

<b>RCPNA Board</b>		<b>Meeting date:</b> 11/6/2018 <b>Meeting time:</b> 7PM-9PM <b>Location:</b> German American Society 5626 NE Alameda St., Portland, OR.
<b>Meeting purpose and intentions:</b>	Discuss issues relevant to neighborhood	
<b>Expected outcomes:</b>	1) Newsletter Deadline Schedule; 2) Concepts for January GM Meeting; and 3) Commitments on By-Law and Budget Sub-Committees	
<b>Ground rules/desired meeting norms:</b>	Be on time and respect the agenda/process Actively participate – ask questions, speak up, healthy conflicts, think solutions Ensure you have the right people; consider rescheduling if necessary decision makers are unable to attend Focus on meeting intentions and objectives Capture/recap decisions and action items, while using the “Parking lot” to capture side issues	
<b>Called by:</b>	Chair Tamara DeRidder	
<b>Attendees:</b>		
<b>Meeting roles:</b>	<i>Roles can be designated ahead of time and announced at the meeting or the facilitator can call for volunteers at the beginning of the meeting.</i>	
Facilitator Timekeeper Note-taker SME/Contributors Other	Tamara DeRidder Ed Gorman Kara Mumma all	
<b>Pre-work</b> (and related resources to enable completion of pre-work)	1) Minutes from 9/4/2018 Board Meeting; 2) Communications Committee: A. Proposed Newsletter Publications Schedule B. Proposed Policies and Procedures C. Proposed Roles and Responsibilities	
<b>Agenda</b>		
<b>Time</b>	<b>Topic</b>	<b>Presenter(s)</b>
7:00	Welcome and Introductions	Tamara D
7:05	Agenda revisions and approval	Tamara D
7:10	Minutes review and approval 9-4-2018	Kara M
7:15	A) Treasurer Report; B) Budget Subcommittee(action); C) By-Laws Subcommittee(Action)	Richard Crockett & Tamara D
7:30	October General Meeting review	All
7:40	Communications Committee/Newsletter/Finalize Community Partner Levels	Suzanne Desmond
8:10	January 22 GM Meeting Topic(s)?	

8:20	Volunteer Sign Up/Clarify Committee Membership	Ed G
8:30	Subcommittee Reports	
	LUTC	Tamara D/Kelly Davis
	Environmental	David Gates
	Clean Up	Kara M& Richard C
	Entertainment	?
	Public Safety/Houselessness	Bora Harris?
	Local Business	Kara M
8:55	New Business	Tamara D
<b>Action Items</b>		<b>Who</b>
		<b>Due</b>

**Decision log**  
*(Documentation of decisions made and their rationales; for information sharing with those not present and to remind ourselves of the process.)*

Decision: What	Notes: Why and how we arrived at the what

Parking lot	Notes