



Neighborhoods, USA Board Meeting Minutes October 3, 2013

I. ORIENTATION SESSION FOR NEW BOARD MEMBERS

Board Development Chair, George R. Lee, Jr. provided an overview for all new members and recommended each member review the Board Member Manual, Standing Rules and Bylaws.

II. INSTALLATION CEREMONY OF NEW BOARD MEMBERS

Following orientation, Gerri Robinson administered the oath of office for board members elected at the 2013 Neighborhoods, USA Conference: Andre Bernard, Deletta Dean, George R. Lee, Jr., Ron McCorkle, Margaret Wallace Brown, Eva Yakutis and Rena Kane.

III. CALL TO ORDER, INVOCATION, PLEDGE OF ALLEGIANCE, ROLL CALL

The meeting was called to order by NUSA President, Angela Rush. Andre Bernard gave the invocation followed by the pledge of allegiance and roll call. Roll call was conducted by George R. Lee, Jr. and it was established that a quorum was present.

MEMBERS PRESENT

- Angela Rush
- Tige Watts
- Monique Coleman
- DeAnna O'Malley
- John Hargroves
- Andre Bernard
- Tony Olden
- Jason Bergerson
- Loretta Buckner
- Deletta Dean
- George R. Lee, Jr.
- Rene Kane
- Margaret Madden
- Ron McCorkle
- Gerri Robinson
- David Rubedor
- Anne-Marie Taylor
- Margaret Wallace Brown
- Eva Yakutis

MEMBERS ABSENT

- Robert Gibbons
- Patrick Williams

IV. APPROVAL OF THE AGENDA

President Angela Rush called for approval of the Oct. 3-4, 2013 board meeting agenda.

Margaret Wallace Brown made a motion to approve the agenda, allowing for changes to the agenda as necessary (John Hargroves amendment). George R. Lee, Jr. seconded the motion. The motion passed unanimously.

V. ELECTION OF OFFICERS

President Angela Rush announced that Elton Gatewood and Richard Whipple would assist with officer elections, as Board Development Committee Chair, George R. Lee, Jr. was unable to facilitate this

process because he was running for office and there were no other Board Development Committee members in attendance at the meeting. Votes were tallied and announced as follows:

PRESIDENT	
CANDIDATES	VOTES
George R. Lee, Jr.	6 Votes
Angela Rush	13 Votes
VICE PRESIDENT	
CANDIDATES	VOTES
Tige Watts	Elected by Acclamation
SECRETARY	
CANDIDATES	VOTES
Monique Coleman	16 Votes
Robert Gibbons	2 Votes
	1 Abstention
ASSISTANT SECRETARY	
CANDIDATES	VOTES
DeAnna O'Malley	12 Votes
Gerri Robinson	6 Votes
	1 Abstention
TREASURER	
CANDIDATE	VOTE
John Hargroves	Elected by Acclamation
ASSISTANT TREASURER	
CANDIDATE	VOTE
Andre Bernard	Elected by Acclamation
SEARGANT-AT-ARMS	
CANDIDATE	VOTE
Tony Olden	Elected by Acclamation
PARLIAMENTARIAN	
CANDIDATES	VOTES
Jason Bergerson	12 Votes
George R. Lee, Jr.	7 Votes

VI. SECRETARY'S REPORT AND APPROVAL OF MINUTES FROM MAY 2013 BOARD METTING

Upon review of the minutes, board members noted several mistakes. Corrections were noted as follows:

- All members noted were present on May 22 except Mike Gibson;
- All members noted were present on May 25 except Mike Gibson, Margaret Madden, and possibly Vatricia McKinney. *Monique Coleman stated she will contact Vatricia to confirm whether or not she was present at the May 25 board meeting.*
- Item IV. – Action Items, the report should change from “provided and” to “provided an”...and “33 states are represented” to “33 states represented”.
- Under the ‘Call to Order’ section of the meeting minutes the number of board members changed from 17 to 18 board members present on May 22 and the number changed from 16 to 20 board members present on May 25.

George R. Lee, Jr. moved to accept the minutes with noted corrections. The motion was seconded by Gerri Robinson. The motion passed unanimously.

VII. AD HOC COMMITTEE REPORT – NUSA BOARD MEETINGS

President Angela Rush explained the winter/spring board meeting has always been an issue due to weather conditions, which creates an issue for the Board to have quorum needed to conduct NUSA business. As a result, this Ad Hoc Committee was created to research ways to hold a virtual meeting forum that would comply with NUSA's adopted bylaws and conform to Robert's Rules of Order.

The Ad Hoc Committee demonstrated technology that could be used for a virtual Winter/Spring Board meeting. The Committee further explained that organizational obstacles exist, primarily NUSA's bylaws, which would have to be addressed before such meeting could take place and recommended that the matter be referred to the Bylaws and Rules Committee for appropriate follow-up action.

John Hargroves made a motion to forward the preliminary research and recommendations from the Ad Hoc committee to the Bylaws and Rules Committee and that the Bylaws and Rules Committee: 1) Conduct additional research on the possibility of conducting the Winter / Spring meeting electronically, 2) Thoroughly review all the language in the Bylaws, Standing Rules and Robert's Rules for compliance with the implementation of such a meeting, and 3) Come back at the Winter / Spring meeting with recommendations for consideration by the Board. Margaret Wallace Brown seconded the motion. The motion passed unanimously.

VIII. TREASURER'S REPORT

John Hargroves presented NUSA's financial report for the fiscal year beginning October 1, 2012 through September 30, 2013. The fiscal year had a beginning balance of \$24,004.76, income of \$124,431.61, and expenses of \$113,861.29. Ending balance as of September 30, 2013 was \$34,575.08.

Jason Bergerson made a motion to accept the financial report and Tony Olden seconded the motion. The motion passed unanimously.

IX. ADMINISTRATIVE ASSISTANT'S REPORT

Angela Rush gave the Administrative Assistant's report in Karen Harber's absence. Corrections were noted regarding the Administrative Assistant's accounting of memberships to reflect 44 current City/County memberships and 11 past due (but less than 90 days) for a grand total of 55 City/County memberships.

Tige Watts made a motion to accept the Administrative Assistant's Report as amended and Loretta Buckner seconded the motion. The motion passed unanimously.

Note: Two members were not present for the vote– George R. Lee, Jr. and Rene Kane.

X. CONFERENCE HOST REPORTS

a) MINNEAPOLIS, MN WRAP-UP REPORT:

David Rubedor gave the Minneapolis, MN report. Mr. Rubedor stated overall the conference was rated as very satisfactory. Mr. Rubedor then provided brief conference statistics, conference highlights and provided information on lessons learned

Andre Bernard made a motion to accept the Minneapolis, MN Conference Wrap-Up Report and John Hargrove seconded the motion. The motion passed unanimously.

b) EUGENE, OR 2014 UPDATE AND REPORT:

Introduction was given by Mike Kinnison and report presented by Rene Kane. Ms. Kane stated Eugene has the following goals/deadlines in their effort to prepare for the conference:

- Schedule:
 - November 1, 2013 - workshop proposals complete

- January 1, 2014 - notification of workshop applicants
 - January 10, 2014 - registration book proof ready for review
 - January 17, 2014 - registration book completed and ready for distribution
 - February 1, 2014 - registration opens
 - March 1, 2014 - mail exhibitor packets
- The sponsorship goal is \$70,000. The City of Eugene will set aside funds for local scholarships.

Ms. Kane stated that Eugene has met with Portland's Office of Neighborhood Involvement and Portland is providing a staff member to help with conference outreach. The local committee is also connecting with other communities to the north and south that have great neighborhood connections.

Ms. Kane explained that the planning team consists of 12 members - City staff, 4 community representatives, 2 Convention and Visitor Bureau members, 1 representative from the Chamber of Commerce, 1 representative from the University of Oregon, and several neighborhood coalitions are involved.

Rene Kane stated the Eugene, OR local host/planning committee will strive to achieve the following legacies:

- Creation of a strong network of neighborhood programs and neighborhood associations locally and regionally. This regional connection could serve as a conduit to share tips and information.
- Creation of a vibrant and sustainable event that embraces viewpoints and diversity, as well as one that embraces economic and environmental sustainability. They are seeking to start an environmentally-friendly trend for the NUSA convention.

Ms. Kane stated Eugene is planning for 8 conference tracks:

1. Eating Well Close to Home: Food Security and Food Culture
2. Growing Green
3. Town-Gown & Neighborhood Relations
4. Caring and Safe Communities
5. Creating Inclusive Communities
6. The ABCs of Organizing
7. Bring on the Fun – Parks, Arts and Culture
8. NUSA track

There are 3 keynote speakers:

1. Michele Hunt – Change Catalyst (www.dreammakers.org)
2. Julian Agyeman– Justice & Sustainability (www.julianagyeman.com)
3. Jim Diers – Neighbor Power (www.neighborpower.org)

There will be 40-45 workshops and 9-10 Neighborhood Pride tours; The City of Eugene is reaching out to federal partners.

The proposed schedule is as follows:

- Pre-conference food workshop – Julian Agyeman
- Pre-conference workshop – Jim Diers
- Wednesday evening – Welcome to unique Eugene at the Alumni Center
- Thursday morning – Opening breakfast; NUSA Business. Michele Hunt would like to work with everyone at once. The workshop (Workshop Session 1) would include all participants
- Workshop Sessions 2 & 3
- Michele Hunt has produced a documentary called *Dreammakers* and Eugene will show her documentary

- Lunch on your own/networking will be incorporated into conference planning
- Friday Breakfast. Keynote – Jim Diers
- Workshop Session 4
- Awards Luncheon. Keynote – Julian Agyeman
- Workshop Session 5
- Neighborhood Pride Tours and dinner
- Saturday Continental Breakfast
- General Membership Meeting
- Awards Luncheon
- NUSA Board Meeting

The local entertainment will be Leigh Anne Jasheway, M.P.H.

Eugene, OR proposes the registration fee for the 2014 Conference be increased as follows:

- \$225 for early registration
- \$325 for late registration

Rene Kane asked that the board approve the increase to the registration fee and permission for electronic registration.

Loretta Buckner made a motion to approve the Eugene, OR Conference Update Report, Gerri Robinson seconded the motion. The motion passed unanimously.

Ron McCorkle made a motion to approve the conference registration fee of \$225, George R. Lee Jr. seconded the motion. Loretta Buckner and Deletta Dean abstained. Motion carried.

Andre Bernard asked the Board to wait to discuss the electronic registration in the Program Development Committee Report.

Meeting recessed until 1:45 p.m. for lunch.

XI. CALL BACK TO ORDER & ROLL CALL

Following the lunch break the Board reconvened at 1:45pm. Quorum established.

MEMBERS PRESENT

- | | |
|------------------------------------|--------------------------|
| • Angela Rush, President | • George R. Lee, Jr. |
| • Tige Watts, Vice President | • Margaret Madden |
| • Monique Coleman, Secretary | • Ron McCorkle |
| • DeAnna O'Malley, Asst. Secretary | • Gerri Robinson |
| • John Hargroves, Treasurer | • David Rubedor |
| • Andre Bernard, Asst. Treasurer | • Anne-Marie Taylor |
| • Tony Olden, Sergeant at Arms | • Margaret Wallace Brown |
| • Jason Bergerson, Parliamentarian | • Eva Yakutis |
| • Loretta Buckner | • Rene Kane |
| • Deletta Dean | |

MEMBERS LATE

- Loretta Buckner was late to meeting and not in attendance during roll call.

MEMBERS ABSENT

- Robert Gibbons
- Patrick Williams

XII. PRESENTATIONS

a) WELCOME BY ELECTED OFFICIAL(S)

b) PRESENTATION OF NUSA FLAG

President Angela Rush and Vice President Tige Watts conducted the presentation of the NUSA flag to Eugene, OR. The flag was presented to City Council Vice President Chris Pryor and City Councilor Clair Syrett.

XIII. REVIEW OF COMMITTEE ASSIGNMENTS FOR 2013-2014

President Angela Rush announced the 2013-2014 NUSA Board committee assignments:

AWARDS PROGRAM COMMITTEE: Monique Coleman, Co-Chair Robert Gibbons, Co-Chair John Hargroves	BYLAWS & RULES COMMITTEE: Jason Bergerson, Chair John Hargroves Ron McCorkle Tony Olden
BOARD DEVELOPMENT COMMITTEE: Gerri Robinson, Chair George R. Lee, Jr. David Rubedor	MEMBERSHIP SERVICES COMMITTEE: Loretta Buckner, Co-Chair Margaret Madden, Co-Chair Eva Yakutis
PROGRAM DEVELOPMENT COMMITTEE: Andre Bernard, Chair Margaret Wallace Brown Rene Kane	RESOURCE DEVELOPMENT COMMITTEE: Anne-Marie Taylor, Chair Patrick Williams Eva Yakutis
PUBLIC AFFAIRS COMMITTEE: Tige Watts, Chair Deletta Dean DeAnna O'Malley	

The meeting was recessed to allow Committees to meet and discuss business.



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XV. BUDGET, FINANCE AND STEERING COMMITTEE MEETING

Margaret Madden, Membership Services Co-Chair requested an additional \$50 to print membership cards. John Hargroves, Treasure changed the fiscal year budget to reflect the increase in registration fees as approved by the Board on October 3, 2013.

Loretta Buckner made a motion to approve the fiscal year budget for October 1, 2013 through September 30, 2014 as proposed by the Budget & Finance Steering Committee with recommended changes; Tony Olden seconded the motion. The motion carried.

The NUSA Board recessed until 10:00 a.m.

XVI. INVOCATION, CALL TO ORDER & ROLL CALL

The meeting was called to order by NUSA President, Angela Rush. Andre Bernard gave the invocation and Monique Coleman conducted the roll call. Roll call established that a quorum was present.

MEMBERS PRESENT

- Angela Rush, President
- Tige Watts, Vice President
- Monique Coleman, Secretary
- DeAnna O'Malley, Asst. Secretary
- John Hargroves, Treasurer
- Andre Bernard, Asst. Treasurer
- Tony Olden, Sergeant at Arms
- Jason Bergerson, Parliamentarian
- Loretta Buckner
- Deletta Dean
- George R. Lee, Jr.
- Margaret Madden
- Ron McCorkle
- Gerri Robinson
- Anne-Marie Taylor
- Margaret Wallace Brown
- Eva Yakutis
- Rene Kane

MEMBER LATE

- Margaret Wallace Brown was not in attendance during roll call.

MEMBERS ABSENT

- David Rubedor
- Robert Gibbons
- Patrick Williams

XVII. COMMITTEE REPORTS

a) Awards Program Committee

Monique Coleman reviewed the final report submitted to the board in September, which outlined all the winners or honorees from the 2013 conference. The committee also suggested an Ad Hoc committee be established to plan the commemorative celebration of NUSA's 40th Anniversary, which will be in 2015. The following members were recommended for this committee:

- Angela Rush
- Tige Watts
- Elton Gatewood
- Robert Gibbons
- George Lee
- Judy Martinson
- Karen Harber
- Margaret Wallace-Brown
- DeAnna O'Malley

Monique Coleman also noted the Awards Committee plans to commemorate the 30th Anniversary for the NOTY Award at the 2014 NUSA Conference in Eugene, OR.

John Hargroves made a motion to accept the Awards Committee report. George Lee seconded. Motion carried.

b) Board Development Committee Report

Gerri Robinson gave an overview and announced the five newly elected board members [Deletta Dean, Rene Kane, Ron McCorkle, Margaret Wallace-Brown, and Eva Yakutis] who were sworn in on October 3, 2013 along with two re-elected members [Andre Bernard and George Lee]. Gerri Robinson stated the Board Development Committee is working on strategies to bolster interest of NUSA's membership running for the board.

The Committee made a budget reimbursement request for \$32.79 for the officer election ballots used on October 3. The committee also requested the Board allow the expenditure item of eight (8) \$25 gift cards as an ongoing incentive to promote board development.

Gerri Robinson stated the Committee is working to develop ways to provide information about the candidates to the general membership. The Board discussed the possibilities of developing a video, a PowerPoint presentation or some other media options to help inform the membership on the candidates running for the board.

John Hargroves motioned to approve the report with recommendations (to start with a PowerPoint production if deemed feasible) to inform the membership about board candidates. Loretta Buckner seconded. The motion carried.

c) Bylaws & Rules Committee Report

Jason Bergerson noted the possibilities of meeting electronically and how the bylaws and rules will allow that to happen. The Committee will also work to clean up inconsistencies. The Committee plans to conduct another general review of the bylaws and develop additional recommendations before issues arise.

Jason Bergerson gave an overview of electronic meeting options that are being investigated. Those discussed ranged from free conference calling to options with a nominal fee. All options investigated would still allow the Board to adhere to Roberts Rules of Order and facilitate an official board meeting virtually. Jason Bergerson asked the Board if the Bylaws Committee should revise the Bylaws to allow for a teleconferencing. Angela Rush asked Jason Bergerson and his committee to come back to the Spring/Feb. Board meeting with additional recommendations. **John Hargroves motioned to approve the report with future recommendations. Rene Kane seconded. The motion carried.**

d) Membership Services Committee Report

Margaret Madden gave an overview of membership services and the Committee's goals and objectives; specifically, city/county memberships, affiliate memberships, corporate memberships, and individual memberships. Angela Rush noted city, corporate, and county memberships get one vote and suggests the Bylaws Committee research this further.

Margaret Madden asked the Board to approve the revised affiliate application and noted an affiliate is a non-voting, non-fee membership category. Ms. Madden noted affiliates cannot be government organizations. Ms. Madden also noted affiliates are encouraged to be ambassadors on a local level and in exchange, they can use the NUSA logo and NUSA banner upon request to illustrate affiliation. There are currently nine (9) active NUSA affiliates. Affiliates are required to provide a roster of members that must be shared with NUSA.

Andre Bernard suggested adding corporate logos onto the NUSA website to encourage sponsorships. The Membership Services Committee stated they are looking into way to bolster corporate participation in NUSA. Jason Bergerson also suggested the Committee designate a specific length of membership to remove all question on membership term limits.

Andre Bernard moved to accept the Membership Committee report and the applications. Tony Olden seconded; Tige Watts abstained. The motion carried.

e) Program Development Committee Report

Andre Bernard stated the Committee will continue to review the host city contract for areas that need to be changed or revised in order to provide flexibility and a great framework for the host city to provide a good conference. The Program Development Committee had two specific requests:

1. Allow the host committee to send out the conference registration packet electronically to defray the printing costs; the PDF file will not be mailed as there may be some size limit restrictions on some email accounts. Instead, Eugene plans to email a link to conference registrants to allow each individual to download the registration packet.
2. Processing fees to pay for online registration be paid by the registrant instead of NUSA. (i.e. \$5 of the \$50 membership fee paid is allocated to processing fees); NUSA only receives \$45. If permitted by the Board, a note will be included in the registration packet. John Hargroves clarified this would be considered a convenience fee. John Hargroves stated last year, NUSA paid \$1061.43 in convenience fees.

Tige Watts made a motion to accept action item one. Anne-Marie Taylor seconded. The motion carried.

Jason Bergerson made a motion to accept action item two. Gerri Robinson seconded. The votes were seven (7) in favor, (9) in opposition, and (1) in abstention; the motion failed.

Tige Watts made a motion to accept the Program Committee report. Tony Olden seconded. The motion carried.

f) Resource Development Committee Report

Anne-Marie Taylor discussed developing corporate sponsorship possibilities and packages. The Committee will also work to quantify NUSA board member's time contributed to service. The Committee will research to determine the applicability of the annual valuation of a volunteer hour. This information will be beneficial as it can be used by NUSA to pursue grants as well as other funding resources.

Tony Olden made a motion to accept the Resource Development Committee report. George Lee seconded. Margaret Madden abstained. The motion carried.

XVIII. CALL BACK TO ORDER

Angela Rush called the meeting back to order at 1:30 p.m. In Monique Coleman's absence, DeAnna O'Malley conducted the roll call at 1:30 p.m. Fifteen (15) board members were present and a quorum was established.

MEMBERS PRESENT

- Angela Rush, President
- Tige Watts, Vice President
- DeAnna O'Malley, Asst. Secretary
- John Hargroves, Treasurer
- Andre Bernard, Asst. Treasurer
- Tony Olden, Sergeant at Arms
- Jason Bergerson, Parliamentarian
- Loretta Buckner
- George R. Lee, Jr.
- Margaret Madden
- Ron McCorkle
- Gerri Robinson
- Margaret Wallace Brown
- Eva Yakutis
- Rene Kane

MEMBERS ABSENT

- Monique Coleman
- Deletta Dean
- Robert Gibbons
- David Rubedor
- Anne-Marie Taylor
- Patrick Williams

XIX. CONTINUATION OF UNFINISHED COMMITTEE REPORTS & ACTION ITEMS

g) Public Affairs Committee Report

Tige Watts stated the Public Affairs Committee is working to update the website, enhanced social media outreach, and update membership forms, awards applications, and conference registration. Tige discussed the arduous task of updating membership, history, resolutions, financial reports, membership information, promotional materials, and awards applications. Tige Watts also requested awards applications be provided as soon as possible so the website versions can be updated. Lastly, Tige Watts stated email marketing has increased significantly this past year.

Contact has been more lively and engaging with monthly updates provided by NUSA regarding marketing efforts as well as registration reminders to keep the general membership thinking about NUSA.

Website limitations are a big issue. The committee recommended changing providers to decrease cost and improve accessibility for board members with rights and privileges to access and update the website.

After board discussion, Angela Rush recommended the board establish protocol for website and generic email access and passwords to ensure the board has a level of control and has a back up for access if needed. Tige Watts stated he would put those things in place to give users a certain level of access. Angela stated members have also requested board minutes be posted online. Tige stated this will be addressed.

Eva Yakutis made a motion to suspend rule 7(E) in relations to the need for three bids for expenditures exceeding \$500 under the Standing Rules pertaining to the Finance and Steering Committee in order to allow for the new website maintenance provided as recommended by the Public Affairs Committee. Margaret Wallace-Brown seconded. The motion carried.

Tony Olden made a motion to accept the report; George Lee seconded. Motion carried.

h) Steering/Budget/Finance Committee

John Hargroves noted the changes from the morning report. Total income: \$154,475.08 Total Expense: \$128,337. John Hargroves stated a hard copy will be provided to the Board. **Jason Bergerson made a motion to approve the report. Gerri Robinson seconded. The motion carried.**

XX. UNFINISHED BUSINESS

a) Administrative Assistant Job Application

Angela Rush stated seven (7) applications were received. Angela Rush provided an overview of all seven applicants as well as the job description. Andre Bernard stated one of the applicants was his personal secretary so he would recuse himself at the time of voting. After deliberations, the Board opted to interview the top candidate.

John Hargroves made a motion for the Board to interview the top candidate and to check references. If everything works out, extend an offer to the top candidate. Jason Bergerson seconded the motion. The motion carried.

b) Discussion of D&O Insurance – *Directors and Officers Liability Insurance*

John Hargroves stated if a non-profit does not have insurance and something happens the organization can be held liable. John stated D&O Insurance was mentioned at the 2013 conference during the board development workshop. John Hargroves suggested the insurance needs to be established for NUSA.

Jason Bergerson suggested Board Development research this topic and report back to the Board in February. Tige Watts made a motion to create an Ad Hoc Committee (John Hargroves, Ann-Marie Taylor, Jason Bergerson, Rene Kane, and Andre Bernard) to conduct the research and report back to the NUSA Board in February. Gerri Robinson seconded. The motion carried.

