

STAFFORD HAMLET
BOARD MEETING

Minutes

June 11, 2018

Chair Jay Minor called the June 11th Board meeting of the Stafford Hamlet to order at 7:22 pm at the Stafford Elementary School, West Linn, OR.

Attendance:

- ❖ Board Members Present: Dave Adams, Richard Fiala, Walt Gamble, Jana Lombardi, Bill Markt, Jay Minor, Mary Moore, Matthew Palmer, Len Schaber, Joe Wikoff
- ❖ Excused:
- ❖ Absent:
- ❖ Staff Present:

Approval of Agenda: The agenda was unanimously approved without changes.

Approval of Minutes: The May 14 Board and Community meeting minutes were presented for review. Walt Gamble moved to approve the minutes and Len Schaber seconded the motion.

Vote: approved, 10 - yes, 0 - no, 0 - abstain.

Financial Report:

Joe Wikoff reported he has sent all reports to Clackamas County. The balance of the imprest account as of June 11 is \$63.36. There is \$1,142.16 in unpaid bills, and Joe detailed the bills (community reference guide, bill for secretarial services, and website). Joe is going to transfer funds from the Trust account to the imprest account. Joe would like to reimburse from the current fiscal year rather than use trust funds. He will bring up the budget issues at the BCC report. Rich Fiala asked if other Hamlets have had similar issues, and Joe said yes.

Joe Wikoff moved to pay the bills totaling \$1,142.16 and Bill Markt seconded the motion.

Vote: approved, 9 - yes, 0 - no, 1- abstain (Moore).

Joe reported the Family Fest has two bills, one for t-shirts and one for horseshoes. Larry Read said he would submit his bills for prizes soon.

Joe Wikoff moved to approve paying the two Family Fest bills, and Bill Markt seconded the motion.

Vote: approved, 10 - yes, 0 - no, 0 - abstain.

Joe Wikoff said that when getting checks for the Family Fest it is easier if people write them to the Stafford Hamlet, as this makes depositing them easier.

Joe Wikoff moved to approve the Treasurer's Report and and Walt Gamble seconded the motion.
Vote: approved, 10 - yes, 0 - no, 0 - abstain.

State of Hamlet BCC Report and Fiscal Year 2018-2019 Budget:

Joe Wikoff said the proposed budget is for \$4,785. The hard numbers include \$745 for Town Halls, room rentals, and refreshments. The retreat has an estimate for materials and coffee, and the moderator will be paid by the County. The Communications budget is for \$2,420, and includes the website, quarterly work on the website, and outreach. The goal with the website is to be consistent and keep people visiting it.

Joe Wikoff asked if there was a sense of what the questions would be about the Community Vision Plan (CVP). Dave Adams said he was ready to take on the questions, and that he would explain the purpose of the Hamlet includes community building. Joe Wikoff said the Hamlet should emphasize that it is a good way to reach out to the community as a lower cost. Dave Adams said he could talk about the community congress and how they were a way for unincorporated citizens to have a voice. Jay Minor said the Hamlet also has the goal of promoting community identity. Rich Fiala said a good example of a website that aids in communication and outreach is the website for the Mt Hood Territory. Mary Moore said she is using the Clackamas County website as an example of rebranding and outreach. She would also like there to be a way to email a blog post. Mary said one goal is to have the Hamlet website be a resource for the County. Jana Lombardi said there may also be a brand awareness campaign.

The item for digitizing documents is an estimate for hardware and software, and is expected to e an ongoing process.

The estimate for aerial photos is \$400.

The contingency is \$500 and could be used to help with communications if need be.

Rich Fiala suggested the Hamlet have a budget of an even \$5,000 instead of \$4,785.

Walt Gamble moved to approve the budget of \$4,785. Len Schaber seconded the motion.

Vote: approved, 8 - yes, 2 - no (Palmer, Fiala), 0 - abstain.

Mary Moore suggested the Hamlet send the annual mailer earlier and have it announce the vacancies.

Walt Gamble moved to approve the annual report and Richard Fiala seconded the motion.

Vote: approved, 10 - yes, 0 - no, 0 - abstain.

Committee Reports - Programming & Communications:

Jana Lombardi said she has spoken with the candidates for House District 37. Rachel Prusak has said yes, and Julie Parrish has not yet responded.

Richard Fiala asked if each Board member would be able to ask questions.

Len Schaber said the dates for the upcoming Board/Community meetings will be scheduled for the second Tuesday as previously discussed. The proposed schedule for Town Halls is October 6 (Candidates Forum), January 12 (Disaster Preparedness and Election), and April (possible school Board candidates forum). Len will also get in touch with Katie Wilson to see where the County is on plans in progress.

Jay Minor said the Hamlet Board needs 30 days notice for the election because Hamlet Board approval of candidates is required. He said the approval of candidates would need to be at the scheduled December 11 meeting. Mary Moore said she would like to see candidates identified in September.

Mary Moore suggested removing two dates from the calendar next year to make it easier to recruit Board members. Mary Moore suggested having Board meetings every other month. Walt Gamble suggested having no Board meeting in months that have Town Halls. Dave Adams suggested combining Board meetings and Town Halls if a Board meeting is needed in a month that has a Town Hall. Rich Fiala asked what would Mary consider too many Board meetings, and Mary said that ten meetings is the most reasonable amount. Len Schaber said the Hamlet Board should schedule the maximum number of meetings because the school district does not charge a fee for cancelling dates but does charge for changes. Walt Gamble said the dates should be kept.

Committee Reports - PR:

Dave Adams said Lynn Peterson will be the new Metro chair, and that he and Jay Minor would meet with her before January.

Joe Wikoff suggested inviting the Metro candidates to the Candidates Forum. He said Joe Buck and Christine Lewis would be good. Jay Minor said he thought they should be invited. Kate Roth said she would send the contact information for the moderator to Jana.

Committee Reports - Family Fest:

Bill Markt reported that there will be t-shirts for sale and they will cost \$10 for kids and \$15 for adults. The Family Fest will run from 10 am to 4 pm. The Lion's Club will run food. Rick Cook asked about sponsors, and Bill Markt said there are sponsorships from Parr, Treadline and the Saloon. Bill said volunteers are needed. Jana Lombardi said there has been discussion about having whole neighborhoods volunteer. Jana said there will be nine games for kids, and the goal is to have high school kids running them with adults available to help out as needed. Currently volunteer shifts are going to be two hours each.

Carol is going to the volunteer coordinator at the Family Fest. Bill said there will be more hours and more games this year. There will be a website for volunteer sign up. The next committee meeting is on July 11.

Committee Reports - Agriculture: Rich Fiala said that they are planning how to use a drone to get an aerial photo of the area.

Committee Reports - Historic and Outdoor:

Larry Read said there has been a report of a cougar near the areas of Wisteria Road and Ashdown Woods. Tualatin Loop residents are working on an ivy removal project.

Rick Cook said there will be a Community Leaders Meeting on June 18th on disaster preparedness.

Rich Fiala said he is working on identifying generators for well hookups in the event of power losses.

Adjournment: Chair Jay Minor adjourned the meeting at 8:35 pm.