

Meeting Minutes
Neighborhood Leadership Alliance Meeting
Wednesday, August 22, 2018
5:30 p.m. to 7:30 p.m.
City Council Chambers, Bend City Hall
710 NW Wall, Bend, Oregon, 97703



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1. **Roll Call:**
 - **Committee:** Hans Jorgensen, Matt Bryant, Lisa Mushel, Sue Sullivan, Beth Hoover, Brett Yost, Dave Johnson, Bill Caram, Cassie Giddings, Bill Galaway, Valerie Pharr, Liz Weltin, Kathy Schroeder
 - **City Staff:** Joshua Romero, Anne Aurand, Mary Winters, Kayla Duddy
 - **Council Liaison:** Bill Moseley
 2. **Introductions & Meeting Overview (Committee, City Staff ; 15 minutes)**
 - Joshua Romero made introductions and explained the process of the meeting
 - Councilor Bill Moseley shared what his purpose was as Council liaison
 - Committee members introduced themselves and their Neighborhood Association and shared why they applied to be on the committee
 3. **Neighborhood Leadership Alliance Background & Charge (Joshua Romero; 5 minutes)**
 - Joshua Romero gave a brief background of the Neighborhood Leadership Alliance and what the committee's purpose is and what they will provide
 4. **Public Meetings Law (Mary Winters; 30 minutes)**
 - City Attorney Mary Winters presented Oregon's public meeting law, public records law, and committee ethics.
 - Anne Aurand spoke on the importance of communication with the media and offered some media training for the chair and vice chair if they are interested
 5. **Advisory Group Presentations (City Staff, Committees; 30 minutes)**
 - Each representative spoke on their committee's purpose
 - **Affordable Housing Advisory Committee** – committee representative Kerri Standerwick, Chamber of Commerce, chair
 - **Bend Economic Development Advisory Board** – committee representative Erich Schultz, chair

- **Planning Commission** – committee representatives Jeff Payne, chair, and Collin Stephens, City of Bend Planning Manager

6. Break (10 minutes)

7. Next Steps (Anne Aurand; 10 minutes)

- **Developing a Strategic Plan**
 - Working with strategic planning consultant Jen Rusk
 - Liz Weltin made a motion to create a strategic plan working group, Valerie Pharr second. Show of hands vote: 12 to 0. Working group created.
- **Identifying Resource Needs**
 - Committee will need to identify their resource needs by December 30, 2018
- **Committee Training**
 - Potential trainings by Community Solutions of Central Oregon, if the NLA decides to pursue:
 - Constructive Communications
 - Multi Party Collaborations
 - Census Building
 - Effective Meeting Facilitation

8. Open Discussion/Getting Started (Joshua Romero, Committee; 10 minutes)

- **Preparing for Wednesday, October 17, 2018 Council Check in**
 - 10 minutes to address the City Council
 - Provide overview
 - Recommendations for upcoming community survey
 - Ask the City Council for direction
- **Agenda Recommendations for Next meeting**
 - Prepare for Council Check-in on Wednesday, October 17, 2018
 - Update on Neighborhood Leadership Alliance progress
 - Themes for community-wide survey
 - Projects for Council direction
 - Public meeting notices for land use
 - Planning for a strategic plan
 - Committee would like to set up a four hour retreat session to create a strategic plan
 - Joshua Romero will work with committee and Jen Rusk to schedule retreat date, time and location.
 - Roles, responsibilities, bylaws
 - Process and Procedures for communicating with constituents
 - Define how the Neighborhood Leadership Alliance representatives reach and engage neighborhood constituents – marketing plan to help communicate and educate
 - Joshua Romero will work with chair and co-chair to establish agenda for next meeting.

9. Committee Business (Joshua Romero; 10 minutes)

- **Meeting Scheduling**

- By committee vote, meetings will be held the first Thursday of every month from 4:00 p.m. to 6:00 p.m.
- Kathy Schroeder, Dave Johnson, Hans Jorgensen, and Lisa Mushel volunteered to be on a working group for strategic planning.
- Joshua Romero will coordinate with working group and Jen Rusk to begin planning process.

- **Election of Chair and Vice-chair**

Nominations for Chair:

- Bill Galaway nominated Hans Jorgensen, Sue Sullivan second
- Valerie Pharr nominated Dave Johnson, Bill Caram second
- Show of hands vote: 9 to 2. Hans Jorgensen elected chair

Nominations for Co-Chair

- Bill Galaway nominated Lisa Mushel, Valerie Pharr seconds
- Show of hands vote: All committee in favor. Lisa Mushel elected vice-chair

10. Adjourn

7:50 p.m.



Accessible Meeting Information

This meeting/event location is accessible. Sign language interpreter service, assistive listening devices, materials in alternate format such as Braille, large print, electronic formats and CD Formats, or any other accommodations are available upon advance request. Please contact Joshua Romero no later than August 19 at jromero@bendoregon.gov or (619) 693-2185; Relay Users Dial 7-1-1, and (541) 385-6676. Providing, at least, 3 days' notice prior to the event will help ensure availability.