoom.us/j/87196854886?pwd=yHYX7L5JwlaQulrvPnjH1G9KfTj3u6.1>

Quick Recap from AI: The meeting covered a range of administrative and community-related topics, including technical issues, financial matters, and neighborhood concerns. Discussions included updates on tasks, energy bills, meeting documentation processes, and the setup of new organizational accounts. The group also addressed local issues such as waste management, safety concerns at a specific intersection, upcoming speakers for future meetings, and volunteer efforts for community events. See more AI meeting notes in the Addendum on page 3.

Call to Order	Kris	6:31
Roll Call of the Board	Kris	2 min.

Board: Kris Freiermuth, President, Bob Lundbom, Website and Newsletter; Greg Hartung, Land Use; Claudette Naylor, Treasurer; and Janet Unruh, Secretary.

Meeting minutes taken by: Janet Unruh, Secretary

Guests: none

Secretary	Janet	1 min.
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Approval of 12 May 2025 Board meeting minutes

Motion to approve: Greg. Seconded: All. Minutes are adopted as presented.

Treasurer	Claudette	10 min.
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Did we get the bill for the dumpsters for the spring cleanup?

Expenses for the spring cleanup

Hours for the grant application

- Greg: Kris received the WM bills (there were 2). We had a 3-yard dumpster delivered, by mistake.
- We had \$4K in grant money. The first bill for \$1,335.44 the two dumpsters. \$151.79 for the 3-yard dumpster. Total \$1,487.23. Motion to pay the two invoices: Greg. Second: Kris and Bob. All in favor.
- Problem: The WENA checks have Billy's address on them. We really need to have a WENA physical address.

- We should get a mailbox at the UPS store at NE 181st and NE Glisan. Claudette will ask them if they have one.
- Claudette will send the checks to Waste Management even though it has Billy's address on them. Motion to send the two checks to WM: Kris moves, Claudette seconded, approved by all. Motion adopted.
- Kris will contact Billy to alert him to the two checks being sent with his address on them.
- Greg will inform Metro about the money we have left after expenses, and he says he will ask them about returning the remainder of the money to them.
- Greg completed Metro's survey regarding total tonnage for the Spring Cleanup. 4.57 tons of bulky waste and metal, 2.5 tons – diverted from waste.
- Two tires were in the list of what WM reported back about what they picked up, and they were on the unacceptable list.
- Claudette, \$5409.95 in the bank balance. \$180 for flyers that were put mailboxes, \$12.60 for printing, for \$38.98 for pendants and vests.

Land Use Officer

Greg

5 min.

Did we get the survey from Metro for the spring cleanup? (SEE ABOVE)

Intersection of NE 162th and NE Sandy re: the stoplight we want

Greg: He took a survey not long ago, and the improvements on Sandy Blvd. See more info in the May 12, 2025 minutes. This is a terrible intersection. Three entities are involved: Trimet for the bus stop, PBOT, and ODOT. There have been fatalities in the intersection. The guardrail at the "T" has been replaced several times. Kris: Could we have someone at ODOT come and speak to us about it? She will follow up. Claudette: Trimet should be interested in the bus stop and safety. Kris will try to find someone to speak to us. These speakers should be invited to the November meeting.

Ditch Witch on NE Sandy is a new facility, and Greg got a copy of a proposal to add a storage building and... the property has two lots, and the proposal would combine them into one lot, which will be 11 acres. Outdoor storage already exists. Bioremediation is planned or exists.

Administrative Procedures – we are required to adopt some changes. Janet 10 min.
Let's look at meeting minutes.

"Minutes shall be taken at all meetings. Minutes do not have to be a verbatim transcript of the meeting but shall at least summarize discussion and actions. Minutes shall also include the following..."

Janet: Most of the requirements for board members other than the secretary, have to do with discipline regarding motions, decisions, resolutions, etc.

Eric left the meeting 7:35.

Claudette: According to the new NA administrative procedures, when the Treasurer has to write checks, there should be two signatures for all checks over \$100. She will chase one of us down for the second signature. Greg: Anytime there's a payment required that's over \$100, the

treasurer will see another board member in person for the second signature. Kris: second, all approved.

August public meeting speakers

All

- Jan Han, re: the otter to be replaced in Nadaka Park
- Lt. Charles Sheakan, Neighborhood Engagement Team (NET)
- Police officer Lt. Don Livingston

Kris: Jan Han and Lt. Livingston are confirmed. Lt. Sheakan is MIA.

Open Agenda

All

- We can now use the wilkeseastna1@gmail.com account for the Zoom account (starting in July)
- Should we use the Spring Cleanup donations (\$751) be used to contribute to a local charity in the names of WENA and Moose Lodge? Is that agreeable to Moose Lodge? We will discuss it with them. Donate \$500 and the rest can be for WENA expenses.
- We need hours for the year to send to City of Gresham for the matching grant application.
- Claudette will follow up with the young man who volunteered Yanny, for delivering newsletters.
- We need to give part of Claudette's neighborhood to him.
- NOTE: We have a WENA Gmail account and Google Drive for our documents. Here's the access information (please keep it):
 - Go to www.gmail.com
 - Login (and email address): wilkeseastna1@gmail.com
 - PW = EGYWA85wp6QA@
 - FOR WENA email: <https://mail.google.com/mail/u/4/#inbox>
 - Google Drive for WENA documents: <https://drive.google.com/drive/u/4/my-drive>

Adjournment

time

Next Board Meeting: July 14th via ZOOM

Addendum

The following notes are from Zoom's AI assistant.

Meeting Attendance and Grant Hours

The meeting began with a discussion about attendance, noting that while some members like Claudette were running late, there was a quorum present. Janet mentioned the need to gather hours for a grant, and Bob confirmed he was up-to-date with his hours. The group agreed to add Greg's report about a bill from WM to the agenda, which was scheduled for after the trip discussion. The

meeting officially started with Janet preparing to give the secretary's report, but the transcript ends before she could begin. [???

AI-Enhanced Meeting Minutes Review

The group discussed meeting minutes and documentation processes. Janet shared a new template for meeting minutes that includes an AI-generated summary and the meeting recording, which she had distributed to the team. The group agreed that the template was useful and decided to review the next steps outlined in the AI summary to determine which tasks had been completed and which still needed attention.

Zoom Account Transition and Updates

The group discussed setting up a new Zoom account to replace the existing one, which will be canceled by the end of July. Janet created a new Gmail account and Google Drive for the organization. They agreed to use the new email to create the new Zoom account, with the first meeting on the new account scheduled for September. Kris was tasked with following up on contact information for Emin Gassemi and Chuck Skihan, though there were concerns about Chuck's lack of participation in recent meetings. The group also discussed obtaining pink books from the library for homeless resources and addressed technical issues with screen sharing during the meeting.

Meeting Cancellation and Donation Plan

The group discussed the absence of Eamon Gasemi from a public meeting, which Janet suggested was due to him being out of town. Kris confirmed he had made two phone calls but received no response, and the group agreed to cancel the meeting. They then focused on a donation plan for the Moose Lodge, with Greg suggesting using \$500 from the \$700 in cash donations for a local charitable contribution. The group agreed to collaborate with the Moose Lodge on selecting a local charity to support, with Kris proposing to draft a motion to that effect. Bob raised concerns about covering expenses for the event, and the group discussed using some of the grant money to offset these costs.

Waste Management Budget Review

The meeting began with a discussion about website functionality, where Kris had difficulty finding a speaker icon and Janet provided guidance on its location. The group then adopted the meeting minutes as presented. Greg reported on waste management bills, noting that two 30-yard containers and an erroneous 3-yard container had been ordered, resulting in total charges of \$1,487.23. The group discussed the remaining budget, which was confirmed to be \$4,000.

Waste Management Payment Approval

The board approved paying two waste management invoices totaling \$1,515.79 for neighborhood cleanup services, with Claudette agreeing to process the payment using existing checks despite concerns about the address. The board discussed the need to secure a new mailing address after discovering that current checks are addressed to Billy, who is no longer involved with the organization. Kris offered to help by calling Billy to warn him about the upcoming payment, while Greg will investigate the availability and cost of a post office box at the UPS store.

Grant Funds and Cleanup Results

The group discussed leftover funds from a grant, with Greg proposing to return the unused portion to Metro once final numbers are confirmed. They reviewed the results of a recent cleanup event, which collected 4.57 tons of bulky waste and 2.5 tons of metal for recycling. Claudette presented the current bank balance of \$5,409.95 and detailed additional expenses for printing flyers and posters, which

were clarified by Janet. Greg agreed to report the final figures to Metro and requested Claudette resend the email with the extra expenditures.

Sandy Boulevard Safety Intersection Concerns

The group discussed safety concerns at the intersection of Northeast Sandy Boulevard and 162nd Street, where Greg reported high incident rates, including fatalities and dangerous conditions for bus stop users. They identified multiple responsible entities: PBOT, ODOT, and Trimet, with the intersection being in Portland rather than Gresham. Kris offered to contact ODOT representatives to discuss the issue, while Claudette suggested involving Trimet due to safety concerns for their riders.

August Meeting Speaker Planning

The group discussed upcoming speakers for an August meeting, confirming Jan Han's attendance and noting that Lieutenant Sheegan and Police Officer Livingston were also expected, though the latter was known for missing meetings. Kris agreed to follow up with potential speakers and contact ODOT and the bus company about sending representatives. Bob suggested postponing the Sandy Boulevard discussion until November to allow for more speakers and broader neighborhood participation. Greg raised concerns about a proposed development combining two lots into one 11-acre property for outdoor storage, noting that the site already had existing storage facilities and a bioswale for runoff management. The group agreed to submit any comments on the proposal by June 12.

Meeting Minutes Documentation Standards

Janet discussed the importance of maintaining consistent and detailed meeting minutes, as per the administrative procedures. She highlighted the need to record actions, motions, proposals, resolutions, and vote results, including minority opinions and the identity of attendees. Bob confirmed that past meeting minutes are available on the website under the "Meetings" section, accessible since 2007. Janet requested help in ensuring compliance with these requirements and emphasized that minutes need not be verbatim but should be summarized effectively. AI can make mistakes. Review for accuracy.

Check Signature Policy Discussion The board discussed a new requirement for two signatures on checks over \$100, with Claudette seeking clarification on the policy. Claudette expressed concern about potential financial vulnerabilities and offered to personally track down another board member for signatures on larger payments, though Kris noted this process could slow down payments. Greg made a formal motion requiring a second signature for payments over \$100, which was seconded by Claudette.

Volunteer Hours and Cleanup Donations

The meeting focused on reviewing volunteer hours for a cleanup event, with Kris confirming that participants, including Bob, Greg, and Claudette, donated 5 hours each. Claudette mentioned a potential new volunteer, Yanni, who expressed interest in delivering newsletters and could help with neighborhood work. The group discussed collaborating with the Moose to identify a local charitable organization to receive a donation from their successful cleanup efforts, with Greg noting the need to consult with Metro about their remaining funds before determining the donation amount.

AI can make mistakes. Review for accuracy.