

Whiteaker Community Council

Board Meeting

Wednesday 2/16/2022

7pm – 9:03pm, Zoom

Notes by Claire Roth

Present: Ian Winbrock, Gail Caru-Vetter, Jennifer Hoover, Claire Roth, Dan Schmid, Margaret Steinbrunn, Anand Holtham-Keathley (left meeting at 8:00 p.m.), Andrew Martin, Doriandra Smith

Absent: Angie Byers, Thea Lee, Dilenia Cardona

Guests and Whiteaker residency status:

- Stephen Fuller-Rowell (Yes)
- Hannah Volker (No)
- Maggie Hekker (No)
- Susan Detroy (Yes)

7:00 pm / Introductions, meeting facilitation process, and agenda review

7:05 pm / Public Comment

- None

7:15 pm / Public meetings: hybrid meeting path forward

- **Motion:** Ian motions to spend \$6,500 on hybrid meeting path forward; Margaret Steinbrunn seconds; passes unanimously
- Anand: Suggests that we find the details of who owns the community room; would be good to know whether or not WCC owns it
- Dan: It's really wishywashy; some documentation in there but haven't been able to access room in a while
- Ian: Could check back in with nonprofit lawyer about what process could cost
- Dan: Could also be a time to broach Alluvium topic; somewhere that is a community space; in addition to the Head Start building
- Ian: Also want to look into other businesses; Margaret has made contact with Ninkasi, would be interested in hosting us
- Gail: Should worry about the how of hybrid meetings before we worry about the where
- Stephen: Also should think about where hybrid equipment would be stored

7:30 pm / WCC grants: upcoming spending deadlines and next steps

- Ian: If WCC doesn't get this new grant to do more COVID work, that work will end; looking to hire Doriandra as an employee; will hear at the beginning of March if we get the other grant from Oregon Health Authority that will allow Doriandra to continue
- Andrew: Wondering if our attorneys help us with HR things; want to make sure we're being good employers for our employees too; assuming that we have that?
- Ian: Attorneys are creating something that we're legally required to have, Employee Handbook; per Gail's suggestion, not going to vote during the meeting on the handbook and policies, will vote via email
- Ian: Resources that we've been using as a board are drying up, but our needs aren't ending; hoping we can work together as a board to identify more resources so we can continue to offer COVID
- Margaret: Important that we spend all of the money so that we receive more; hoping that we can focus and get that done even at the last minute
- Ian: Have to spend the money within the scope of the contract

7:45 pm / WCC secretary duties completion by March 9th, 2022 and review of responsibilities

- Ian: Will send out link to access recordings easily; will send out the transcribed meeting dates
- Claire: Will send out an email asking for WCC hours, September-March; will send out email to mailer team (Team mailer is: Andrew, Claire, Thea, Margaret, and Doriandra) to plan via email or small team meeting; mailer should be sent out no later than 3/2
- Doriandra: Things were dropped a bit with sinks, which is fine, but may have to start from scratch; will reach out to Margaret to talk about the sinks
- Margaret: Had agreed at a previous meeting to get the sinks made and then worry about where they are going

8:00 pm / Time for motions, discussions, and voting: WCC board member representation on boards and commissions

1. Jen as WCC representative to community Engagement on Neighborhood Associations Policy and support committee (see attached PDF)
 - a. **Motion:** Ian motions to nominate Jen as WCC representative to community Engagement on Neighborhood Associations Policy; Andrew seconds; passes unanimously
2. Dilenia as WCC representative to City of Eugene Chamber of Commerce and \$450 in general funds dedicated to Chamber membership
 - a. **Motion:** Ian motions to nominate Dilenia as WCC representative to City of Eugene Chamber of Commerce and \$450 in general funds dedicated to Chamber membership; Margaret seconds; passes unanimously
 - i. Andrew: Just want the WCC to be aware of what joining the Eugene Chamber of Commerce meetings looks like/means; not a bad thing but just something to be aware of
 - ii. Claire: Suggests to have a check in either from Dilenia regularly or at the end of the year with the board and revisit how we feel about membership

3. WCC join the Eugene Business Alliance with Thea as WCC representative to the EBA (see attached vision, mission and values statement from EBA)
 - a. **Ian withdraws previous motion**; suggests that we ask Thea to see what WCC's role would be at EBA; what do they support, what our voice would be, get a better idea of some of these questions, and come back to our meeting in March with a better idea of how EBA operates and how the Whiteaker can be represented
 - i. Andrew: Not clear to me what WCC signing on would mean; not clear that what they are advocating for
 - ii. Dan: Agreed with what Andrew said, but also that that's why we should be at the table; if it's not transparent from the outside then we might get more clarification on the inside
 - iii. Gail: Difference between attending meetings and endorsing them; while we may not agree, we at least want to be in these circles to voice our opinion
 - iv. Andrew: Without having some really specific issues on how they're approaching issues, don't necessarily feel the need to join; don't have enough information about what they are trying to do
 - v. Claire: Would like to see a full list of EBA members and also how many of those members are from the Whiteaker

8:30 pm / Social Media Manager contract position recommendation

With our current Social Media Manager Claire Schechtman's contract expiring today, the Board during the January Board of Directors meeting allocated up to \$2,000.00 for a new contract Social Media Manager through June 30, 2022.

Doriandra is recommending that we offer a \$1,500 contract to Sarah Grace Davie (see attached resume) and if she turns down our offer, then we make an offer to Allison Halperin (see attached resume).

The [interview for Sarah Grace Davie](#) is available as is the [interview for Allison Halperin](#).

- **Motion:** Ian motions to hire Sarah Grace at proposed pay rate; Margaret, Andrew, Gail, Dan, Claire vote yes; Jen abstains
- Ian: Doriandra leading our conversation about a particular candidate, it's a good example of a candidate stepping up; if we decide to go with Sarah Grace, offer would be extended tomorrow, contract would last through June 30; after that, social media duties would be absorbed by a staff position; this would be our last contractor before social media duties would be absorbed by a staff person
- Margaret: Wondering if we will have more clear goals than the previous run of the social media contract?

- Doriandra: Yes, learned a great deal in previous contractor; social media calendar, social media guide; cohesive road map now to pass on to this new candidate; will be working with new candidate as the lead; Sarah Grace Davie knows platforms, messaging needs
- Gail: Want to make sure we know the math of how contractor taxes get taken out
- Margaret: Propose that we kick it up to \$30 an hour
- Gail: Idea as a contractor is you have given up the opportunity for benefits; but least we can do as an employer is to be fair to employees
- Andrew: We should be good employers; just concerned about the longevity of our ability to fund positions; want us to be a gold standard employer, but we're a nonprofit and need to be aware of constraints
- Gail: All of these positions are temporary because of the ongoing need to get more funding through grants
- Ian: Need to think clearly about the need for longevity and burden placed on future boards
- Andrew: Want to clarify that my comment was more about being careful where monies are spent; do we want to spend money on social media or on paying neighbors' rent; has total trust in team who has been working on it
- Margaret: Yes we are looking to bring some people on and pay them for their work, but we are not yet hiring employees; that is our goal and something that we want to do, but we have to remain sustainable and have somewhere higher to go pay-wise if someone is doing good work
- Gail: Giving a higher compensation to Doriandra is also an excellent way to utilize the additional funds from FEMA that we will otherwise lose. If we are able to legitimately utilize all of our grant funding from FEMA, we may be able to get \$\$ from them in the next funding cycle, which would be awesome

8:45 pm / Hiring process and next steps

- Ian: Stay tuned for hiring stuff; should have more information in coming weeks; will get things in motion to offer a

9:00 pm / Adjournment

- Adjourned at 9:03pm