

SOUTHWEST NEIGHBORHOOD ASSOCIATION BOARD OF DIRECTORS MEETING  
Thursday, June 27, 2024  
7:00PM – Via Zoom

MEETING MINUTES - FINAL

Meeting called to order by President Kathy Gardenhire at 7:12PM

Board members in attendance: President Kathy Gardenhire, Vice President Monica Ford, Treasurer Dana Duval, Land Use Director Thea Hayes, Secretary Brandon Harer

July 25 Information Fair and Ice Cream Social Planning:

Neighborhood Matching Grant application was submitted by Dana June 10, confirmed with the city that it was received and complete. Amount requested was \$885.00 – applicants should be hearing back from Neighborhood Services regarding approvals this week, checks won't be cut until the 12<sup>th</sup> of July as these are within the next year's budget after the new fiscal year begins (July 1).

We have the parks permit from the city in hand.

We have nine information booth sponsors signed up so far. Some additional organizations were named and Dana/Thea will contact those parties to see if they are interested. Reminders will be sent to those organizations on our list that did not respond to the initial invitation.

Gresham Fire will be attending and we will be closing the street curbside parking directly in front of the park and that permit is in process per Dana. Fire, Police and Parks will review and sign off after a brief traffic analysis by the city is performed, this is expected to be a non-issue as before and approved.

Setup and check-in begins at 5:30pm, vendors follow the paved loop for one way traffic for unloading and then go park outside the park boundary. We will use the key for portapotty and block party trailer dropoff. Brandon or Gene will unlock the post first thing Thursday morning so it is set for the day. SWNA booth will go adjacent to the ice cream tables, besides membership sign ups we will track our volunteer worker hours here as well.

Ice cream booth – 10x15 canopy from Doug and Dana will be used, tables from the block party trailer. We will begin procuring the toppings, paper goods and utensils ahead of time. We will have the donation jar for SWNA located at the ice cream sundae distribution.

We can use the water cooler from block party trailer for water, plus some drink cups, that will be the only drinks available.

Volunteer signups – booth sponsor check in be prepared at 5:15 Brandon can assist, SWNA booth Kathy & Monica, Block Party trailer unload and games setup equal a couple of persons, four volunteers minimum for serving and eight total ideally to switch folks out in shifts. Five persons signed up at the April general meeting, Dana will reach out to them to confirm availability. Track project hours on Thea's volunteer spreadsheet. A couple have reached out to volunteer after the recent email announcement.

Signage – Dana had researched some additional sign options beyond the SWNA meeting yard signs. 10 signs bundle for \$12.25/ea (\$122.50) for posting within and surrounding the park. "Just Yard Signs" is who seems to have a fair price online, includes the stakes. Discussion was

had regarding design and quantity and the coverage within the grant funds for the event. Brandon motioned for up to \$150.00 for purchase of July Summer Event generic all purpose signs for placement in and around Butler Creek Park for annual July event/meeting whether information fair, barbeque picnic, ice cream social or otherwise. Seconded by Kathy, approved.

SWNA October 17 annual meeting:

Kyoudou center reservation by Dana is obtained, Brandon will bring external speakers to plug into the laptop for in room participants to hear online participants talking as the internal laptop speaker was not loud enough to be heard throughout the meeting room. Hybrid model via Zoom worked well otherwise and we will be able to accommodate guest speakers via Zoom or onsite in the meeting room.

We are interested in a city update regarding progress on expenditures for the Safety Levy that passed in May, also recommended as a future topic was emergency preparedness. We still have several Neighborhood Ready booklets from the city available to hand out from a few years ago when this was a topic. Will review list of prior guest speakers and send invitations closer to October meeting.

Board Member Reports:

Land Use – Thea

Butler Creek Subdivision update: (Across from Butler Creek Elementary; SW Butler Road at Binford to Rodlun), street impacts and utility work duration is March to October, work hours 7am to 6pm with occasional evening and weekend work, periodic lane and street closures. General Contractor is Tapani Incorporated, contact Al Hagg 503-618-2419 [al.hagg@greshamoregon.gov](mailto:al.hagg@greshamoregon.gov) for concerns or additional information.

Monica has applied for a city Transportation Subcommittee and has been invited to the TSP Stakeholder Advisory Committee meeting on July 10<sup>th</sup> 6-8pm.

Motion to adjourn at 8:19pm by Dana, seconded by Monica, all in favor.

Respectfully submitted,

Brandon Harer  
SWNA Secretary