

WHITEAKER COMMUNITY COUNCIL

A CITY OF EUGENE NEIGHBORHOOD ASSOCIATION

PO Box 11692, EUGENE OR 97440

Wednesday, August 18th Board Meeting Agenda

<https://zoom.us/j/8998481158>

Attendance:

Board: Chair: Ian Winbrock; Vice-Chair: Gail Caur-Vetter; Secretary: Angie Byers;

At Large: Andrew Martin, Margaret Steinbrunn; Jennifer Hoover; Claire Roth; Dan Schmid

8/12: Quorum is 50% +1, and we met the quorum requirements.

Membership and Attendees: Stephen Fuller-Rowell, Debbie Pierson, Eli Veredas;

Attendees: Doriandra Smith (WCC Project Coordinator), Sigh O’Nara, Drea (Accountant)

7:00pm / Agenda review and approval of July 21st WCC board meeting minutes

Gail Caru-Vetter, Vice Chair, WCC

Minutes: Gail voted to approve the minutes, Andrew seconded. 6/7 approved. (Ian, Andrew, Angie, Gail, Ian, Claire); abstain (Margaret)

7:15pm / Board member updates

Dan Schmid: I am working through the archives at the WCC Center. Ian: I am working on a grant to fund and archivist. Angie: I need help for the history section of the website, and would love the archivist/person hired write a synopsis that can be shared online.

Margaret Steinbrunn: We will be at the Whiteaker Community Market on August 29th with Margaret Mazzota from the Community Support Officer of the EPD will be joining us. Angie shared a Sign-Up link to reserve a spot for 2 or 3 hours on August 29th. Additional

Margaret: I have the information on first aid kits and AED’s for our clinics. Ian: I have the funding for that, and will be purchased.

Margaret: I have quotes for additional PPE kits (water bottle, mask, and hand sanitizer). The lowest quote came from the company we worked with previously.

Margaret: Ice Cream Social

Ian: Have received the LCPH grant for vaccine incentives. (), and the

Ian: We will not have any Safe Sleep Sites in the Whiteaker, as the two that were on 6th and Fillmore and 6th and Chambers, the property owners did not agree to house the site with the city.

Ian: The EWEB water collection tree removal issue is currently in land use dispute with the city, so we are at a pause.

Ian: Train Quiet Zones information is starting to come out. I've shared the information with Claire, Andrew, and Dan, and they will start to discuss neighborhood outreach. This could contribute to gentrification due to previous aversion to the train noise.

7:25pm / Alluvium Community and Neighborhood Matching Grant - time for board motion(s) and discussion

Ian Winbrock, Chair, WCC

The impact is a community investment. Past projects include the WCAT Oral History Project, Mural Project of 2017. The proposed project is 1. Mural in the ground floor of Alluvium in the Waste to Taste Food Pantry. 2. Its meant to be beautified in a way that is trauma informed, and supportive to the diversity of those accessing the space.

Angie Motioned, Gail Seconded. 8/8 yes.

7:30pm / Vaccine handling and equipment reimbursement – update and time for board motion(s) and discussion

Ian Winbrock, Chair, WCC

OHA is providing funds to purchase refrigeration for vaccine dosage, which could also be used for beverages and other cooling needs.

Jennifer Hoover: Can you share the reimbursement process? Ian: We will send our W9, our invoice template, make the purchase, submit reimbursement, then get the reimbursement sent from the state either to our PO Box or a wire transfer.

Ian motions to use this up to \$1000 reimbursement funding to purchase. Angie Seconds. 8/8 yes.

7:35 / WCC accounting update

Drea Garcia, WCC contracted accountant

Ian: Dilenia made a motion to extend your contract to December.

Drea Garcia: I've been enjoying myself working with Dilenia, so that's a positive note. We have been auditing and working through the books and what we do have. We chose to focus on this past fiscal year for inputting, as you have gotten a lot of funding. Also, you will need reports for additional grant applications. We are setting up Quickbooks in a way that allows for track systems for each program, as well as tracking via bank accounts. We are inputting this information by hand, and getting the registers in order. The WCC was not spending a lot of money previous to this year, but the grant funds have increased the need for additional monitoring. Jennifer: I can appreciate the tedious part of this, and am wondering if you see a time-frame when things will be done?

Drea: Yes. I think that it's been more data entry than I expected, but once we get everything in we can reconcile. We are also discussing how to go back even further. We are working on directly inputting information from the banking records. I believe we can complete it by the end of this year. Jennifer Hoover: Has Covid played a part in hindering the speed of this process, for example, meeting with the people you need to meet with? Drea: No, most of the work can be done between Dilenia and myself. It would be nice to sit with some of the older board members to discuss some of the purchasing information. We've had to go from handwritten accounting needs to a digitized system. Once it's in the system, we can do a proper audit. We can start matching discrepancies with purchases made. It's a lot of research at this point. Claire: Thank you Drea!

Ian: Drea is also a small business owner, and owned Raven and Rose boutique prior to selling it. How do you feel about a debit card with so many payments being up front with reimbursements. Also, can you talk about training for Quickbooks?

Drea: I like to get a credit card from the bank, to assure that if the card is lost, someone doesn't have direct access to the full account. The most important thing is that we want to make sure the funds come from the correct program. I do think eliminating the check-writing portion, which can get time-consuming, is a good idea. If you choose to have one debit card, there should be a check-out system with a specific receipt input process/paper. Ian: For one of our grants, we've initially received \$150,000 for our vaccine clinics. One of the things they are asking is that we can request up to another \$150,000 by December.

They are asking us to invoice before we reimburse. That would be tough, except that we've gotten \$85,000 from another grant that runs longer than December. Could you give insight into cash-flow reserves? Drea:

They want us to invoice them? Ian: Yes. Drea: For the cash flow, I think we would need a budget before we discuss what a good cash flow would be. Ian: I will send Dilenia the draft spreadsheet for the FEMA budget, so you two can connect on what you think is a good cushion for cash flow. Drea: You have set up these budgets in advance, correct? Ian: Yes! Drea: Quickbooks training is really simple. We are using the online version of Quickbooks. Multiple people can have logins. You can also lock the books. I have to request information from past taxes, and match them to the books. Once those, and each months are reconciled, we can lock the books so only those with the password can update them. This is a safeguard. Once the books are in order, let's work on getting training scheduled. Jennifer Hoover: It is so good to have your input, and it's good to have this framework. Could I get on the list for training for Quickbooks?

Drea: Quickbooks training is really simple. We are using the online version of Quickbooks. Multiple people can have logins. You can also lock the books. I have to request information from past taxes, and match them to the books. Once those, and each months are reconciled, we can lock the books so only those with the password can update them. This is a safeguard. Once the books are in order, let's work on getting training scheduled. Jennifer Hoover: It is so good to have your input, and it's good to have this framework. Could I get on the list for training for Quickbooks?

They want us to invoice them? Ian: Yes. Drea: For the cash flow, I think we would need a budget before we discuss what a good cash flow would be. Ian: I will send Dilenia the draft spreadsheet for the FEMA budget, so you two can connect on what you think is a good cushion for cash flow. Drea: You have set up these budgets in advance, correct? Ian: Yes! Drea: Quickbooks training is really simple. We are using the online version of Quickbooks. Multiple people can have logins. You can also lock the books. I have to request information from past taxes, and match them to the books. Once those, and each months are reconciled, we can lock the books so only those with the password can update them. This is a safeguard. Once the books are in order, let's work on getting training scheduled. Jennifer Hoover: It is so good to have your input, and it's good to have this framework. Could I get on the list for training for Quickbooks?

7:55pm / WCC Program Coordinator board introduction

Doriandra Smith, WCC Contracted Program Coordinator

Ian Winbrock, Chair, WCC

Ian: Doriandra has done a tremendous job in taking over quite a bit of meetings and contracts. I want to give her a chance to introduce herself, and then offer the board to ask any questions. Doriandra: It's great to meet you all. It's stunning to see the strength and support of the platforms in place, so I feel good I'll be able to

bring these projects across the finish line with you. I'm starting to get a picture of the medical side of this pandemic, and the exhaustion that comes with it. I'm also liking the opportunity for art and public health, and am working with contractors to get the Free Wall completed. I'm also getting ot work with musicians, and others to make the Dan Schmid: Good to meet you. Could you summarize for me what your role is? Doriandra: As Program Coordinator, I am entrusted to actualize the grants. The first is running the clinics, educational outreach to address vaccine hesitancy, and how to push the established campaigns forward. Also, tying in the art projects to reduce campaign hesitancy. Angie: What is the best way to get ideas to you? Doriandra: Email is a great way to contact me. Ian: Also, we want to make sure we are not overwhelming our contractors. We voted for one point of contact at our last meeting. Dan: Doriandra, do you need a second to help you do what you're doing, or do you foresee that for the future? Doriandra: For now, I'm good with interacting with Ian directly. If the work becomes so huge, we can revisit that. Gail Caru-Vetter (she/her) to Everyone (8:03 PM)

Didn't we designate Ian as the point of contact for Doriandra?

Me to Everyone (8:04 PM)

We did. I'd like that reiterated, and discussed the practical parts of what that means.

*discuss

Ian: As we think about how we can expand our footprint after this. I've heard consistently "how can we keep money in the Whiteaker". I have been trying to work toward dedicating about 1/3 of our budget to the Whiteaker. For example, the Eugene Weekly and LTD are not Whiteaker businesses. We want to also message in our community effectively, which is why we dedicated the money to those entities. Margaret: We voted to go through Ian. It's worked really easily to go through Ian, Ian shares it with Doriandra, and then both Ian and Doriandra are in the know. Angie (in chat): Thank you, Margaret. That clarified it for me. Ian: Also, this could change. Anyone that has ideas can also come to our weekly grant meetings at 6pm using the same Zoom code for our WCC meetings. Anand will be able to administer Covid rapid tests at our clinics from here on out. Jennifer Hoover: I'm glad you brought up how much money is spent outside of Whiteaker. When you hear 28% you might think "why not 90%? Ian: I've wracked my brain too, and I think we should get creative and always work with the framework of how can we keep the money in the Whiteaker. Stephen F-R (in chat): Prorate newspaper circulation and bus ridership. Margaret Steinbrunn (in chat): The money we have spent that is focused on the Whiteaker..... Jennifer Hoover: Is there not a way to show that it's working for the Whiteaker?

8:15pm / WCC COVID-19 grants budgeting – update and time for board motion(s) and discussion

Ian Winbrock, Chair, WCC

8:45pm / Whiteaker History Project – update and time for board motion(s) and discussion

Stephen Fuller-Rowell, board appointed WCC history liason for Whiteaker history project

8:55pm / Future Agenda Topics

9:00pm / Adjournment