



## CWNA Board Meeting

October 17, 2019, 6:00pm to 7:00pm (adjourned early)

Broken Top Boardroom

**Attendees:**

Board Members [Ward #]		Committee Heads/Coordinators/Guests	
Kristen Phillips [#1]		TBD – Land Use	
Susan Collins – Secretary [#2]		Shane Austin – Membership DB	
Vacant [#3]			
Glen Grochowski [#4]	X	Tommy Szymanski, Manski Media	X
Alexis Scharff – Treasurer [#5]	X		
Vacant [#6]			
Vacant [#7]			
Nathan Moses [#8.A.]			
Tessa Moody [#8.B.]			
David Ewing [#9]	X		
Jeanne Berry [#10]			
Lisa Mushel – Chair [#11]	X		

**Board Meeting Minute Acronyms**

**BMPRD** – Bend Metro Parks and Recreation District  
**BDC** – Bend Development Code  
**BEDAB** – Bend Economic Development Advisory Board  
**CAC** – Community Advisory Committee  
**CEAC** – Campus Expansion Advisory Committee  
**COB** – City of Bend  
**CTAC** – Citywide Transportation Advisory Committee  
**CWNA** – Cascade West Neighborhood Association  
**CWNA BOD** – CWNA Board of Directors

**LUBA** – Land use Board of Appeal  
**NA** – Neighborhood Association(s)  
**NART** – Neighborhood Associations Roundtable  
**NLA** – Neighborhood Leadership Alliance  
**OSU-C** – Oregon State University Cascades  
**PC** – Planning Commission  
**UGB** – Urban Growth Boundary  
**WTS** – Westside Transportation Study

**Agenda Items:**

Topic	Information
<ul style="list-style-type: none"> <li>Approve 8/17/19 Board meeting minutes</li> </ul>	<p>Meeting minutes have been pushed to be approved at the November meeting, as attendees at this meeting had not been at the August meeting.</p>
<ul style="list-style-type: none"> <li>Social Media</li> </ul>	<p>Tommy Szymanski overviewed the services of Manski Media. For \$249.99/month:</p> <ul style="list-style-type: none"> <li>3 Custom social media posts per week</li> <li>1 boosted post per month</li> <li>1 Social media platform (Additional platforms \$150 per month)</li> <li>Dedicated writer</li> <li>Analytics monitoring</li> <li>Quarterly review</li> </ul> <p>Shorter contracts are available, but pricing increases depending on duration. Because the annual contract would be \$3,000, the board members directed Lisa to follow-up with Tommy to discuss alternatives, and place on the November agenda for further discussion and decision.</p>
<ul style="list-style-type: none"> <li>Regular Business</li> </ul>	<p><u>Volunteer Assignments to Committees</u> (abbreviated discussion due to attendees) NLA: Neighborhood Leadership Alliance (NLA) – Lisa Mushel is CWNA’s representative.</p> <ul style="list-style-type: none"> <li>Lisa overviewed current NLA objectives: Land Use survey, Communications survey, NSSP project “next steps”.</li> </ul> <p>Finance – currently no expenses have been incurred for our new fiscal year. Budget is \$5,012.</p>
<ul style="list-style-type: none"> <li>New Business</li> </ul>	<p><u>Open positions:</u> Susan has gracefully requested to resign from the Secretary role, as she has other Board commitments needing her attention. We also have several openings for various neighborhood assignments, AND we have someone else interested in joining (but needs to be in an at-large role). At our next meeting, we will clarify the openings, and discuss how to fill them.</p> <p><u>Bylaws:</u> While reviewing our Bylaws for annual meeting requirements, a question was raised as to the need for refining the wording for clarity. The Board felt the vagueness of the wording allowed for more flexibility in determining timing of our annual meetings. We do need to be aware that our Bylaws state two week notices for publicizing an annual meeting.</p>
<ul style="list-style-type: none"> <li>Meeting Concluded at 7PM</li> </ul>	<p>Due to board member commitments, we concluded at 7PM as we no longer had a quorum.</p>
<ul style="list-style-type: none"> <li>Next Board Meeting</li> </ul>	<p>Next Meeting, Thursday, November 21st - OSU-Cascades – Obsidian 210</p>

**Action Items:**

Responsible Person	Action Item	Due Date	Complete?
Sue Carrington	Determine steps to get a promotional plug in new Century West Magazine	Aug '19	
Nathan Moses	Post information about Dr. Su's Sun Fire Defense on website	Aug '19	
Susan/Glen/Kristen	Submit NSSP request for SW Century/Bachelor View safe crossing	Sept 20, '19	Done
Nathan Moses	Send alert to CWNA Membership about NSSP Application process	Sept '19	Done
David Ewing	Contact Manski Media – investigate social media consulting to increase CWNA presence	Sept '19	Done
Susan Collins	Investigate by-laws for ability to move annual meeting to spring	Sept '19	Done
Glen	Lodges at Bachelor View – study city requirements from Phase I before platting of Phase II could be initiated, what was required and has it been completed	Sept '19	
Lisa Mushel	Contact Ben S on BDAB how to increase commercial engagement	Oct '19	
Lisa Mushel	Draft wording to use with HOAs to send direct emails and encourage them to attend our annual meeting.	Oct '19	
Lisa Mushel	Create CWNA Business Card to use at promotional events	Oct '19	Drafted
BOD	Commercial Business Engagement – consider “what’s in it” for our local businesses and discuss at <del>June</del> <b>November</b> -meeting	Nov '19	
BOD	Membership drive - Scrub all HOA lists in assigned Wards, contact all HOAs to solicit new members.	Nov '19	
BOD	Post all official CWNA Documentation on CWNA GDrive	Ongoing	
BOD	Recruit for 3 Open Board Positions <ul style="list-style-type: none"> <li>◇ Ward 3: Mt Bachelor Village, Touchmark at Mt. Bachelor Village</li> <li>◇ Ward 6: The Parks</li> <li>◇ Ward 7: Commercial</li> </ul>	Ongoing	
BOD	Post SW Century Road Paving on website	June '19	X
Susan Collins	930 Yates – research project specifics	Aug '19	X
Susan Collins	Check DIAL to determine who owns property on SW Century, and then work with COB to ensure the property is maintained for fire prevention	Aug '19	X

Submitted 10/19/19

Submitted by: Lisa Mushel, Chair