|  |
| --- |
| GNEKNA(Greater Northeast Keizer Neighborhood Association)2024 - 2025Annual Report  |
| Greater Northeast Keizer Neighborhood Association2001 Kennedy Cir. NEKeizer Oregon 97303Phone 503-991-1671Phone 971-701- 3008Email; nekna2022@gmail.comEmail; t\_kunz@yahoo.comWebsite; https://northeast-keizer-neighborhood-associations-site.yolasite.com/Presented By; Tammy Kunz (President)Jacqueline Green (Vice President)GNEKNA Dec 19th 2022 |



# Mission Statement

The purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.

Other aspects of our mission are to promote programs, services, and activities aimed to encourage connections among our neighbors and families within our community.

Foster civic engagement and education by providing information about the community and civic issues. We have done that by creating a bi-monthly newsletter, facilitating the discussion on these issues in a number of ways by using the internet tools at our disposal; such as Facebook, next door and email list as a way of communicating information.

Solicit input from members in the community about items that affect them.

Work to protect public spaces. Address safety concerns and public nuisance concerns of members in our community. Act as a vehicle to communicate the concerns of members and advocate for the best interest of their best interest to the Keizer City Council and other Boards and Committees; as well as to other government agencies both state and local as needed.

Work to improve the quality of life for those who live, work and play within the Greater Northeast Keizer Neighborhood Association.

What we decided is to work on our Equity Statement and not make changes to the mission because it is still our mission and main goals.

# (Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital.)

# The Greater Northeast Keizer Neighborhood Association stated out as Northeast Keizer neighborhood Association in May 16th, 2022.Which under the Neighborhood Association Ordinance no.93-257 shall make an annual report. In Honor of this we became Greater Northeast Keizer Neighborhood Association in Dec 19th, of 2022 by extending our boundaries. (Map included)

Jan 2024

We met through Zoom and Google Teams this month on two different days and times to accommodate our families. Here are some of the items we talked about for each meeting and my Minutes for each meeting.

Zoom we had 10 attend zoom / 10 teams / 3 in person at 10 am and met for an hour. carry Members attended; Ben, Tammy, Jacqueline Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice Lisa, James, Shawn, Thomas, Nancy, Jacque Thomas, Jean G, Ann Thomson, Angela R, Maria G (23)

We started with the approval of minutes; motion passed unanimously

# Our goals for creating this group; do we want to change any of our mission statement?

#  Mission Statement

The purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.

Other aspects of our mission are to promote programs, services, and activities aimed to encourage connections among our neighbors and families within our community.

Foster civic engagement and education by providing information about the community and civic issues. We have done that by creating a bi-monthly newsletter, facilitating the discussion on these issues in a number of ways by using the internet tools at our disposal; such as Facebook, next door and email list as a way of communicating information.

Solicit input from members in the community about items that affect them.

Work to protect public spaces. Address safety concerns and public nuisance concerns of members in our community. Act as a vehicle to communicate the concerns of members and advocate for the best interest of their best interest to the Keizer City Council and other Boards and Committees; as well as to other government agencies both state and local as needed.

Work to improve the quality of life for those who live, work and play within the Greater

Northeast Keizer Neighborhood Association.

Review to make sure there are no changes to our mission. Mission statement is going to stay the same. Mation from Beverly and Second form Shawn, motions carry Members attended; Ben, Tammy, Jacqueline Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice Lisa, James, Shawn, Thomas, Nancy, Jacque Thomas, Jean G, Ann Thomson, Angela R, Maria G (23) motion passed unanimously

What we decided is to work on our Equity Statement and not make changes to the mission because it is still our mission and main goals.

Communication support within the community spreadsheet update monthly, Tammy Kunz, Jacqueline Green and Beverly (included as separate document)

In creating this document, it will help us track all the different items we are keeping an eye on. Projects we are working on and where they are on the list and see how long it takes for us to get these items addressed and report back.

Tammy really like the way Tammy S from traffic uses the spreadsheet and keeps those in line. So, we just added the community engagement side as well. This will help us track how well each method of communication is working. This enables us to be able to adjust those items to meet the stronger need.

Meeting adjourned at 11 am Bev

Notes from google teams we had 15 attends Thursday 1 to 2 pm meeting (work session 1/11/2024)

Members attended; Ben, Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen

We started with the approval of minutes; Beverly (Bev) made the motion Lizzy 2nd motion passed unanimously (11)

We covered the same as above but talked about adding some of the phrases Tammy uses in the community diversity Engagement framework to be sure we are representing the whole community.

(We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA commits to building equity into our fabric which allows us to serve everyone in our community) What is the best way to say all this with fewer words. Tammy would like us to thinks about the best way we can represent our community.

Daine; Thinks it is important for us to make sure we look at the community needs and be aware the language may not fit for everyone but we must make it clear we will not judge, and everyone is welcome. Jim and Shawn are concerned if we forget a group they will feel left out. So, we need to work really hard not to let that happen in this process.

Gina; Asked if we should take this to the CDEC committee to see what they think. Jacqueline says let’s wait until we have this done before we do that and make sure this all fits.

(Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital.) seems to need more we will look at this next month and share more ideas.

Next; topic Plans for the year;

Liz and Bev asked if we could look at community engagement or gathering for the upcoming year. Sharing we would like to do 4 per year and see how well this goes.

Adding zoom for these meetings is important to be sure we can still take notes and make it available for families. Plus, see what topics we want to cover;

Community Safety, Communication styles, candidate forum was nice last year, making sure we keep doing the talk with the mayor, holding space for open topics is another idea. Financial support, early learning and hearing from community partners would be nice as well. Resource tables for each event to help bring this to families.

Meeting adjourned at 2pm (AJ) Alice J

Next meeting notes to cover; update

What are 3 issues Greater Northeast Keizer faces? The top 3

1. Northview Terrace is in need of a bathroom for our children to use, while we play at this park, they would like one that is handicap accessible. Review where we are since 2023 at looking into this project. (Tammy)
2. Sidewalks are vital to achieve safety for our children getting to and from school. I am going to be working with Safe route to schools as well on how we can achieve this. Kennedy Elementary is in need of sidewalks to allow our kids a safe route to school. (Tammy and Jacqueline)

Tammy and Jacqueline have also talked to the traffic safety/ bikeways / peds for safer side walks as they can. We are looking to have some work done on Dearborn near the park.

1. Verda Lane Project; information comes from attending meetings may be subject to change as the project moves forward. The side walk on the Verda crossing side is almost complete. Cherriots was there on September 1st assessing the bus stops to see what changes need to be made on their side. This is still being looked at Tammy and Jacqueline, and Liz have been attending or Watching the Cherriots meeting on YouTube and online. (Tammy, Jacqueline, Liz)

Question that has come about; Verda Lane: Dearborn Avenue to Salem Parkway Design Phase; Verda Lane is a route used by both Elementary and Middle/ High school students.

We will have the following.

• Construct bicycle lanes. (River road, Dearborn, Chemawa, and several others but Lockhaven is one that really needs to be looked at as well.)

• Build sidewalks.

• Realign intersections.

• Upgrade drainage- The drainage is being addressed by the road side they added good size drainage and are adding rock and dirt to that area to help hit off the flooding for raining season.

* Parking for Keizer Little league field needs to be address. This makes it dangerous for our families to walk our dogs. Kids can’t ride bikes to get to the walk path which needs to be addressed and looked at. (Tammy and Jaqueline)

With the Little league not enough information is gathered and people have not really been willing to attend and share concerns. Tammy and Jacqueline have been working with MR. Walker to try and get these concerns addressed. This is going to be ongoing conversations that may require Traffic Safety committee to provide additional support.

Board meeting Jan 26th 2024 Long range plan

Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice, Lisa, James, Shawn, Thomas, Maria G and Ben. (16)

Agenda;

1. Long range plan
2. Changes and updates
3. Neighborhood watch re- boot
4. Work session goals
5. Hybrid meeting conversation (working/ not working)

Tammy began meeting after we ordered; it was great to have so many parts of this long-range plan 5 of which are new to our group. Keizer Station Taco bell staff awesome service for our group.

We covered the long-range plan and looked at way we can engage our community with more community cafe’s this year as we are already in the planning process for 2, we want to add 3 more, if possible, to see if we can grow and build better connections with community.

We also want to move more to using a charter as it offers better ways for engagement then using by-laws. Tammy and Jacqueline will look into this and we have a city council work session in April.

Next, we worked on communication and ways to improve this in our community here are the top items. Changes and updates we can add to better engage with our community, and ways we can make it easier for sharing information.

Communication Initiatives:

• Neighborhood newsletter or website

• Email list for updates

• Social media presence

Next, Neighborhood watch program; Tammy, Jacqueline and Bill are working on development and working with Keizer police Mr. Copeland to develop a good working program. The goal is to use the summer to kick off the new and improved community Neighborhood Watch. The goals is to use this for all of Keizer’s NA.

Work groups or Work Sessions;

This was the idea of Tammy and Jacqueline to help us engage and to help with some of the behind the scenes work with the NA. Plus, work groups have more flexible schedules and can meet when needed.

What we like about this is

1. It takes some of the work off Tammy and Jacqueline

2. the other reason is more engagement and chances to grow, and learn how these Ladies make it work.

3. Gathering community for diversity of thought and seeing things from other points of view, and it empowers us to and provides us with voices on matters that can make a difference.

Next was agenda ideas; Topic Introductions

* Approval of Minutes
* Keizer Police Liaison update
* City Council Update
* Keizer Fire update
* Keizer Planning update
* Keizer Parks update
* Traffic/ Bikeways and Peds Update

 Tammy and Jacqueline have been attending some of the Salem NA meeting and have been learning new ways to help engage and share information.

This is where the hybrid meeting really works well and seem to be well attended both ion person and online. While a couple have moved to online for community needs. This is something I would like us to consider as we have a small attendance when we host at the civic center. Several of us shared we like the hybrid meeting and would like to move to zoom and teams for our meetings this open time for us to care for our family’s needs.

Options; look for another meeting place as we go out and meet at Taco bell, we have a good number who show up. We have good number when we meet at KS Starbucks as well, I think people are just intimated by the city hall. Bev and Liz and Tammy will look for places we can meet and Tammy will look at zoom plans to meet our needs.

Meeting adjourned 1hour 30 minutes

Feb 6th 2024 meeting on Zoom 9 am to 10 am people in attendance 8

Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, and Linda,

We started with the approval of minutes; motion passed unanimously

We covered the above information and I added our notes in to each place holder to make it easier for myself and those reading these notes.

The other information here is if you have concerns, please reach out by email to nekna2022@gmail.com and 971-701-3008 for Tammy Jacqueline 503-991-1671 this will allow us to put the concerns in our spreadsheet and begin looking at this and help get these concerns addresses.

Tammy and Jacqueline are very good reaching out to help us with our concerns, I am very good helping to provide research for the ladies and our group to find solutions and Tammy or Jacqueline can reach out.

Bathroom for the park will cost us money to have a portable put in, Tammy has been looking at way we can maybe look at a matching grant opportunity. I have looked into finding out How to get this funded through Marion County since Parks are county as I understand. More to come.

We have looked at the equity Statement and here what we have; We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. GNEKNA commits to building equity into our fabric which allows us to serve everyone in our community

Now we just have to make this work and find the wording that flows best. This will be for our next meeting in March or April and give us all time to work on this.

AJ

Google Teams meeting; Feb 7th 2024 11pm to 12 pm

Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice Lisa, James, Shawn, Thomas, Nancy, Jacque Thomas, Jean G, Ann Thomson, Angela R, Maria G and Ben, (23) Teams and zoom, some in-person (Salem Library)

We started with the approval of minutes; motion passed unanimously

Tammy shares the equity statement and with us and asked us to look at this over the next couple of months so we can get the flow and have it made sense to us all.

We have looked at the equity Statement and here what we have; We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. GNEKNA commits to building equity into our fabric which allows us to serve everyone in our community

We covered the same information sidewalks and the lack of sidewalks and how do we get this done. Question on how the budget items work, Tammy explained the upcoming budget is not ready for us yet, but will be looking at items presented in the que for us. I know she shared paving some of the roads is on the list but is unsure of which ones will be first.

Keizer road is one that has been on the list for quite some time so we are confident this is going to be done just not sure when and if it will wrap around to McLeod to Chemawa rd. I know we have people who will be happy the pot hole by the Kennedy School will be fixed, we just keep saying it will be done just not sure when yet. We are working on it.

Bathrooms for the park seem to be more challenging than I thought. I have been looking at the process Salem uses and the Bathroom for Hallman-Northgate has been 2 years in the making. So, we need to be patient but not lose hope and see how this process is working and try to do the same for Keizer. The concern is We are smaller and funding is different for projects like this. More to come soon.

Keizer Little league parking needs to be looked at. Tammy has been working with Robert H on City council to try and learn how to address this and working on her communication With Mr. Walker. As we move forward and learn how this process works it may help.

Liz H

March 5th 10 to 11 Zoom meeting; 6 pm to 7pm meeting in persona and Zoom 15 attended

Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice Lisa, James, Shawn, Thomas, Maria G and Ben.

The Neighborhood Traffic Management Plan is being looked at and we had a chance to provide input to Tammy and Jacqueline.

We hosted a great work session with Keizer City Council and The Keizer Traffic Safety/ Bikeways/ Pedestrians Committee. Here are some of the highlights from what I could hear from the recording;

* We are aware of a process to lower speed
* Sidewalks programs are in process for repairs
* Going door to door is going to require 75% contact and some of us have concerns and are worried about this step. A gentle man on the committee was not very understanding we are older and concerned about reaching those numbers.
* Another point made was we have Tammy and Jacqueline who are very good going door to door and can walk in groups to ensure safety.
* This is going to be a good tool for us as the NA (Neighborhood Association) to use for more engagement within the community.
* Use friendly is the goal we are not done yet, but well on our way. The tools if we use it as recommended look like it may help us in the long run.

Keizer Rapids Park turf field update

Construction will begin on phase 1 March 1st 2024. The Project still needs to raise about $1 Million to finish the parking lot, and Equipment building. The city is working on a Grant for the bathrooms to be updated and completed. We are looking forward to moving forward and seeing the results, hoping the bus will accommodate some of the changes so we don’t have to walk so far with our kiddos.

* Last item Crime Reduction Committee (Tammy and Jacqueline)
* Welcoming Committee
* Neighborhood Events Committee / Event planner
* Government Liaisons (Tammy Kunz; Jacqueline Green)
* Business Liaisons

We are moving this crime reduction to Neighborhood Watch as we have 5 block captions in place and can add more. The welcome committee is working on updating the packet to bring back for review. Tom, Jack, Nancy, Kim, Lacy, and Lizzy

Event Committee is going to look at combining with the Welcome committee to ensure no one gets left out and it makes life easier for Tammy and Jacquline. Government and business are still with Tammy and Jacqueline for right now until we can grow and find new people who have time to take this piece on. We are not ready to let this side go as engagement is huge. Bev and I Liz are doing some of this, while getting support from Suzie when she has time as she is now on swing shift.

Greater Northeast Keizer Neighborhood Association

nekna2022@gmail.com

503-991-1671 and 971-701-3008

Board meeting minutes March 2024 from March 15th 2024

Starbucks River Road 9 am to 11 am 9 attended

Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda and Maria G

Taco Bell for the next meeting at 1pm to 2:15pm 11 Attended

Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice, Lisa, James, Shawn, Thomas, Maria G

Agenda;

1. Review update from the last meeting and cover any of the topic needing to be covered.

2. Look at the formatting of Agenda and see if this look is the final draft

3. Talk about online meetings and if we want to keep this part of our format.

4. Adding an equity statement to share the diversity

5. Website and layout

6. Neighborhood Watch program updates

Reviewed meeting minutes March 5th online Meeting 15 attendance Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice, Lisa, James, Shawn, Thomas, Maria G

Tammy and Jacqueline reached out to share that we were not going to host our in person meeting this month. We reached out to have a brief discussion on using our online Google meet. I want you all to know until I share this with Tammy and Jacqueline, they do not know what is in this and the board is aware we are doing this we have their blessing.

Here's why, Tammy had been holding community conversations online with Next-door and Facebook. She had asked what engagement we are looking for from the Association and Community Diversity Engagement Committee here are some of those highlights.

Four popular community engagement methods are community meetings, focus groups, surveys and online engagement – and there are pros and cons to using each one.

* Community meetings; Public or Town Hall meetings can be a valuable way of sharing information.
* The face-to-face nature of these events provides a great opportunity to demonstrate openness and transparency to community members. It is important to consider what will make your event compelling to partnership with the communities – and encourage attendance.
* With that we have families and some of us are single moms and dads, we have grandparents raising children and a small group of people who have survived abuse from our partners. For safety reasons cannot be on TV. (City Council and other meetings show feeds).
* Opportunity to deliver information and gather feedback. Community meetings can be used effectively at the beginning of an initiative to explain processes and outcomes. For this we rely upon Tammy and Jacqueline to help keep us safe while sharing information.
	+ Great for meeting community members in person, and to demonstrate transparency. For this we Thank Mrs. Starr, Mrs. Cross and Mayor Clark always show integrity and grace to make sure our voices are heard. Mr. Dan Kohler is the same. We don't have more money for this or that. We have a home with 4 generations living in one house with 3 bedrooms just because 2 of them became homeless and can't make it on their If an issue or project is particularly controversial, this may not be the right method for engagement.
	+ Media publicity may be negative if the meeting is confrontational or not handled well. own right now.

Can be useful for community outreach or to attract media attention for your project or program. We have watched and listened to the work session with the Traffic Safety Committee and know some of those people think we don't matter because we don't want to talk to our neighbors or knock doors. (it is not safe)

* + This small group setting is an efficient way to use resources and identify important issues.
	+ Focus groups can be planned and organized to reach a specific group of community members and leaders that have developed around a particular topic. This is where Tammy and Jacqueline reached out and asked questions and looked at ways they can make a difference. They have surveys and done polls to see what makes a difference for us, meeting us where we are.
* There is not one perfect way to engage with stakeholders, and needs will change depending on the groups and issues needing to be addressed. Using more than one outreach method for your engagement process will pave the way to increased stakeholder participation, and building of stronger relations with your neighborhood, online community. THIS THEY DO WELL
* Being asked to participate in a consultation, but not believing that your input will make any difference to the outcome, is a serious hazard. If intention is not genuine, people can sense it. Effective engagement is more than a checkbox as all parties must value it.
* We have been working on 3 things or themes as we are calling it. Collaboration, Consultation and Communication. We are working on how to build Strong connections in our neighborhoods and with families. This is very important to Tammy as our motto is build a stronger community for a better tomorrow.
* We have so many different ideas and ways that we are looking at changing how people think it should be. We are all neighbors and what goes on behind closed doors is up to you. However, if it can help improve your quality of life it makes a difference. This can be as simple as a home cooked meal delivery or Tammy and Jacqueline bringing a food box which they do. Dropping off a small care package, yes, they do it too. These are simple but you feel like you matter because you do. They do a lot for us and never tell anyone but you know it's them.
* I know Tammy and Jacqueline have a work session with the City Council but we wanted you to know some of what we are doing and how you can support us as part of this Neighborhood Association. Plus, sharing information helps you all have an opportunity to hear from us.

Tammy shared Letters with us; As did Beverly as they came into our email to make sure we had them. It provided information to help us better support families we serve.

My name is Beth T

I can share the same information and agree with AJ. I am hoping you are willing to give me a chance. I am scared but you all need to know I have 6 kids and 3 of my children as well as myself have been traumatized by my Ex. One of my boys has a TBI now for trying to protect me. I can't afford to lose work to go to meetings and I am grateful for the opportunity to attend online meetings. I work 2 full-time and 1 part-time job just to provide for my family. And without the support of Tammy and Jacqueline building Greater Northeast Keizer Neighborhood Association I would not have my new job, or my part time job that I am blessed to do from home as I care for my family. I would like you to know that my son was almost hit by a car going to school at Kennedy Elementary, my daughter fell into the road nearly hit by a car as the sidewalk is not there. What is it Going to take for sidewalks to go in? Side roads Matter, we matter how the Traffic Safety Committee can say we need more deaths, time we should not have to lose our babies to get a sidewalk.

I listened to the work session, mad and Angry we matter, the lady before Tammy S we matter Tammy and Jacqueline have been working on sidewalks for a year. Red tape I know, development of a program, I will help research and put materials together but never come as I have to protect myself and my family. Behind the Scenes OK tell me what to do.

Beth T

AJ (Alice Johnstone)

April 1st 1pm to 2pm 22 in attendance

We did not host a Teams meeting this month. (Tammy expressed we need to learn how to combine the team with Zoom) 12 attend zoom / 10 teams / and met for an hour. carry Members attended; Ben, Tammy, Jacqueline Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice Lisa, James, Shawn, Thomas, Nancy, Jacque Thomas, Jean G, Ann Thomson, Maria G (22)

* We started with the approval of minutes; motion passed unanimously
* This was a great meeting we has 22 for this time of day. It was nice the kids were not home and we had time to work on the list of items. Several asked if this could be the time we meet as the kids are not home yet and it just works well.
* Some thing I want to not is Tammy has agreed to host a meeting during the day and an evening meeting for those who need each time to make it easier for us to engage and be part of the Neighborhood Association.

Tammy will look and see if this timeframe is good and let us know.

1. Communication support within the community this is something we all worked on together and it was great. We all agreed to talk to 15 to 30 people who live around us and see what needs they and how we can add support.

The math worked out to 330 people for point of contact. This was new and nice to have each of us talk to people. Tammy said introduce yourself, share about GNEKNA and ask a few questions. Simple right wow, engagement blew up. I talked to 15 and then it grew to 30 as I was talking to one another would stop to say hello. It was the most amazing idea.

The same for each of us and I will not share all our feedback but wow, did this open my eyes to the needs of my neighbours, and what I can do to help. Food insecurities, income concerns, educational concerns for students, conflicts with the school, kid concerns, bullying, resource support and so much more. This was awesome and I have a great relationship with more of my community now than I had had before.

* I heard people say, Newsletter printed as they do not have time to look phones, or they don’t want tech, some said emails are best this way I can look when I have time. Others said phone tree, so learned what that meant to them, what a great idea. Ista gram, Facebook, x and so many ways to reach out I can’t keep up. The great thing is We now realize what is working for different people. Our aging folks are looking for paper so they don’t have to look at a phone, or computer, while it easier for to us tech for others. Some just want to her my voice or have Tammy and Jacqueline call, they do that now. It’s awesome and how do they find time for all this?
* Values and focus document to be sure it is updating this information to make sure we have it covered and up to date. But also add the equity Statement to all our information once we have it done.
* Greater Northeast Keizer Neighborhood Association Goals and Project Evaluations make sure we are listening to meeting and updating these documents as we need to. Place each of us to track a project and goal and provide information at each meeting is an idea that came up.

We looked at this to see if we want to change or update the information as it comes in or is this format working well for everyone. We agreed to keep the format and only have 4 people add the changes, Tammy, Jacqueline, Liz and Bev will be the 4 people who take care of this and it helps to keep it simple. Plus, all the board maintains Website and post materials as needed.

 Nancy W

April 5th work session meeting

16 attended; Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice, Lisa, James, Shawn, Thomas, Maria G and Ben. 5 in person- 5 zoom and 5 teams Meeting held at KS Panda express

Tammy Called meeting to order and asked us to share what we see and how we are checking in today. Here are some of those responses.

We have all provided information including some of our testimonials, please know these ladies work hard and do a lot they will not share but we want you to know because they make a difference for us and our neighborhood associations.

• Attend community events with the purpose of engaging and asking us questions, how are we, how can we make it better, what are some needs for our community, are we enjoying our parks? All of which only one person has done. Thank you, Shaney!

• Community ownership and leadership in any change effort is essential for its long-term sustainability and success. Fear is one of the biggest barriers that prevents changemakers from applying authentic community engagement practices.

* We came up with what community engagement means to us and I hope this helps as we have refined it a few times. The process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to address issues affecting the wellbeing of those people. This can change from person to person, Tammy asked us what community engagement looks like and what it means to us and this is what it looks like.
* The focus of this committee should be how can you engage more, connect more, go to a place where we are at the dog park. I am there each day for an hour in the evening, I have seen Lisa and she is awesome and sweet. Not sure I think Tammy said she is part of Parks. However, she talks to folks and we see her care for KRP and I have seen her at others. Seems nice and friendly, I like that.
* Community events held throughout our City, Shaney has been seen and interacts with us as does Mrs. Cross and Dan are always super nice and helpful. I have seen Councilor Durran at KRP in preparation for Keizer fest, always pleasant and seems to really enjoy serving. Your parks department, Traffic department should be attending meetings and providing support for this committee and for the Association meetings, they do when an invite is done, what about just coming and being part of us.
* I want to say thank you for all the work you ladies do again. I cannot stress enough we need you; your care and it shows through all the little things in your life. We are blessed by you and thanks for taking time to do the newsletters and gathering resources, helping us go through them as we need them and thanks you for helping me personally get connected to the Arches Project and now, I am on the list for our own home, this is huge for our family so thanks.

Bev D

Now sharing the notes for minutes is AJ as she is looking to help engage more and it is an honor to share this task with her. Moving along.

Work on Long range Plan

To foster community engagement within neighborhoods in Keizer, OR, consider organizing neighborhood watch programs, hosting community events (like block parties or farmers markets), and utilizing online platforms for communication and information sharing, while also actively listening to residents' concerns and collaborating on local initiatives.

This is the model we would like to adopt for our Neighborhood Association and some ways we can make that happen.

Here's a more detailed breakdown of strategies:

1. Building Relationships & Fostering Trust: Neighborhood Watch Programs: we began this in 2022 /2023 and it is time we reboot this program.

* Implement or strengthen neighborhood watch programs to promote safety and security, encouraging residents to be vigilant and report suspicious activity.

Community Events: Organize regular events like block parties, potlucks, or festivals to create opportunities for residents to interact and build relationships. We have been meeting at our Parks in the summer and having potlucks for ourselves and inviting those at the parks. This works well we average 20 to 35 just for those who come and use the parks.

National night out we average around 50 families in 2022, 2023 we gained another 50 and had 100 families. 2024 we did something different Tammy asked 7 community to host different events for national night out and we had 150 is our goal families and the safety kits Tammy and Jacqueline made for mental health awareness which was our theme.

Local Farmers Market: Support local businesses and promote fresh produce by helping to set up a local farmers market. Using what we grow to share with our neighborhoods still leave some waste, so here is an idea we can do to help make produce and can good more available. Which falls under the Community Garden below.

Community Gardens: Encourage residents to participate in maintaining a community garden, fostering a sense of ownership and promoting local food production.

Volunteer Opportunities: Organize volunteer opportunities for residents to contribute to local causes, such as park cleanups or helping at a local shelter.

Other areas we came up with are as follows;

Utilizing Communication & Technology: Online Platforms:

* Utilize online platforms (e.g., neighborhood websites, social media groups) to share information, announcements, and gather feedback from residents. Tammy and Jacqueline have taken a big hand on and gone to meetings in Salem to see firsthand how this can work as well as how we apply this new knowledge to our growth and development as a Neighborhood Association.
* Email Lists: Create email lists to keep residents informed about local events, issues, and opportunities. This we use but not as often as we could be and this would help inform, and empower which is part of Tammy Goals for the community. As an informed community can impact on many levels.
* Community Forums: Host regular community forums or town hall meetings to provide a space for residents to voice their concerns and participate in decision-making.
* Public Meetings: Encourage residents to attend and participate in school board meetings or other public meetings that affect their community. This is also how we can use the Community Café ideas to inform community. Add partners to the table and provide resources so our families are not looking for how to access and go to them but Tammy explained bringing the resources to families adds empowerment, knowledge and stable family support.

The last items we covered today was,

* Addressing Concerns & Fostering Participation: Active Listening: Actively listen to residents' concerns and feedback, and respond thoughtfully and promptly.
* Collaborative Projects: Work with residents to identify local issues and develop collaborative projects to address them.
* Incentivize Participation: Consider providing incentives or recognition for residents who actively participate in community initiatives.
* Focus Groups: Organize focus groups to gather specific feedback on particular issues or projects.
* Surveys: Conduct surveys to gauge public opinion and gather data on community needs and preferences. Tamm and Jacqueline do this by asking open ended question as they are out in the community. But let’s make one that meets the needs and can add support to fostering what we do and how we can improve engage.
* Engaged Research: Conduct research with community members to understand their needs and challenges, and involve them in finding solutions. For me I added this as a bullet point because I think we can add this to the previous one but also look with diversity in mind and see how we can add to our community needs.

 Fostering Inclusivity & Representation: Diverse Representation:

* Ensure that community engagement efforts are inclusive and representative of all residents, including diverse age groups, ethnicities, and socioeconomic backgrounds.
* Language Accessibility: Provide information and resources in multiple languages to ensure that all residents can participate. This we do well as we have material in Spanish and some Ukraine as we need it.
* Accessibility: Ensure that community events and activities are accessible to people with disabilities.
* Connect With Sub-groups: Connect with sub-groups within the community to understand their specific needs and concerns. I believe with having hybrid meetings we do well with this one and should maybe look at language options, keep in one each person can enable the language of their choice as they attend meetings and we can do the same.

Empower Residents: Empower residents to take ownership of their community and participate in decision-making. It has been covered Tammy and Jacqueline work hard to do this but We need to find ways we can all empower one another and use this as a platform.

AJ Secretary GNEKNA Meeting adjourned 2 hours 10 minutes

 Notes; from this conversation of review; next meeting May 7th 2024

1. Agenda Layout
2. Look at notes and email received from community and members
3. Upcoming events and Planning
4. Equity Statement
5. Neighborhood Watch
6. 3-to-5-year plan
7.

Community conversations may not be something we want to continue after December Safety meeting. The amount of work and lack of community support, and the lack of city involvement in this success is something we may need to look at.

One note here is the amount of printing and cost it is going to use from our budget to do things the Community Diversity engagement committee should be looking at. While this is a great way to get noticed for us, we have only gain 4 new people and the online format seem to be what is the draw for this groups meeting. The other items here are Tammy and Jacqueline have been flexible and willing to meet us where we are all at while still hosting at city hall for the off chance someone still wants to come.

Question? Do we want to just do online meetings from this point on? We had a robust conversation and decided we need to do both online and in-person until December of 2024.

Agenda layout, and how we want to keep this so we can ensure we are covering all the topics and highlights.

New look for Agenda for better flow; idea

Topic Introductions

* Approval of Minutes
* Keizer Police Liaison update
* City Council Update
* Keizer Fire update
* Keizer Planning update
* Keizer Parks update
* Traffic/ Bikeways and Peds Update

• Neighborhood Safety Awareness Dec 10th 2024

• Look at our Goals and Project Evaluation

• Adjusting the Goals looking at the next 3-to-5-year plan

• Look at the Equity Statement

We talked about this and like the look plus, if we use this it provides content to cover for each department and provides more information to share in the newsletters. Plus, with the community feedback from online polls it meets the needs of the community.

The board along with Tammy and Jacqueline decided to ask the community and will talk to some of the people on the email list to see if this will meet the needs we have been working on. More to come in May of 2024 at the next meeting; This way we can get this in place before the next year.

* Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA commits to equity into our fabric which allows us to serve everyone in our community.

This is the 5th draft of working on this and Beverly has put all our items in order and now we will look at this to see if this draft is the final draft. So come the 1st of the year we are done with the agenda layout and equity statement.

Planning for the final meeting of the year is Nov 2024, next looking at format of online meetings and keeping them both online and in-person until Dec 2024 and we can decide in Nov for the upcoming year of 2025 to stay with both or do decide to do the online setting. This meeting will take place online for zoom this time, as we have flexible schedules but Nov is busy getting the holiday season off. So, we have asked Tammy to host Zoom and Google teams.

Website and Neighborhood Watch updates;

William is looking at websites and places we are able to upload all our documents in one place with the tabs, Plus, make it easy for people who are not computer savvy. Lillian has agreed to help with this task and will review and send a report to Jacquline and Tammy with updates.

Beverly is working on updating our information for the Neighborhood Watch program and will do the same get this to Tammy and or Jacquline for review, then it comes back to the board for approval.

May meeting moved to Zoom May 7th 1 to 2 pm 22 attended

Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice, Lisa, James, Shawn, Thomas, Nancy, Jackie, Thomas, Jean G, Ann Thomson, Angela R, Maria and Ben,

We started with the approval of minutes made the motion and 2nd came from Maria motion passed unanimously

1. Equity Statement
2. Community Engagement
3. Agenda Layout
4. Look at notes and email received from community and members
5. Upcoming events and Planning
6. Neighborhood Watch
7. 3-to-5-year plan
* The 1st order was (Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA commits to building equity into our fabric which allows us to serve everyone in our community.)

We have begun to place the order and make sure it works, we agreed to let this be for the month and look to be sure this is how we want it presented to our community. Tammy and Jacqueline added the Last sentence to bring it to a close and we all like this idea and hope it will be perceived well.

Bev asked if we can add to our mission with Senior Liaison (Jacqueline Green; Beverly) As she has been caring for an aging family member, she realized this is a part of the community that is being overlooked. Tammy asked for a discussion, Liz says let’s vote folks what do you say. motion passed unanimously

* This is now part of our Mission and Beverly will lead with crafts, or books and see how this works and we may need to change this from time to time as the needs change. This came about from the April meeting when Tammy asked if we could reach out to our aging population and make sure we give them a voice. Bev just did not realize the impact we are missing until personal experience came into play. Thank you, Tammy, for allowing us to add to our community in a more meaning way, Lizzy, Suzie and Bev
* Adding to the board of directors we have 2 open places on the Board right now. So, what ways do we want to start looking at engagement for filling these places. Is the question brought forth by Tammy;

Community engagement;

* Newsletter, social media, Word of Mouth, Facebook, Next-door, Door to door flyer was brought up. Okay these are all great ideas, now what about our website we can add this to that. Liz brought up it is not user friendly it just one long page and we should look at changing this to Go Daddy, or a Blogger for more engagement opportunities. We have talked about this off and on for a few months this should be the first place we start. Say’s Sally M
* Tammy what to do you all think, let’s talk about this 1st and see what works best. Bev shared she doesn’t have any personal online presence and why, she was not the only one of our 22 today. But they all like the idea of a better website that will allow us to upload each month 5 to 8 documents so we can include our Keizer Packets for information and make it easier for our families.
1. Tammy and Jacqueline, along with Liz, Bev and Frank said they use the Facebook page, and manage those places. Tammy and Jacquline said it was a huge help to have others post on the NA page. His does help with how busy Tammy and Jacquline are, as I watch and listen to our meeting, I know they are in the building, and Tammy and Jacqueline show up.
* Bev, Liz, Bill and 4 others listen and watch these meetings, and share with us what they heard or saw. This has been helpful, plus tammy brings us a packet if we need one and this opens us to more knowledge and allows us to learn what is happening evening if we cannot be there. Bill listens while working, Tom does the same at break, most of us listen while watching sports, with our kids, and I listen because I am mostly house bound due to bad hips and legs says another.
* Another point we have to look at is the Yola site does not allow us to add documents; Tammy has been working with Dawn to keep our information on the City Page. Nancy and Bev have asked if they can help with this piece as well. To make sure it does not always fall on Tammy or Jacqueline.

Topic Introductions

1. Approval of Minutes
2. Keizer Police Liaison update
3. City Council Update
4. Keizer Fire update
5. Keizer Planning update
6. Keizer Parks update
7. Traffic/ Bikeways and Peds Update

Bev and Liz came up with a new look for the agenda to help us engage with more community and share better with community.

Everyone really likes the new look but would like to take a month and review these ideas to see if we can make improvements. One thing is the Equity Statement needs to be added to each of our documents even while we review and finalize the look. Everyone agrees to table this and review and come back next month.

Tammy and Jacqueline shared some feedback from online and talking to people in the community.

Next June 3rd community café’ finalize the plan and layout for this meeting with the community and looking forward to our engagement and seeing how we grow and can get better at this side of things.

Neighborhood watch

Agenda ideas;

1. Introductions
2. Approval of Minutes from Board meeting and meeting minutes;
3. Create by-laws / charter for our Neighborhood Watch group
4. Cover information for updates
5. Create a spreadsheet for Tracking Concerns
6. Block captain reports
* This is some ideas on how the agenda should look like; adding more items for example Goals and objectives: to add to the ongoing spreadsheet for community engagement.
1. Police log of items tracking results cover to see if we want to keep using or tracking
2. Future meeting topics: speakers

Look at adding these other ideas as we grow to the agenda; and as we grow into other parts of Keizer, we can break this down to meet the needs as we grow.

Moving to the final agenda item 3-to-5-year plan for our Neighborhood Association

**Community Engagement & Communication:**

Establish Clear Communication Channels: Implement online portals, newsletters, or social media groups to keep residents informed and engaged.

Host Regular Events: Organize social gatherings, block parties, or volunteer days to foster a sense of community.

Solicit Resident Input: Conduct surveys or town hall meetings to gather feedback on priorities and concerns. (Community Café’, Pot Luck)

Promote Local Businesses: Support local businesses through events or promotions to boost the local economy.

**Safety & Security: Neighborhood Watch**

Review Existing Safety Measures: Assess current security systems, lighting, and signage, and identify areas for improvement.

Implement Neighborhood Watch Programs: Partner with local law enforcement to organize neighborhood watch groups.

Improve Street Lighting: Ensure adequate lighting in common areas and streets to deter crime.

Address Safety Concerns: Respond promptly to resident concerns regarding safety and security.

**Beautification & Property Maintenance:**

Enhance Landscaping: Improve common areas with landscaping projects, such as planting trees, flowers, or installing benches. (Art in the Parks, Mini Libraries, Mini Gardens, Street Art)

Address Property Maintenance Issues: Work with residents to address issues related to property maintenance, such as overgrown lawns or neglected buildings.

Clean Up Common Areas: Organize regular cleanup events to keep the neighborhood tidy and attractive. (Adopt a Street)

Improve Curb Appeal: Encourage residents to maintain their properties to enhance the overall appearance of the neighborhood.

Sustainability & Environmental Initiatives: Promote Recycling and Waste Reduction:

Implement or expand recycling programs and encourage residents to reduce waste.

Invest in Energy-Efficient Systems: Consider installing energy-efficient lighting or landscaping in common areas.

Support Water Conservation: Encourage residents to conserve water through landscaping choices or water-efficient appliances.

Promote Green Spaces: Advocate for the creation or preservation of green spaces in the neighborhood.

Strategic Planning & Implementation: Develop a Clear Mission and Vision: Define the long-term goals and values of the neighborhood association.

Identify Key Priorities: Determine the most pressing issues and challenges facing the neighborhood.

Create an Action Plan: Outline specific steps and timelines for achieving the goals.

Allocate Resources: Develop a budget and allocate resources to support the action plan.

Regularly Review and Adjust: Evaluate the effectiveness of the plan and make adjustments as needed.

Safety & Security:

* **Review Existing Safety Measures:** Assess current security systems, lighting, and signage, and identify areas for improvement.
* **Implement Neighborhood Watch Programs:** Partner with local law enforcement to organize neighborhood watch groups.
* **Improve Street Lighting:** Ensure adequate lighting in common areas and streets to deter crime.
* **Address Safety Concerns:** Respond promptly to resident concerns regarding safety and security.

Examples: Community policing programs, neighborhood watch initiatives, and youth mentoring programs.

* Situational Crime Prevention: This focuses on making crime opportunities less attractive or easier to prevent by altering the environment or target.

Examples: Target hardening (e.g., installing better locks or security systems), access control (e.g., limiting entry to certain areas), and environmental design that promotes natural surveillance.

Proactive Policing: This involves law enforcement taking the initiative to address crime problems before they escalate, rather than solely reacting to incidents.

* Examples: Focused patrols in high-crime areas, problem-solving policing (where officers work to identify and address underlying causes of crime), and targeted enforcement efforts.

Social Interventions: This tackles the root cause of crime by addressing issues like poverty, lack of education, and unemployment.

* Examples: Expanding early childhood intervention programs, improving schools and educational opportunities, and providing job training and employment programs.

More to follow at the next meeting.

AJ

June 3rd Community Engagement opportunity in person. This went fairly well. Attendance was lower than we thought it would be the resources we nice to have and people came in just for that as well. We had 8 families just get those support services as they could not stay. We learned A lot About our fearless Leadership team. Tammy and Jacqueline have hearts of gold and this was awesome to hear from our City Council as well. We struggled with loss of teachers and staff. Needed to hear they are on our side was one of the things I needed.

Family Council education was great learning how they can add more support. Tammy working the room to be sure we all had a voice was Awesome, I was on Zoom so I could be safe. I kept notes and could hear the stress in the voices of those in the room. It broke my heart, but knowing Shaney understood, And Laura compassion made me feel like I mattered.

Hearing how each community partner was adding support to each of us made a difference. Learning I was not alone, Learning Tammy and Jacqueline cared enough to take this one was more than I could imagine. Hearing how each school and Neighborhood Association was in the room and present for each of us was great. This matters to all of us and we all needed to know with the loss of educational staff, people we counted on for years in my case as my kiddo went to Kennedy then Claggett, and I still have one at Kennedy makes a difference. Tammy and Jacqueline showed up!

Thank you for letting them host, I only hope we can grow this side of our outreach. As I learned so much and have continued to grow with empowerment of finding my voice, and sharing the vision of Keizer with Volunteerism, Pride and Spirit.

June 10th 2024 Work session and follow-up from Community Café’

June 10th, 2024 online Zoom Meeting minutes;

 27 people attended; June 10th, 2024 meeting teams, and Zoom 11am to noon 15 attended

Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice, Lisa, James, Shawn, Thomas, Nancy, Jackie, Thomas, Jean G, Ann Thomson W, Angela R, Maria, Kathrine, Mike, Lacy, Gabriel and Mary and Ben,

Community Café’ had a smaller result than we planned, but we had some great conversations with the community. Learning to navigate the how these changes will affect our families and how the education system with our children.

Another part of this was we had city council representatives that helped engagement in the community and those online seemed to really like listening to how they seemed to care but also saw the needs of us as community.

Resource tables; were great and the community partnerships were awesome and had a good impact on those present. Tammy and Jacqueline had collected resources for some of the families on line and used this as a new way to connect with them it was amazing to see those grow.

The feedback we received was great they like seeing how things are moving forward and learning about the neighborhood family council impact on our schools and a new way to impact change and help meet those family’s needs.

45 people attended this first event which is great, maybe we should look at how we add more people to the next one. 250 flyers, online notices, and emails is what we used for this and it seems to work, sign out front may need to be added with the title of topic for some more engagement to take place.

We had 25 attended online and this was great, harder to keep up with and the engagement side was low, but they could hear how the meeting went and enjoyed hearing they are not alone. Tammy would like to see if we can improve on our engagement side of this effort.so next gathering we can have more involvement.

* Reminder to share this at our September meeting as well as we can use those 2 community Café meetings to see how we did and what we can improve on.

July no meeting

Aug 16th 2024

Meeting minutes Aug 16,2024

Salem Library in -person online (5) Meeting 15 attendance (zoom and Google teams) Beverly, Lizzy, Karen, Lisa, Lillian, (in-person) **Zoom Antionio, Shawn, Thomas, Nancy, Jackie, Thomas, Tammy Kunz, Jacqueline Green,** (Teams)Ben and Maria

Tammy and Jacqueline reached out to share that we were not going to host our in person meeting this month. We reached out to have a brief discussion on using our online Google meet. I want you all to know I have shared information with Tammy and Jacqueline.

Here's why, Tammy has been holding community conversations online with Next-door and Facebook. She had asked what engagement we are looking for from the Association and Community Diversity Engagement Committee here are some of those highlights.

Four popular community engagement methods are community meetings, focus groups, surveys and online engagement – and there are pros and cons to using each one.

Community meetings; Public or Town Hall meetings can be a valuable way of sharing information. This is the **Community Café’** and we did this as a pilot to see how well this format was perceived from the community as new ways of engagement for our community.

Tammy asked if we could use this as the collaborative efforts to draw more attention to the Neighborhood Association and the great work we do in our community and we looked at this and seems to work better than hosting in person meeting each month. We are looking to move our meeting to an online format or use of a hybrid meeting platform for better engagement. While we still want to do this, we are going to use our main focus on Engagement with more community. (Voted and passed All 15)

The face-to-face nature of these events provides a great opportunity to demonstrate openness and transparency to community members. It is important to consider what will make your event compelling to partnership with the communities and encourage attendance.

**Comments;**

With that we have families and some of us are single moms and dads, we have grandparents raising children and a small group of people who have survived abuse from our partners. For safety reasons cannot be on TV.  (City Council and other meetings show feeds).

Opportunity to deliver information and gather feedback. Community meetings can be used effectively at the beginning of an initiative to explain processes and outcomes. For this we rely upon Tammy and Jacqueline to help keep us safe while sharing information.

* (Liz asked us to vote on keeping this piece in place all agreed 15 motion carries) BF

Media is a growing need and Bev asked if we could continue to use google teams and Zoom for the community to join our meetings each month, The fees will increase to about $15.00 per month to allow time for the Zoom for the community Café’ to be live as well. All approved as the results with online environment are going well and continue to grow, total of all meeting for online through these 2 formats are 97 people attend, and this is families we would not have without this tool) (Voted 15 yes motion carries) BF

* Online formats include Facebook, Next-door, Twitter or X, Instagram plus, others

Can be useful for community outreach or to attract media attention for your project or program. We have watched and listened to the work session with the **Traffic Safety** Committee and know some of those people think we don't matter because we don't want to talk to our neighbors or knock doors. (it is not safe) As Tammy and Jaqueline have worked with the Neighborhood Associations on the NTMP project. We would like to see more on-line information.

This small group setting is an efficient way to use resources and identify important issues. With this Tammy and Jacqueline have created a spread sheet to keep up on what is going on and does post this on Facebook, next door. This will continue to be updated each month and monitored for upcoming changes, or completed tasked.

Focus groups can be planned and organized to reach a specific group of community members and leaders that have developed around a particular topic. This is where Tammy and Jacqueline reached out and asked questions and looked at ways they can make a difference. They have surveys and done polls to see what makes a difference for us, meeting us where we are.

Moving to online meetings for the Winter Months to help accommodate the cold weather and safety of each of the members. (Tammy wants us to stay consistent and not lose sight of growing more in the community.) This was the overall views and we have decided to seek community input before making this choice, Bev will do some outreach and Jacqueline and Tammy will send out emails to see what the community wants, and when all the data is gathered, we will look at this again. Maybe the Nov meeting. No vote taken just open discussion for our board, and the community. It is those voices that matter most. (AJ)

We have been working on 3 things or themes as we are calling it. **Collaboration, Consultation and Communication.** We are working on how to build Strong connections in our neighborhoods and with families. This is very important to Tammy as our motto is **building a stronger community for a better tomorrow.**

(We voted to keep this in place and use this as our Model (15 yes) (motion carry)

Topics for the next Community Engagement are Safety Awareness. Looking for a date in Nov or Dec 2024.

Tammy Shared she wants to include all the Neighborhood Associations and several agencies to provide an informational meeting.

* Next is to include Salem Neighborhood Associations
* Neighborhood Family Councils
* Police Salem/ Keizer Neighborhood Watch
* Jacqueline wants us to think about adding Tammy S with Keizer Traffic Safety/ Bikeways and Peds to share the Neighborhood Traffic Management plan and how we are rolling these out for the community. (Tammy, Bev, gave a second and third)

We would like to look at naming each community Engagement opportunity after the topic to enhance the outreach and gain more support. We will be hosting 3 in total and will have 22 Community Partners, and the community has been a smaller part in total. Here are some of the topics we are focused on Rick Newton on Conflict, Dec Safety Awareness and June was introducing Neighborhood Family Council and Engagement in the trails of losing staff within our schools.

If we use the tittle of topic, it can add more excitement in the community. Outreach – We handed out over 300 flyers and invites, plus Tammy and Jacqueline use the media as outreach. Most said outreach through media was best.

Tammy Reminder us not everyone uses social media, Jacqueline reminded us people like that connection as they hand out information. Bev shows concern we don’t have enough support from the other Neighborhood Association West Keizer Has been our largest support.

Liz reminded us we had this on the reader board at City Hall, (Needs a leading Phrase)

In closing we agree to look at these options and will have a zoom meeting in 1 month for a morning meeting and then host another meeting in the evening for those in that time frame. Reminder we can also use the chat to have discussions and take care of what we need to, as we develop more, I would really like us to grow, our board by adding 5 more bodies to help each of us achieve greatness in our goals.

AJ Secretary GNEKNA

Sept 3rd Community café’ Conflict was the topic and what a great topic. Rick Newton presented

* The butterfly was always believe that something wonderful is about to happen. For me this was getting to know Tammy and Jacqueline and the whole group. I learned I am not alone, I learned abut the cultural conditioning. With this is was part of why I align myself in certain ways, we heard feedback from our online folks about how awesome this was.
* They like learning ways to see conflict in new ways, and learning it not judgements. Simple right but some of us needed to hear that. Plus, how our Brain stores trauma for me was huge, other spoke about the prejudgments, criticisms, assuming responsibly for our ways we act. Learning ways, we can improve how we engage in those times. For other it was needs and feelings that come into play, empathy was one of the big ones.
* We learned about the Thomas/ Kilman model of dealing with conflict. Motives, Competing, Collaborating, Compromise, avoiding and so much more. Again, thank you for allow Tammy and Jacqueline to put this together. They did not get a lot of support. But Laura was there before heading to a meeting, Salem leadership was there, as was Virgina Stapleton, but it looked like she left early, I was just glad she was there and gave us support.
* This was a smaller group but it was filled with power. The resources from our Early Learning Hub, Keizer Cert shared some ways to prepare for hot weather for safety this was great.
* Thank you to Keizer City Staff, Lily was amazing Tammy shared all went smooth, even with the guest speaker being stuck in another spot for about 10 minutes. These girls had resources share more about what they have to offer to the community to use up some time. Tammy shared some of her vision for engagement. Jacqueline did a great job running the zoom meeting no one was left wait long at all. The flow works.

Lizzy H

Minutes from work group on Guideline formation Friday September 13th 10 am to 11am

Members attended; Ben, Tammy, Jacqueline Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice Lisa, James, Shawn, Thomas, Nancy, Jacque Thomas, Jean G, (20)

This is the first look at reviewing the document to make it more like a charter and not by-laws.

Document second part presented; to complete needs to show more details and usability is very important part of this process. It is going to be to grow more of in person and zoom membership, and create a clear understanding of the roles and share the vision for long term goals of the next 3 to 5 years.

Tammy has broken us into small work groups; while we each lunch here at Taco Bell on River Road. The staff has been great allowing us to work and eat for he greater good of our Neighborhood association. Below is the breakdown of part of how we are going to look at each task. This is not in any kind of order but will be when we are done.

* Events: The Neighborhood Association meeting preceding an event, the members & volunteers are invited to sign up at different stations during the event. If there is an insufficient number of people for all the stations, the Neighborhood Association will ask for solutions. For example; more volunteers &/or cutting out/not doing a station.

Monthly tasks: Meet with President, Vice-President & Secretary before meetings, to set agenda & confirm the financial report-every three months. Allocate approximate time for each agenda item, so that each item can be fully discussed & there is no run over time.

* During Meetings: Perform introductions & welcome-ensuring that members of the public understand when & how they can participate. Introduce all agenda items & ensure that they run on time. Be familiar with all agenda items. Ensure that all board members and community members are involved in discussion & the decision-making process, don’t allow any one person to dominate the meeting. Help the group to take responsibility for what they want to accomplish. Be prepared to rule on points of order. Aim for consensus during the meeting, votes should be organized according to your rules & the casting vote should be used as sparingly as possible. The best practice is for the casting to be for the standard. Ensure that the Neighborhood Association is reflecting the views of the wider community. Help to clarify goals. Have an overview of the tasks/goals of the meeting.
* Post Meeting: Ensure that all action points agreed on at the last meeting have been achieved. Prepare/Update an annual report on the past year’s work & any initiatives/goals/etc. for the next year.

ROLE of Vice-President (vice chair) Skills of are the same as the President. Work consistently with & support the Chair & Secretary to help carry out the agendas & activities of the “Greater Northeast Keizer Neighborhood Association”. Must have a clear understanding of the role & responsibilities of the President (Chair) & Secretary, & be able to substitute either position in case of an emergency/resignation of a position. Always ensure the 5 members are involved in the affairs of the school & community. The main role of a good Vice President (Vice-Chair) is to facilitate engagements with; Board members and Community members, neighbors, & parents with the Outward Mindset predisposition-seeing other people’s; needs, dreams, & problems as important as their own.

Notes; Vice chair to be changed to meet our current Vice President and the same for Chair to be changes to President. Noted in green highlight.

ROLE of Secretary: Skills of Secretary: Always making sure that the entire body of the Neighborhood Association is involved in the affairs of the school & community. An understanding of the aims & objectives of the Neighborhood Association. Management skills. Administrative skills. Well organized & conscientious with attention to detail. Utilizing discretion & tact, Communication skills. Be able to maintain confidentiality. Be able to react to opportunities & make decisions. Ability to record meetings accurately & concisely.

The main role of a good Secretary is to facilitate engagements with; Neighborhood Association members, neighbors, & parents with the Outward Mindset predisposition-seeing other people’s; needs, dreams, & problems as important as their own. For the “Greater Northeast Keizer Neighborhood Association”, to be successful, they must have an energetic & conscientious Secretary who is prepared to put in the necessary time & effort.

It is more than desirable for all members, but especially the President (Chair), to spread the Secretary’s workload by; delegating some of his/her responsibilities to others, either individually &/or to small sub-committees. It is bad policy to overload the Secretary; you might find difficulty getting/keeping volunteers! The duties may be allocated to more than one person, for instance, having someone act as a Minute Secretary-taking minutes at meetings. It is essential that the Secretary has success with word processing & photocopying facilities.

Notes; Vice chair to be changed to meet our current Vice President and the same for Chair to be changes to President. Noted in green highlight.

Events: The Neighborhood Association meeting preceding an event, the members & volunteers are invited to sign up at different stations during the event. If there is an insufficient number of people for all the stations, the Neighborhood Association will ask for solutions. For example; more volunteers &/or cutting out/not doing a station.

Ongoing tasks: Ensure that the Neighborhood Association operates effectively & responsibilities are carried out in a timely manner. Organize meetings in conjunction with the President and Vice President (Chair & Vice-Chair) ensuring that they are in line with the rules. Act as the first point of contact for people seeking information about the Neighborhood Association, want to share information with the community, &/or want to share their views with the Neighborhood Association. Be the second point of contact for the “Greater Northeast Keizer Neighborhood Association”.

notes; chair and vice chair need language changes as noted.

In some cases, the Secretary will also deal with the press; TV & Radio. However, this responsibility can be the President and or Vice President Chair or Vice-Chair. Deal promptly with all incoming/outgoing correspondence & keep records & copies. Keep all Neighborhood Association records updated & accurate.

notes; chair and vice chair need language changes as noted.

Monthly Tasks

Pre-meeting: Meet with President and or Vice President Chair & Vice-Chair before the meeting to set the agenda. Allocate approximate time to each agenda item, to ensure no time run over & discussion of each item. Ask members if they have any agenda items to be included. Ensure members receive all papers before the start of each meeting. Book the venue. Look after invited visitors & guest speakers.

notes; chair and vice chair need language changes as noted.

* During meeting: Ensure the meeting quota-There must be half, plus one, of the members present to pass any Neighborhood Association decision. Take minutes. Set dates for future meetings.
* Post meeting: Ensure minutes are written/typed & correspondence arising from the meeting & shared with necessary parties. Ensure all documentation for the Neighborhood Association is secure. If the next meeting hasn’t been set, set a date.

Role of Neighborhood Association Members: Follow all the guidelines of the “Greater Northeast Keizer Neighborhood Association”. Charter & support &/or help the: President and Vice President Chair, Vice-Chair, & Secretary carry out their duties to support the families/school/neighborhood/community goals. The main role of a good Neighborhood Association member is to facilitate engagements with; Community members, Neighborhood Association members, council members, neighbors, & parents.

Notes; Vice chair to be changed to meet our current Vice President and the same for Chair to be changes to President. Noted in green highlight.

Tammy worked with Nancy updating attendance for meetings and made some changes using notes from the people who attended the meeting. This will vary from the Semi- annual report used as a guide. Changes to be accepted by those who attend (Sept 29th).

**September13th 2024** Board meeting minutes

 Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice, Lisa, James, Shawn, Thomas, Starbucks KS (Keizer Station) (14)

March 2024 Tammy and Jacqueline reached out to share that we were not going to host our in person meeting this month. We reached out to have a brief discussion on using our online Google Teams and Google meets. These are tools we have to connect in our busy times.

The Board met at Starbucks this month and started working on the newsletter for April and May, while working on creating more ways to outreach in our community for us to grow. Tammy hosted a community gathering at the park, with family’s pot luck we all brought items and shared with others just hanging out.

Families asked many questions and we have added to our email list now 345 people as of the 21st of the month. Tammy and Jacquiline have 67 families for hand delivery of newsletters. Facebook is growing and we are growing on Next-door as well, families like us to use these the most of ways of posting information.

Outreach 250 flyers were given out! Newsletters sent by email 425 in total as we share with community partners as well and 65 hand delivered newsletters. Bev gave 35 newsletters to neighbors, and I (Liz) gave 15 to people.

We formed;

* Crime Reduction Committee (looking for block captains) 6 of us on this one
* Welcoming Committee (5 of us on this one
* Neighborhood Events Committee / Event planner 8 to 10 of us on this one partnering with Tammy and Jacqueline (5 to 7 people are consistent and we have we can count on for event planning. Some of this may change as Lizzy and Bev are looking for a second job to help care for family needs).

April 2024

April 2nd meeting the online meeting was google teams and we covered in this we talked about doing some community events to help gain more involvement. Community dinner seems to be the chosen event. We are also collaborating with KNFC on hosting events in partnership.

We are going to post it on Facebook for GNEKNA and Next-door to help gain traction, plus, Flyer out in the community.

We all agreed leave no voice unheard and will add support in marketing by handing out flyers and knocking on doors as we have time. Tammy asked for a motion and we all gave her a yes, after Jacqueline made a motion to add this section of Keizer to this association so no one would be left behind.

After this Tammy shared, she had a good result from online media with Next-door, Facebook, Twitter, so we are going to boost our word of mouth on these sites. Some have even sent emails for more information she has met some for coffee and gone out of her to get the word out. Tammy Spent time in the hospital this month and we all just took over while she recovered from being ill.

This is the reason we have started using more work group and small groups in sharing the work load and it teaches each us how to lead the group and follow in the steps of Tammy and Jacqueline should they step down in the future.

Meeting adjourned lasted 1 Hour

September 14th 2024 Board meeting part 2

Ben, Tammy **Kunz,** Jacqueline **Green, Beverly**, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice**,** Lisa, James, Shawn Zoom (14)

May 2024

Meeting was online using Zoom,

 Tammy was still recovering and did not want to let us down. We used this meeting for planning for June 4th our 1st Community Café’ at Tammy’s request.

● Off topic items; Cross walks with Kennedy Elementary and placement of flashing beacon (looking at the space between May and Dixon)

● Ways to cut back speeding (Claggett, within small blocks in the community)

Tammy Shared the spread sheet she made, as well as TSBP meeting has been covering this as well and they know about our concerns, Traffic art is a good place to look at. Community café’ planning;

* We had water covered (NWKNA, GNEKNA, WKNA)
* Food Covered KNFC (Kennedy Neighborhood Family Council Platters for sandwiches, Snacks GNEKNA, Fruit platters GNEKNA, Cookies GNEKNA; WKNA; NWKNA
* Table setting WKNA; Tammy for community Partner tables; Agenda Tammy and Jacqueline with input from all.

June Joint Community Café’ Tammy shared with everyone!

Upcoming;

* KNFC back to school event (collecting school supplies)
* Fun Friday events; 3 2 in Salem one in Keizer the Neighborhood Association is hosting tables with information.

Outreach team of 4 is working on flyers and handing them out for our meeting in September 3rd

Community Café’ September 3rd 6-830pm (guest speaker line up) we are working on community partner to host tables if you have one in mind please share it with us for an invite.

Lillian and Beverly along with other would like us to look at the word PEACE. It’s an acronym:

P – Purpose E – Empathy A – Awareness C – Connection E – Empowerment

Using this as part of our model for what we do, to ensure we are doing all we can to meet the needs in the community. The projects, Goals and spreadsheet are a great way to keep us in line with the needs and what we are doing for the community.

Conversation on our purpose, empathy which is one of our strongest points as our lived experiences, Connection Tammy and Jacqueline have been working on building this for a solid year and it has worked great with our online setting. Empowerment is Tammy and Jacquline’s strong suit as well they are always including us with each choice made and allowing us to have input.

The second point here is to be adding to our equity statement to ensure the diversity of thought and leaving no stone unturned. Because we are all equal and Tammy has worked really hard to use this as a tool, in building coherencies among us. I can say allow us as the board to have titles and being included in each process has given us voices, we did not have before.

We are looking to start doing away with the titles and just having Tammy and Jacqueline lead the Board, as William made a great point, we need to stop changing things and stick to one format and this will also support more growth.

Beverly stepped up like a champ. She is a great asset to this group and we are blessed to have her. Lilian has 3 jobs and can’t really take on more, Shawn and Jim both work night jobs and nights so sleep most days but have made themselves available for what we need. These 2 would like to have a replacement in 2025 for the board. Shawn is moving to a higher paid position and time will be more demanding and he does not want to let us down. While Jim is taking on a 3rd job to be able to meet the needs of the family.

That leaves Beth Taylor, Alice, Jane, Tammy, Jacqueline, William, Beverly, Lillian. 8 members for the Board, and Tammy and Jacquline are present for these meeting and are part of the makeup of the group. We are trying to take some of the work off their shoulders so they can be doing the more important work. Beth T has shared she is moving to Portland for work and is not going to be part of this group after the move. William is not going to be part of the board after this month he needs to care for his wife as she has some medical challenges.

We have reviewed a number of items and will meet in Nov for the final board meeting of the year. As we take Dec off but this year are focused on our final event for the community. Unless we need to gather before then!

 Everyone agreed! Meeting adjourned 90 minutes 1 hour and 30 minutes

Work session September 27th meeting minutes; Friday the 20th was moved to the 27th

September 27th meeting at 11 am zoom

Members attended; Beverly, Lizzy, Ben, Antionio, Linda, Karen, Alice, Lisa, Tammy Kunz and Jacqueline Green (10)

* Minutes to be approved; Minutes from work group on Guideline formation Friday September 13th Liz made a motion, Ben second motion carries unanimously from the work session

Next order of business is to cover the last part of the document and place things in an order that makes sense and will have the best impact for us as a group. This is what we will be presenting to the Association group as a whole for the next meeting.

First, I want to say thank you Tammy for making time on Fridays to help us achieve this success I truly believe you are a great leader and with that said I can’t image doing any of this without you and Jacqueline. Adding what we covered from the week prior it looks like this.

ROLE of President Chairperson (Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President)

Skills of President Chairperson: Understanding of aims & objectives of the Neighborhood Association. Ability to lead & manage meetings. Speaks clearly & succinctly. Is sensitive to the feelings of members & ensures members treat each other with respect. Is impartial & objective. Have good time-keeping skills, ensuring that meetings start & finish on time. Ability to delegate duties. Ability & commitment to ensure members' decisions are taken, recorded, & carried out. Using this as a guide for each role for a job description 1 (Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President)

Ongoing tasks: Ensure that the “Greater Northeast Keizer Neighborhood Association” operates effectively on behalf of the “Kennedy Elementary” families, & neighbors in a timely manner. Lead the Neighborhood Association by; ensuring members are inducted, takes part in training, knows their role & responsibilities, & ensures that the Neighborhood Association operates as a team. Organize meetings with the Vice President (Vice-Chair) & Secretary, ensuring that they align with the rules of this charter & rules adopted by the “Greater Northeast Keizer Neighborhood Association”. Always ensure the members are active in the functions of the school & community. Moved up from below 2

(Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to Vice President)

Document the decisions of the GNEKNA on; paper &/or in Neighborhood Association group text messages, & completed within reasonable time. Represent the Neighborhood Association in external meetings or delegate to another Neighborhood Association member. The main role of a good President Chair is to facilitate engagements with; parents, neighbors, & Neighborhood Association members with the Outward Mindset predisposition-seeing other people’s; needs, dreams, & problems as important as their own. Checklists should be created for each event & managed by the Neighborhood Association & Event Planning team (If needed.) moved to here with discussion 3

(Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President)

Events: The Neighborhood Association meeting preceding an event, the members & volunteers are invited to sign up at different stations during the event. If there is an insufficient number of people for all the stations, the Neighborhood Association will ask for solutions. For example; more volunteers &/or cutting out/not doing a station. Should this be before or after monthly task? Let’s move this to after the post meeting and see how it looks and flows. (Reworded to meet the needs for our group.) (and added to event for better placement as covered)

Monthly tasks: Meet with Vice President (Vice Chair) & Secretary before meetings, to set agenda & confirm the financial report-every three months. Allocate approximate time for each agenda item, so that each item can be fully discussed & there is no run over time.

(Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President)

During Meetings: Perform introductions & welcome-ensuring that members of the public understand when & how they can participate. Introduce all agenda items & ensure that they run on time. Be familiar with all agenda items. Ensure that all board members and community members are involved in discussion & the decision-making process, don’t allow any one person to dominate the meeting. Help the group to take responsibility for what they want to accomplish. Be prepared to rule on points of order. Aim for consensus during the meeting, votes should be organized according to your rules & the casting vote should be used as sparingly as possible. The best practice is for the casting to be for the standard. Ensure that the Neighborhood Association is reflecting the views of the wider community. Help to clarify goals. Have an overview of the tasks/goals of the meeting.

Post Meeting: Ensure that all action points agreed on at the last meeting have been achieved. Prepare/Update an annual report on the past year’s work & any initiatives/goals/etc. for the next Month / year. (added)

ROLE of Vice President Vice-Chair

Skills of Vice President Vice-Chair are the same as the President Chairperson. Work consistently with & support the President Chair & Secretary to help carry out the agendas & activities of the “Greater Northeast Keizer Neighborhood Association”. Must have a clear understanding of the role & responsibilities of the President Chair & Secretary, & be able to substitute either position in case of an emergency/resignation of a position. Always ensure the 3 to 4 members are involved in the affairs of the school & community. The main role of a good Vice President Vice-Chair is to facilitate engagements with; Board members and Community members, neighbors, & parents with the Outward Mindset predisposition-seeing other people’s; needs, dreams, & problems as important as their own.

(Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President) language consistency

ROLE of Secretary: Skills of Secretary: Always making sure that the entire body of the Neighborhood Association is involved in the affairs of the school & community. An understanding of the aims & objectives of the Neighborhood Association. Management skills. Administrative skills. Well organized & conscientious with attention to detail. Utilizing discretion & tact. Communication skills. Be able to maintain confidentiality. Be able to react to opportunities & make decisions. Ability to record meetings accurately & concisely.

The main role of a good Secretary is to facilitate engagements with; Neighborhood Association members, neighbors, & parents with the Outward Mindset predisposition-seeing other people’s; needs, dreams, & problems as important as their own. For the “Greater Northeast Keizer Neighborhood Association”, to be successful, they must have an energetic & conscientious Secretary who is prepared to put in the necessary time & effort.

It is more than desirable for all members, but especially the President Chair, to spread the Secretary’s workload by; delegating some of his/her responsibilities to others, either individually &/or to small sub-committees. It is bad policy to overload the Secretary; you might find difficulty getting/keeping volunteers! The duties may be allocated to more than one person, for instance, having someone act as a Minute Secretary-taking minutes at meetings. It is essential that the Secretary has success with word processing & photocopying facilities.

(Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President) language consistency

Events: The Neighborhood Association meeting preceding an event, the members & volunteers are invited to sign up at different stations during the event. If there is an insufficient number of people for all the stations, the Neighborhood Association will ask for solutions. For example; more volunteers &/or cutting out/not doing a station.

Ongoing tasks: Ensure that the Neighborhood Association operates effectively & responsibilities are carried out in a timely manner. Organize meetings in conjunction with the President and Vice President Chair & Vice-Chair ensuring that they are in line with the rules. Act as the first point of contact for people seeking information about the Neighborhood Association, want to share information with the community, &/or want to share their views with the Neighborhood Association. Be the second point of contact for the “Greater Northeast Keizer Neighborhood Association”.

(Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President) language consistency

In some cases, the Secretary will also deal with the press; TV & Radio. However, this responsibility can be the President and Vice President Chair or Vice-Chair. Deal promptly with all incoming/outgoing correspondence & keep records & copies. Keep all Neighborhood Association records updated & accurate.

(Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President) language consistency

Monthly Tasks

Pre-meeting: Meet with President and Vice President Chair & Vice-Chair before the meeting to set the agenda. Allocate approximate time to each agenda item, to ensure no time run over & discussion of each item. Ask members if they have any agenda items to be included. Ensure members receive all papers before the start of each meeting. Book the venue. Look after invited visitors & guest speakers.

(Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President) language consistency

During meeting: Ensure the meeting quota-There must be half, plus one, of the members present to pass any Neighborhood Association decision. Take minutes. Set dates for future meetings.

Post meeting: Ensure minutes are written/typed & correspondence arising from the meeting & shared with necessary parties. Ensure all documentation for the Neighborhood Association is secure. If the next meeting hasn’t been set, set a date.

Role of Neighborhood Association Members: Follow all the guidelines of the “Greater Northeast Keizer Neighborhood Association”. Charter & support &/or help the: President and Vice President Chair, Vice-Chair, & Secretary carry out their duties to support the families/school/neighborhood/community goals. The main role of a good Neighborhood Association member is to facilitate engagements with; Community members, Neighborhood Association members, council members, neighbors, & parents. (Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President) language consistency

The work gone into this document has been amazing. We have changed the look several times but the flows seem to work best as it is right now. Let’s wait to see that the meeting on the 27th holds with our special session schedule. Tammy is Zoom all set up? Yes, we are good for an hour in a half if we need more time, I can make those changes today and add more time, I will however turn that Over to Jacqueline as I have to head to another meeting that starts at 130pm. I have it set for 10 am to 1130pm do you all want more time, vote was no that would be great, but can we plan another work session for early Oct after our community café.

September 27th meeting time is for 12pm to 1;30pm; work session part 2

**Zoom** Beverly, Lizzy, Karen, Lisa, Lillian, Antionio, Shawn, Thomas, Nancy, Jackie, Thomas, Tammy Kunz, Jacqueline Green,(Teams)Ben and Maria

* For the completion of the above work session, we created more time and began a new meeting and some of the other members have been able to join us for this session. All in all, the meeting lasted for Part I-hour part 2 lasted 1 hour and 30 minutes

Greater Northeast Keizer Neighborhood Association Neighborhood Watch

Minutes from Sept 27th 2024

People in Attendance 17; Place held Ike box in Salem

Beverly, Lizzy, Karen, Lisa, Lillian, Antionio, Shawn, Nancy, Jackie, Thomas, Nancy Grace, Ken, Tammy Kunz, Jacqueline Green Teams; Kevin, Sue G, Jane E

* Oder of Business; Approval of Minutes; Motion made by Ken S and Second by Shawn M voted 17 motion carries unanimously

Other business; We have been working for August and September to update the by-laws and get our new 2024 paperwork done.

We looked at our equity Statement and added this to the bottom of our paperwork. We added the names of the 4 officers and contact as Tammy requested. Plus, added the map of the boundaries and a brief description of the boundaries. We covered this packet and looked for changes and updates al seemed to be in order.

* Motion brought forth by Shawn M, and Kevin and Sue G Second at the same time, Sue moved hers to third and motion passed unanimously

 Next order of Business; Elections

* Motion brought forth by Lisa Little and Second by Jane E for the following;

Chairperson or President; Tammy Kunz 971-701-3008

Vice-Chairperson or Vice President Jacqueline Green 503-991-1671

Secretary Shawn and Diane Martin nekna2022@gmail.com

* Motion brought forth by Shawn M, and Kevin and Sue G Second at the same time, Sue moved hers to third and motion passed unanimously

Next Order of business; Fund raising for printing, and marketing material

* Craft fair; each of the lady’s will make items for our Craft fair; Tammy and Jacqueline Jewelry and Tammy will make scarfs and crochet some items for sale again. These items brought in around $100.00 last year. Last year we raise $300 from this hopefully we can do the same. Teri, Joan, Maegan will crochet some lap blankets and Beverly will make 3 quilts. Daine will do some baked goods and work on private sales she raised $75.00 last year and her goal is to raise $100 this year. The guys will work on selling wooden garden boxes and make some book boxes. These sales brought in $50.00 last year at $10 to $15 per item. With these numbers we may look at grants and other funding ideas as well.
* We set a goal of $500.00 for this year to be able to add 5 to 10 new captions for our team. We currently have 15 now, but would also like to add other Neighborhoods Associations to offer a group like this. This is Tammy and Jacqueline goal to make a presentation for other communities and hopefully add one per neighborhood Association to help build a stronger Community Safety plan.

Next; order of business Moving our meeting to Zoom to allow more connections to be built in the community. Tammy asked us to think about this concept.

* Thoughts; Concerns of losing connection with the team, not personally involved, online forums are not as good as face to face for problem solving.
* Pros; Time savers for traveling as gas prices are getting higher, Tammy and Jacqueline schedules with City meetings and community gathering. Opens opportunities for more people to get involved, FLEXIBLE meeting times, makes it easier to host more meetings throughout the day or month for adding new members.

Questions? Tammy will continue to use our Association zoom for these meetings if we need to as this is a part of that process.

Are there ways we can seek funding through our city? Tammy will talk to Chief and see if there is funding to help cover marketing, printing and will email will those results. Daine will research ways other communities fund the neighborhood watch programs and email. Next meeting can we do Zoom in 2 weeks to be able to update the group, morning work best while the kids are in school. Tammy asked for those to agree, is this how/ and when we want to hold the next meeting?

* Unanimously passed with Millie stating she may have to work, but can try to take this call on break or change her break around to attend.

 James Jones and Shawn and Diane Martin, any way you are looking at getting phones instead of the tablets, in case we need to call. Both replied with no it is not in our budgets yet; James is doing odd jobs to cover bills he is struggling with. Shawn and Diane (I) just do not have the money, we use our daughter tablets while we can and will have to do something in the next year maybe 2 if college comes in. But she uses her phone for everything now and hasn’t touch the tablet in about a year. Money is just too tight, and our property tax is higher this year, and I am just not sure how we are going to make it.

Meeting Adjourned in 73 minutes 11;45

Diane Martin

Dates for Friday the 4th of Oct 10 am to 11 am

Oct 11 meeting work session 11 to noon for final touches

Tammy is wondering if we need to set up other meetings and if Teams is going to be used for these meeting so she can have Jacquline help her make those available. Bev will send out the emails and make sure it is posted.

Meeting minutes for GNEKNA Oct 1st 2024

Members attended; Ben, Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice, Lisa, James, Shawn, Thomas, (15)

We met in person at 930 Chemawa rd. NE Keizer Civic Center, we had 11 people on Zoom and 4 in person. Total in attendance was (15) including Jacqueline, Tammy and Hector

Minutes were approved Motion made by Jacqueline, seconded from Shawn and motions passed with 14 voted, Hector did not vote as he is not a member.

Guest was Hector Blanco as he shared a number of resources. He shared with us on the grant opportunities to have debris moved away from home and answered question from team on how this works with elderly families. What is the cost for families, can people who live in apartments access this support service and more.

Hector continued to share about the upcoming open house, and some of the other community resources they are looking to put into action. Home walk through o help with fire safety, Smoke detectors and this side of safety concerns were also addressed. Hector also shares shared blue emergency cards with us and explained how to use this and placement of this for the best result in an emergency. After hectors presentation we moved to the rest of our business, we did not want to keep him any longer than necessary it was a huge blessing to have him share with our community.

Next order of business was reviewing the Boards information; We approved of this and went on to cover more about moving to the online setting, and using the months covered by the board for community engagement opportunities to work with community partners. March, June, Sept, Dec are the months we are going to plan to work with the community and Neighborhood Associations.

These events will be led by GNEKNA but working with the others to see what the themes will be.

Next Order of business was the website, and rebuilding this for more engagement. We want to have the following tabs and have met with the board and we have hosted 5 community work groups at different times used our social media with surveys, and gathered this data. Here are a few ideas we came up with; Home page, About us, Community page, Minutes and agenda page, City News page, Volunteer page, Traffic update, Planning and development, City Council, police liaison and connection page. We have not narrowed this down yet, but we will before January as this is when we want to launch the new look for our Page.

Other topic covered; Neighborhood Safety Awareness Dec 10th 2024, Kennedy School Partnership with Parent Club, Upcoming events and looking at our Goals and Project Evaluation spreadsheet. We have decided on our Equity Statement and it will be displayed on all our forms and information, as we reprint material.

(Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA commits to building equity into our fabric which allows us to serve everyone in our community.)

Meeting was Adjourned at 6;45pm Liz and Bev

Work session for Oct 11 meeting work session meeting minutes;

Members attended; Beverly, Lizzy, Ken, Lillian, Tammy Kunz and Jacqueline Green (6)

* Motion to approval minutes from last work session; Liz, Bev second motion caries with Lillian and Ken abstaining as they were not present.

Thank you, Tammy, for setting this up and sending us the emails with the details;

The first order here is how we want the equity statement placed on the document; (Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA commits to building equity into our fabric which allows us to serve everyone in our community.)

Next; are we going to have our cover page and if so, can this be on the cover page of all our documents just to keep the status quo. This is part of the professional side of things we hear feedback on how well this looks and maintain this level is important to us. We are working on this to help build off the diversity work being done in Keizer and growth more unity.

Tammy says yes, this is the best way to do this and it maintains our level of professionalism we have now. Jacqueline agrees this may be the best way to do this and everyone is in agreement, this still needs to go to the Board for final input.

Next; Beverly is the Chair for this group, Liz made nomination Ken second, everyone said yes,

Lizzy is Vice chair for this group Ken made nomination Lillian second everyone said yes and motion carries. We have taken those votes and everyone is great!

Beverly came in with a template of research and here is some of how this looks.

Charter

* Group Information:
* Group Name Established Date Contact Information
* Mission and Vision:
* Mission Statement: A concise statement about the group's purpose and overall aim.
* Vision Statement: A description of the desired future state the group strives to achieve.
* Membership:

The Next section we should consider a different look; The above section does not need to have bullets or arrows but be defining and show the professionalism we all stand for.

* Eligibility Criteria: Who can become a member (e.g., geographic location, interest area, professional background)
* Membership Types (if applicable): Different levels of participation (e.g., active, associate, honorary)
* Recruitment Process: How new members will be added
* Leadership Structure:
* Leadership Roles: Chair, Vice Chair, Secretary, Treasurer

Do we need to use President or Vice President or can we move to Chair and Vie chair language

• Selection Process: How leaders will be chosen (e.g., election, appointment)

• Term Limits: Length of time leaders serve in their roles

• Decision Making Process:

• Voting Procedures: How decisions will be made (e.g., majority vote, consensus)

• Quorum Requirements: Minimum number of members needed to make a decision

• Communication Plan:

Looking at this above section we are going to use some of the by-laws language and chart language as we design what works better for our group.

• Primary Communication Channels (e.g., email, online forum, social media)

• Meeting Frequency and Format

• Reporting Procedures

•

Roles and Responsibilities: this section and the sections below are our core and what we need to develop for max growth and help guide leadership through the growth.

Member Roles: Expected contributions from all members

Leadership Roles: Specific duties of the leadership team

Operational Guidelines:

Meeting Etiquette

Conflict Resolution Process

Confidentiality Expectations

Review and Update Process:

• Regular Review Schedule: How often the charter will be assessed and potentially revised

• Amendment Procedure: Process for making changes to the charter ( how do we apply the best use for this section?)

Lillian asked if we can simply this as our format to get started this as listed below;

Sample Layout Structure:

• Section 1: Introduction - Group Name, Mission Statement, Vision Statement

• Section 2: Membership - Eligibility, Membership Types, Recruitment Process

• Section 3: Leadership Structure - Leadership Roles, Selection Process, Term Limits

• Section 4: Decision Making - Voting Procedures, Quorum Requirements

• Section 5: Communication Plan - Communication Channels, Meeting Frequency

• Section 6: Roles and Responsibilities - Member Roles, Leadership Responsibilities

• Section 7: Operational Guidelines - Meeting Etiquette, Conflict Resolution

• Section 8: Review and Update Process - Review Schedule, Amendment Procedure

This conversation took some time and we had to create a new meeting with zoom to keep going; Tammy created a new link and we all signed back in after 90 minutes we looked at this with amazement to see how far we have come already. We took another hour to hammer more out and when we have our next week next week we will have a written document in process.

We used a combination of both ideas to create a plan and added some section to give it a more professional look like by-laws in hopes we won’t have much trouble making this work.

This the next 2 work session meeting are as follows; Next meeting is Oct 18th 9 am to 10:30 am zoom Tammy will set it up and then Next follow up meeting is Oct 25th Via zoom 11 am to 1pm

Lillian

Work session for Oct 18 meeting work session meeting minutes;

Members attended; Beverly, Lizzy, Ken, Lillian, Tammy Kunz and Jacqueline Green (6)

* Minutes from work session sent out in an email, are there any changes or can we have a motion for approval. Lilian made a motion to approve, Second from Ken and motion carries.

Next order of business; Charter

* Group Information:
	+ Group Name  Established Date Contact Information
* Mission and Vision:
	+ Mission Statement: A concise statement about the group's purpose and overall aim.
	+ Vision Statement: A description of the desired future state the group strives to achieve.
* Membership:
	+ Eligibility Criteria: Who can become a member (e.g., geographic location, interest area, professional background)
	+ Membership Types (if applicable): Different levels of participation (e.g., active, associate, honorary)
	+ Recruitment Process: How new members will be added
* Leadership Structure:
	+ Leadership Roles: Chair, Vice Chair, Secretary, Treasurer
	+ Selection Process: How leaders will be chosen (e.g., election, appointment)
	+ Term Limits: Length of time leaders serve in their roles
* Decision Making Process:
	+ Voting Procedures: How decisions will be made (e.g., majority vote, consensus)
	+ Quorum Requirements: Minimum number of members needed to make a decision
* Communication Plan:
	+ Primary Communication Channels (e.g., email, online forum, social media)
	+ Meeting Frequency and Format
	+ Reporting Procedures
* Roles and Responsibilities:
	+ Member Roles: Expected contributions from all members
	+ Leadership Roles: Specific duties of the leadership team
* Operational Guidelines:
	+ Meeting Etiquette
	+ Conflict Resolution Process
	+ Confidentiality Expectations
* Review and Update Process:
	+ Regular Review Schedule: How often the charter will be assessed and potentially revised
	+ Amendment Procedure: Process for making changes to the charter

Lillian asked if we can simply this as our format to get started this as listed below;

Sample Layout Structure:

* Section 1: Introduction - Group Name, Mission Statement, Vision Statement
* Section 2: Membership - Eligibility, Membership Types, Recruitment Process
* Section 3: Leadership Structure - Leadership Roles, Selection Process, Term Limits
* Section 4: Decision Making - Voting Procedures, Quorum Requirements
* Section 5: Communication Plan - Communication Channels, Meeting Frequency
* Section 6: Roles and Responsibilities - Member Roles, Leadership Responsibilities
* Section 7: Operational Guidelines - Meeting Etiquette, Conflict Resolution
* Section 8: Review and Update Process - Review Schedule, Amendment Procedure
1. Purpose
2. The purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.
3. The Association shall strive for maximum citizen participation in promotion of the improvement of the livability and the environment of the neighborhood and of the community as a whole.
4. The Association shall provide a local forum in which residents may deliberate on issues which are important to them, and will provide a vehicle for communicating residents’ views on these issues to the City of Keizer.
5. The Association shall provide information to it members on all proposed land use from the planning Commission. This can take place from emails, newsletters, phone calls or websites.
6. The Associations shall engage citizens involvement in local issues/ civic responsibilities of our individual neighborhoods.
7. To build community resilience that strengthens our families and communities within our boundaries.
8. Our job is to amplify the voices of the Greater Northeast Keizer resident
9. Shared understand; Membership

 The Association shall be a non-partisan, non-commercial and non-sectarian.

1. The Association shall not discriminate against or limit membership based on race, religion, ethnicity, age, gender, or any other factor.
2. Any person who resides, operates a business, or owns property within the boundaries shall be a member with the right to participate and vote. Any business or private institution within the boundaries may elect to appoint a representative to participate and vote on their behalf.
3. There shall be no dues, but voluntary contributions may be solicited.
4. The voting age of member shall be 18 years of age. Members under the age of 18 are encouraged to participate in and contribute to Association meetings and activities.
5. Each member shall be entitled to one vote per voting opportunity, and there shall be no voting by proxy. Absentee ballots are allowed.
6. Meetings
7. The Neighborhood Association Shall hold at Least 6 meeting per years. Unless they decide to change this to meet more or less.
8. Charter Revisions

The charter shall be reviewed and amended annually or as decided by the Board of directors.

Objectives; We will know we are successful when we have started achieving community input, from online settings, in person meetings, work plans if used, evaluations and goals are being worked on.

Revision to be made to make it simpler; using the template listed above;

Article I: Establishment and Purpose

* Section 1: Name: The association shall be known as " Greater Northeast Keizer Neighborhood Association ".
* Section 2: Purpose: The primary purpose of the association is to enhance the quality of life within the neighborhood by promoting community engagement, addressing shared concerns, and advocating for resident interests regarding issues like property values, safety, and neighborhood aesthetics. Another part of our purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.
* Can we look at changing the title purpose to Mission? This will take some research from Tammy and Jacqueline and they will let us know at the next meeting.

Any other changes needed for this section; is open for conversation, the group feels like a through G from above is looking good in this text. Are we ready to move to the next section? Groups is ready to move on.

Article II: Membership

• Section 1: Eligibility:

A neighborhood association is a group of homeowners, renters, apartment dweller and churches, businesses, Schools and representatives who want to improve their neighborhood. I helped to put this neighborhood association together in order to help improve the condition of my community and those communities around me. We are just a group of people who want to create change in our communities and make it safer for our children and grandchildren and for ourselves.

1. The General Membership includes any interested person who lives within the boundaries as specified by the neighborhood association. The general membership may also include those who work or do business in your neighborhood.

2. Committees are task-related groups formed from the general membership that work on a particular project or issue. Some committees meet for a specified project and disband when the project is over, while others are ongoing.

3. Leadership can be as simple or complex as you like. Leadership may be simply a president of the neighborhood association or there may be other positions like treasurer, secretary, or specific committee heads.

* How does this look any other changes needed for this section?
* How do we like the flow?
* Ken would like to have a week to look at these sections to be sure it works well, and we cover the basic needs as this will be a living document.

Tammy Reminds us we have about 10 minutes left in this zoom meeting before we run out for today. Everyone agrees to take a week and look at our work, review it and check the flow; while making sure it works well for us.

Meeting adjourned 1hour 52 minutes

Next meeting is set for Oct 25th at 10 to 11am Zoom and Lillian will need teams while she is scheduled to work. Tammy has agreed to set all this up.

Work session for Oct 25th meeting work session meeting minutes;

Members attended; Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Tammy Kunz and Jacqueline Green (9)

* Lilian made a motion to approve the minutes from Oct 18th, second by Beverly and motions passes Linda and Karen along with Antonio abstain from voting at they were not present.

Tammy and Jacqueline sent the minutes to us all and we are excited to have a couple of other folks joining us today. Thank you for being willing to come and share some time with us. Tammy Thank you for adding a couple of more folks to our group I am glad they reached out to add support.

Moving along to the order of business; Charter

Article I: Establishment and Purpose

• Section 1: Name: The association shall be known as " Greater Northeast Keizer Neighborhood

Association ".

• Section 2: Purpose: The primary purpose of the association is to enhance the quality of life within the neighborhood by promoting community engagement, addressing shared concerns, and advocating for resident interests regarding issues like property values, safety, and neighborhood aesthetics. Another part of our purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.

Article II: Membership

• Section 1: Eligibility:

A neighborhood association is a group of homeowners, renters, apartment dweller and churches, businesses, Schools and representatives who want to improve their neighborhood. I helped to put this neighborhood association together in order to help improve the condition of my community and those communities around me. We are just a group of people who want to create change in our communities and make it safer for our children and grandchildren and for ourselves.

1. The General Membership includes any interested person who lives within the boundaries as specified by the neighborhood association. The general membership may also include those who work or do business in your neighborhood.

2. Committees are task-related groups formed from the general membership that work on a particular project or issue. Some committees meet for a specified project and disband when the project is over, while others are ongoing.

3. Leadership can be as simple or complex as you like. Leadership may be simply a president of the neighborhood association or there may be other positions like treasurer, secretary, or specific committee heads.

* Questions or comments for any changes; Tammy would like us to consider keeping the purpose instead of changing it to mission; thoughts or question?

The main difference between a mission and a purpose is that a purpose explains why an organization exists, while a mission explains what the organization does and for whom:

• Purpose

Explains the reasons for being, the motivations, and why the organization works the way it does. A purpose statement can explain what injustice the organization is trying to right or what opportunity it's trying to take advantage of.

1. Ken; Both purpose and mission are important for organizations because they help prioritize tasks, focus energy, and maximize impact. They can also help organizations navigate change, recruit and retain employees, and build trust with customers. For us involvement from our community and businesses in our area. As we want to grow and gain more support the community.
2. Ken shares, how can we add mission to our purpose without over complicating it?
3. What are we having our Purpose and then add our mission under it to share both, for example;
4. To develop and implement creative community-based strategies to enhance economic opportunity, build strong neighborhoods, and ensure a dynamic framework for quality growth and development."
* Karens feedback is, A neighborhood association's "mission" refers to the specific actions they take to achieve their goals, like maintaining community aesthetics and fostering neighborly connections, while their "purpose" is the overarching reason for their existence, such as creating a safe and welcoming environment for all residents within the neighborhood; essentially, the mission is "what they do," and the purpose is "why they do it."
* Can we combine then into one statement?
* Linda adds she would like to have one that includes both and it will be just changes to the wording, Greater Northeast Keizer Neighborhood Association maintaining community aesthetics and fostering neighborly connections, while their "purpose" is the overarching reason for their existence, such as creating a safe and welcoming environment for all residents within the neighborhoods. "To actively represent the interests of our residents by collaborating with local government, addressing concerns, and maintaining open communication channels."
* While continuing “To enhance the quality of life in our neighborhood by promoting community engagement, maintaining property values, and advocating for resident needs. As we foster a safe and inclusive community through proactive communication, neighborhood beautification initiatives, and resident-led projects."

Tammy reminds us the Board is going to be joining us in 30 minutes as we need to be mindful of the time. I love all the conversations for this it really shows we are all invested in the outcomes of our families.

Are there any other changes we need to make at this time? I like the way Linda has stated everything it seems to include all our notes and what we do? Ken Could we possibly see how this looks then come back to this at our next meeting so we can add more to the Charter and as we put it together maybe we can type it in 2 different ways to allow us to see the readability as well as the flow.

* Linda like this idea all in favor of moving on and coming back to this at another meeting; and starting a new section to help guide, everyone agreed to move on to the next section

• Section 2: Membership Fees:

There is no annual membership fees required to participate in association activities.

Article III: Governing Board

• Section 1: Composition:

The Board of Directors shall consist of [5] members elected by the membership at an annual meeting.

• Section 2: Officers:

The Board shall include a President, Vice President, and Secretary, each with defined responsibilities.

How does this section look after discussion?

Any changes needed or wording changes? No, we like how this part is simple and just seems to work. Thank you everyone for making this process so much easier I feel super blessed to have so much support right now. Liz

Tammy shares the board is now part of this conversation; Antionio V, Alice, Lisa, James, Shawn, Thomas, (6) total attendance 15

This is a section from our guideline we have been working on; Role of President Chairperson

Skills of President: Understanding of aims & objectives of the Neighborhood Association. Ability to lead & manage meetings. Speaks clearly & succinctly. Is sensitive to the feelings of members & ensures members treat each other with respect. Is impartial & objective. Have good time-keeping skills, ensuring that meetings start & finish on time. Ability to delegate duties. Ability & commitment to ensure members' decisions are taken, recorded, & carried out.

(Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President) language consistency

Role of Vice-President / Vice -Chair Skills of Vice-Chair-are the same as the Chairperson. Work consistently with & support the Chair & Secretary to help carry out the agendas & activities of the “Greater Northeast Keizer Neighborhood Association”. Must have a clear understanding of the role & responsibilities of the Chair & Secretary, & be able to substitute either position in case of an emergency/resignation of a position. Always ensure the 5 members are involved in the affairs of the school & community. The main role of a good Vice-Chair is to facilitate engagements with; Board members and Community members, neighbors, & parents with the Outward Mindset predisposition-seeing other people’s; needs, dreams, & problems as important as their own.

(Notes; chair/ chairperson to be changed to meet our current President and the same for Chair to be changes to President) language consistency

Keeping in mind we are working towards using this as a charter!

Role of Secretary: Skills of Secretary: Always making sure that the entire body of the Neighborhood Association is involved in the affairs of the school & community. An understanding of the aims & objectives of the Neighborhood Association. Management skills. Administrative skills. Well organized & conscientious with attention to detail. Utilizing discretion & tact. Communication skills. Be able to maintain confidentiality. Be able to react to opportunities & make decisions. Ability to record meetings accurately & concisely.

Article IV: Committees

Committees: Committees play an important and vital role in associations. They help distribute the workload and provide an opportunity for members to get involved, training and preparing future officers and Board members. The President and/or the Board of Directors have the authority to establish committees and task forces needed to carry out the functions of the association. Standing committees continue from year to year. Special committees are appointed or elected for specific assignments.

The role of the committee chair is to head a small group that reports, makes recommendations, and/or acts on specific issues.

The committee chair:

* Is usually the first person appointed to the committee.
* May be appointed by other committee members or by the President.
* Meets regularly with his/her committee and reports its activities to the Board

• Section 1: Formation:

The Board may establish standing committees (e.g., Community Beautification, Safety, Communications) to address specific neighborhood issues.

• Section 2: Committee Roles:

Each committee will be responsible for developing action plans, coordinating initiatives, and reporting progress to the Board.

1. Takes the minutes of the meetings and keeps a permanent, accurate record of what has taken place in meetings.

2. Prepares written minutes for the Board of Directors and reads the minutes of the previous meeting.

 Okay, Tammy just gave us a 5-minute heads up the board will be joining us shortly. Can we all agree to share what we have or do we want to just cover the guideline for the next meeting in 4 minutes?

Group all said guidelines to keep the meeting on time and not over work the board after we get our work session and have a good template to cover, we can set up another meeting for the Charter. Everyone agrees. Meeting adjourns; 1 hour 45 min

Next meeting is for Nov 1st is morning or afternoon best with our new folks included? Morning work best after 9am

Tammy what works best for your schedule? Friday 11/1/24 at 10 to noon work, I will set up teams for those who need it as well as zoom.

November 2nd Board meeting; Downtown Salem Library (family day)

Members attended; Ben, Tammy, Jacqueline Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice Lisa, James, Shawn, Thomas, Nancy, Jacque Thomas, Jean G, (20)

GNEKNA meeting November 2nd 2024

Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice Lisa, James, Shawn, Thomas, Nancy, Jacque Thomas, Jean G, Ann Thomson, Angela R, Maria G and Ben, (23)

Online meeting notes; reviewed

We had 25 people who attended this meeting; topic was Verda Crossing

• Concerns about renting while the build is still in process

• Speeding cars seem to be a problem/ concern

• Cost of taxes being affected due to the new Verda crossing

• Hosting more online meetings at different times (Tammy will address the board)

• Cover what we want this to look like to meet the needs in the community.

Community Café

Families would like to Strengthening Families Five Protective Factors (Resilience, Relationships, Knowledge, Communication & Support). This is to support families as they struggle with the learning of their families. While looking at ways Greater Northeast Keizer Neighborhood Association can add a new layer of support. While Tammy and Jacquline are working with the Kennedy Neighborhood Family Council on these same concerns, they share hope in how families can gain more support. The partnership with Tammy and Jacqueline seems to be building a strong sense of community for those of us who are hurting and struggling.

The one thing I learned is Greater Northeast Keizer Neighborhood Association and Kennedy Neighborhood Family Council serve the same community and therefore can be seen in more than one part of the community. The effort of Tammy and Jacqueline do not go unseen as we all see them going from one meeting to another and as they pass stop and share what is going on. This is only one way they have helped our community and as we talk about ways to get together, we look at starting a number of things.

• Community dinners (potluck at the parks)

• Food box support programs

• Reading groups so we can read and meet at the park for our families to play and talk about what we read while kiddos play

• Making more takes a book, leave a book (mini-Libraries for our community

• Community Yard sales

• Make a meal to share with those who may be sick or just need a hand up

These are just some of what we are looking at for the start of 2024.

Following up Notes and Action Items:

* Cross walks with Kennedy Elementary and placement of flashing beacon (looking at the space between May and Dixon)
* This would be helpful anywhere along this path for safety reasons crossing with our kids. One parent shared she helped a 2nd grader to cross as there was no crossing guard on Dearborn and Verda.
* Tammy shared the Traffic Safety/ Bikeways and peds is working on a flag program for us to use and share in the responsibility with helping our kids cross safely. 20 of us believe this kind of program will do well. We all agree to start looking for people to help this program succeed and grow. This will also help keep our families safer. Amy will help look at information and see what she can find and email Tammy and Jacqueline with the findings.

 Ways to cut back speeding (Claggett, within small blocks in the community)

* Looking at ways we can slow traffic, adding more items to the side of the road is part of the calming tools Jacqueline shared. Looking at signs that say things like slow children crossing, or park crossing so we can slow traffic and cross to Claggett Creek Park, and even Northview Terrace Park would be safer with signs.

In person meeting we had 4 people and covered the same topics.

Nov 5th meeting was canceled for the elections

Meeting minutes Nov 8th 2024 GNKENA

Zoom Beverly, Lizzy, Karen, Lisa, Lillian, Antionio, Shawn, Thomas, Nancy, Jackie, Sharon, Ken, Kathrine, Thomas, Tammy Kunz, Jacqueline Green, (Teams)Ben and Maria (17)

Topic Introductions

* Approval of Minutes

Tammy called meeting to order; Lilian made a motion to accept the minutes from our meetings including work sessions; 2nd came from Beverly Motion passed unanimously

* Neighborhood Safety Awareness Dec 10th 2024

People contacted by email more than once; Mayor Clark, and Salem Mayor, SKATS (Safety plan) Mike and Kim from SKATS, all neighborhood Association’s Salem and Kiezer, All Neighborhood Family Councils, CBEL, Beth Safe route to school (safe route walk to schools) and others, Salem and Keizer Police (Neighborhood Watch) (Peace walks) (Drug awareness) (Lead), School Superintendent and School Board members, All Keizer Committees, Commission’s and Boards

* Tammy shared a couple have plans and will not make it like School Superintendent and School Board members, but if time allows, they would love to join us for this event.

This list Is not yet complete and I have no idea yet how many people will come, But I know you are step 1 for the space.

# 1. Time for the room is 3pm to 10 pm

This will allow Jacqueline and I with our team to cover tables and prepare for this conversation

#2. Food We will have snack trays, and water but to what size I am unsure this is my first step on the planning phase, as we get closer, I will keep you undated.

Tammy is working with Keizer united on making sure all of these details work well. This partnership has been a great big help for an event of this size.

#3. I am seeking media for this event and I will be checking in with Mayor Clark, Adam Brown, And Tim to see how this may work. I did send an email today so they know I am going to be connecting on this topic. I have also included each on this email to keep everyone on the same page. Zoom and Teams will be used Tammy will teams with Nancy while Jacqueline does the zoom on the tablet.

• My goal is 150 to 200 people

• My goals are to seek support from SLF for support with food and drinks

• Raffle prizes to give out (this may not work if we can’t gather enough prizes to give out.)

• Thank you notes to all who are there (I do this now)

* Look at our Goals and Project Evaluation

Goals and Project spread sheet; what information do we need to look at adding? When do we want to pull it off the list? Questions posed to the group.

Tammy shared this document on Zoom it looks good and most would like to keep this document as our living document. Move the items to the bottom or create a list once it closed and handled for good.

Tammy would like one of us to help keep up with this list to ensure nothing gets over looked. Tammy also asked who is still watching City Council and listening to the other meetings. 11 of us are still working on this and 5 of us schedules make it harder for us to do that. Ken listens to this at work on his headphones for lunch and breaks. He has been sharing this with his wife Sharon. Her concerns are all the attitude on the bench.

Sharon is glad that Tammy and Jacqueline are still in person but wish people who represent Keizer where nicer. Bev talked about writing a letter. Some think this is a good idea others bring up safety concerns for her and the kids. She decides not to do that right now, for the kids and keeping everyone safe.

Liz and Bev decide to learn how to help with the spreadsheet and learn they have to listen to meetings but still take this on. They decide to take turns this spreads the responsibility with the 3 of them, however knowing Tammy and Jacquline are attending most meetings. Sharon states she is willing to help, they are looking at forming a small group to keep up with the minutes and learn about how our city works.

Ken says; Matt from Planning rocks and he wishes Matt will stay on this committee because of the knowledge side of things. They are doing some great work and Matt seems to really listen to people and always thanks the Ladies for being there. It nice to here!

Updating spreadsheet as needed each month, and will send to Tammy and Jaqueline along with the board. End of each month if needed!

* Look at the Equity Statement

 Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA commits to equity into our fabric which allows us to serve everyone in our community.

Any changes to this?

Ben asked to keep it as is, 2nd by Karen Motion passed unanimously

* Adjusting the Goals looking at the next 3-to-5-year plan (Separate document shared with Zoom)

The group made several changes and we will look at this document again to see what else we can do for growth and long-Gevity. Tammy will email us this document after all the changes are added. This will be review and changes can still be made as this is another living document.

Meeting Adjourned after 1 hour and 45 minutes

Nov 13th 20224 Work Session meeting

Members attended; Ben, Tammy, Jacqueline Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice Lisa, James, Shawn, Thomas, Nancy, Jacque Thomas, Jean G, (20)

Greater Northeast Keizer Neighborhood Association

 Building a Better Community

Neighborhood associations play an integral part in the civic life of Keizer Oregon. The officially recognized associations represent nearly every square foot of Keizer. They are independent groups, but are provided support by the city government.

For more information, please call

Tammy Kunz @971-701-3008 or 503-991-1671

nekna2022@gmail.com Tammy Kunz

 nekna2022@gmail.com Jacqueline Green

Created by Tammy Kunz, Jacqueline Green Since May 2022 Updated Sept 2024

(Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA commits to building equity into our fabric which allows us to serve everyone in our community.)

 The purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.

 Building a better Community

A neighborhood association is a group of homeowners, renters, apartment dwellers and churches, businesses, Schools and representatives who want to improve their neighborhood. I helped to put this neighborhood association together in order to help improve the condition of my community and those communities around me. We are just a group of people who want to create change in our communities and make it safer for our children and grandchildren and for ourselves. We provide a voice to the people who need additional support in communicating the needs of the community. (We walk beside you!)

The basic ingredients are people who are willing to work together to create change. Planning and structure people who are willing to be a leader or hold a leadership position. Neighborhoods are the heart of a city. For many people, the neighborhood they live in is as important as the house they live in. Most neighborhoods have clearly identifiable characteristics: housing types, appearance, neighborliness, and safety. These characteristics affect the value of the houses in the area as well as the desirability of living in the neighborhood. There are both emotional and economic benefits to having friendly, safe, and attractive neighborhoods.

If you want to preserve or enhance your neighborhood, you must first get to know it. Begin by walking your neighborhood. You will notice the small, but significant, details that make your neighborhood unique.

* Pay attention to:

Different housing styles; Notice the ages of the homes, is there a unifying element to your neighborhood, a school, a central park, a busy street? Try to find out which houses or structures have historical or cultural significance.

Characteristics of neighbors; as we are out with our families, notice the absence or presence of porches, privacy fences, sidewalks, children, and pedestrians around your home. Do you see people outside gardening, jogging, biking, and walking for pleasure? What schools, churches, institutions, businesses, and natural amenities are parts of your neighborhood? How do they contribute or detract from its neighborly feel? This is just some of what I look for personally.

People; Do some streets have higher concentrations of seniors or families with young children? Who are the respected elders in the neighborhood? Do you need support in talking to the City Council or County? This is part of what we do to advocate for your needs.

Safety issues; Are there sidewalks, streetlights, bike lanes, and well-marked crosswalks? Are hedges and branches trimmed back from the sidewalks and intersections? Are walkways well maintained? Are speed limits and pedestrian laws enforced? This is part of what we do to advocate for your needs.

Your neighborhood’s political presence in the city; who are the acknowledged community leaders? What is the history of involvement in your neighborhood? Perhaps much of the groundwork has already been laid. Once you have assessed your neighborhood's strengths and challenges, you will be ready to engage your neighbors in the truly satisfying work that lies ahead.

Build community.

Building community means improving your neighborhood’s ability to organize and leverage the diverse skills of its residents. Residents want to become better neighbors by getting to know each other and helping each other out.

* Whether it is exchanging skills, such as cooking dinner for a neighbor one night in exchange for having him/her run some errands for you, activities such as these enhance the sense of community.
* Address a particular concern of the neighborhood.

Many neighborhoods become organized when a particular concern emerges in which they can rally around. Residents of the neighborhood may get together to discuss problems and come up with solutions. As an Association, members can work together to resolve the issue and use the many resources already available within their neighborhood.

* Improve communication.

o Neighborhood Associations can serve as a vehicle to connect neighbors to neighbors.

o Neighborhood Associations can help strengthen communication between residents and City Staff as to create a better community through cooperative action. In keeping with this philosophy, the city will seek to notify and consult with Neighborhood Associations on matters of neighborhood interest.

Kids

 Some ideas for the kids in your neighborhood: Movie in the park night Kids or pet parade Kickball Crafts Sidewalk chalk Lemonade stand May Day baskets Scavenger Hunt Back to School Make a take book leave a book Community art / Art in the parks Claggett Creek Park Wet Land Project

NEIGHBORHOOD ASSOCIATION PRIMARY CONTACT

The Neighborhood Association primary contact is a volunteer that a recognized Neighborhood Association selects to serve as their primary contact with the City of Keizer. The Neighborhood Association contact serves as the primary communicator between the recognized neighborhood association and the city. Contact information for this individual is available to the public on the City’s website and upon request. All City Staff will be notified of the name and contact information for the Neighborhood Association. City Staff will be able to assist the contact to interpret official notices and policies.

The city will seek to notify the Neighborhood Association contact on matters of neighborhood interest.

For example, the Neighborhood Association contact will be notified when:

o Significant neighborhood projects are being discussed or proposed such as street reconstruction, park development or redevelopment or land use planning.

o A mailing goes out to residents in the neighborhood related to a city matter or public hearing.

o A developer requests a neighborhood meeting for the purpose of sketch plan review.

o The City is seeking to organize a neighborhood group for resident input.

 NEIGHBORHOOD ASSOCIATION EXPECTATIONS

The following expectations exist with respect to the Neighborhood Association: The Neighborhood Association does not speak on behalf of all neighbors at any time and will not limit the ability of any person or entity, including non-recognized Neighborhood groups, to participate on their own behalf. Communication with the Neighborhood Association will not replace the City’s traditional methods of direct outreach to residents.

• Neighborhood Associations are strictly voluntary and no Neighbor will be required to participate. Each Neighborhood Association will determine its own priorities and desired level of activity.

• Neighborhood Associations will not assume the role of an administrative or legislative body.

• Neighborhood Associations have no legal authority to enact or enforce property design or maintenance requirements.

• The Neighborhood Association will ensure that the designated contact will forward all relevant and applicable information received from the city to the Neighborhood Association Steering Committee or Board, as well as affected residents, if applicable.

• The Neighborhood Association will notify the city of the organization’s priorities and desired level of activity on projects and initiatives through the designated contact.

• The Neighborhood Association will submit annual recognition paperwork to the city and maintain updated bylaws, steering committee/board member lists, and designated contact information with the city at all times.

• Membership fees, when established by the bylaws of a Neighborhood Association, shall be voluntary and shall not preclude any neighbor from participating in the Neighborhood Association

 Membership

There are three bodies of membership within a neighborhood association:

1. The General Membership includes any interested person who lives within the boundaries as specified by the neighborhood association. The general membership may also include those who work or do business in your neighborhood.

2. Committees are task-related groups formed from the general membership that work on a particular project or issue. Some committees meet for a specified project and disband when the project is over, while others are ongoing.

3. Leadership can be as simple or complex as you like. Leadership may be simply a president of the neighborhood association or there may be other positions like treasurer, secretary, or specific committee heads.

Neighborhood Association Position Descriptions;

President: The President of the neighborhood’s association serves as the chief executive officer of the association. The President serves at the will of the Board of Directors and can be removed with or without cause at any time by a majority of the vote by the Board. The President should not allow personal feelings or outside pressures to influence his or her actions.

* Presides at all meetings of the association, including helping the Secretary prepare the meeting agenda, and to begin and close the meeting.
* Appoints all committee and task force chairs. Serves as a member of all committees, except the nominating committee. Serving as official does not mean the President has to attend the committee meetings. The President should not serve as a committee Chairperson.
* Assumes charge of the daily administration of the association.
* Has the authority to authorize specific actions in promoting the Board’s policies.
* Leads orderly discussions by tactfully and politely enforcing rules that offer every member a chance to speak for or against a motion.
* Determines whether or not enough members (a quorum) are present to conduct business. Informs people about how the meeting will proceed. Reviews the agenda and explains each motion before a vote.
* Votes to break ties.
* Serves as spokesperson for the Board of Directors in most matters relating to association business. Cannot, without specific Board approval, borrow funds in the name of the association or otherwise act beyond the scope of the authority established by the association documents and its Board of Directors.

Vice President: The Vice President of the association is responsible for performing the duties of the President in the absence of the President. Examples of the types of duties and responsibilities the Vice President may perform are:

* Coordinates committee chairs and reports progress to the Board.
* Assumes duties as defined or assigned by the President and/or Board of Directors

Secretary: The Secretary is responsible for maintaining the records of the association, including preparing notices for all meetings of the Board and the membership, and authenticating the records of the association. Examples of the types of duties and responsibilities the Secretary may perform are:

* Takes the minutes of the meetings and keeps a permanent, accurate record of what has taken place in meetings.
* Prepares written minutes for the Board of Directors and reads the minutes of the previous meeting.
* Is familiar with previous minutes in order to provide needed information to the President.
* Receives and handles all correspondence.
* Prepares meeting notices of all association meetings.
* Keeps an accurate list of members’ names, addresses, email addresses, and telephone number

Treasurer: The Treasurer is the custodian of the association’s funds and financial records. Examples of the types of duties and responsibilities the Treasurer may perform are:

o Coordinates the development of the proposed annual budget for the association.

o Keeps track of all revenues and expenditures; usually signs all checks or vouchers.

o Pays all the expenses upon authorization by the Board and the association.

o Presents a written report each month to the Board of Directors and/or association of the month’s disbursements and the balance on hand.

Committees: Committees play an important and vital role in associations. They help distribute the workload and provide an opportunity for members to get involved, training and preparing future officers and Board members. The President and/or the Board of Directors have the authority to establish committees and task forces needed to carry out the functions of the association. Standing committees continue from year to year. Special committees are appointed or elected for specific assignments.

The role of the committee chair is to head a small group that reports, makes recommendations, and/or acts on specific issues. The committee chair:

o Is usually the first person appointed to the committee.

o May be appointed by other committee members or by the President.

o Meets regularly with his/her committee and reports its activities to the Board

 Board Officers:

Board members shall meet after the (annual meeting or list month) general meeting and, by majority vote of the neighborhood organization members present, elect a President, Vice President, Secretary, and Treasurer. Any remaining Board members shall be members-at-large.

Number of Board Members:

The Board shall determine the exact numbers of Board positions annually. There shall be at least four (4) and no more than nine (9) Board members.

Eligibility for Board Service:

Only persons eligible for membership shall be qualified to hold an elected or appointed position.

Board Vacancies

The Board may fill any vacancy on the Board or committees by majority vote of the Board. A member appointed to fill a vacancy shall serve the remainder of the unexpired term and until his or her successor is elected or appointed.

Election of Board Members

Board members shall be elected annually by a vote of the membership at the annual meeting (or list month meeting is held). The names of all candidates for the Board shall be placed in nomination by a nominating committee or by any member of the Neighborhood Association.

Election requires a majority vote of the membership present.

Duties of Board Officers:

President: The President shall preside at all board meetings and all membership meetings and shall perform such duties as the Board and the membership from time to time authorizes. The 18 Chairperson shall represent the position of the Board and the interests of the Neighborhood Association.

Vice President: The Vice President shall perform the duties of the Chairperson in the Chairperson’s absence and as authorized by the by1aws or regulations of the Board.

Secretary: The Secretary shall record and maintain minutes of Membership and Board meetings, assist the Chairperson with correspondence and maintain the non-financial files of the Neighborhood Association. The Secretary will maintain a list of Board members and their terms.

Treasurer: The Treasurer shall be in charge of all funds belonging to the Neighborhood Association and shall receive, deposit and disburse funds for the Neighborhood Association in a bank(s) or financial institution(s) in such manner as designated by the Board. The Treasurer shall make financial reports as directed by the Board.

Powers of the Board:

The Board shall be responsible for all business coming before the Neighborhood Association and for assuring that members are informed of business that affects them through reasonable means of notification. The Board has the responsibility of acting in the best interest of the neighborhood but is not specifically bound to act according to the desire of the majority of members attending a particular meeting.

Volunteering

Volunteering is a great way to improve the neighborhood and provides an opportunity for neighbors to get to know each other. Volunteers can participate in clean-ups, help neighbors in need, provide rides to elderly neighbors who need it, adopt a vacant lot, and facilitate many other kinds of action. The possibilities for volunteering are almost endless. The neighborhood association can connect people to make volunteering easier and can create committees to match people up with issues they care about or areas where their skills would be helpful. You can even organize events and friendly competitions with your neighborhood organization like block parties or lawn decorating. The neighborhood association also helps to allow group action for larger projects that would be hard to tackle alone.

Activities to be planned out are as follows;

1. Neighborhood cleanups

2. Plan a block party or education event (fire prevention for example) (National Night out)

3. Walking school bus (organization a walking group to schools)

4. Neighborhood clean-up 5. Street improvements 6. Park improvements

7. Youth projects 8. Tree planting 9. Community gardens

10. Tool lending libraries 11. Paint swap 12. Adding signage

13. Grocery program (work with local establishments like neighborhood centers to have fridges that sell perishable items, frozen vegetables, or sell common necessary items (ex. Paper towels). You may be able to organize food delivery service and online grocery delivery necessary products (like fresh produce) to a central location in your neighborhood or your home after examining costs and benefits. In some communities, even gas stations and hardware stores are contributing by selling some necessary grocery items to neighbors. A rideshare to a grocery store may also help many residents access healthy food.

Nov 13th 2024

Rough Draft

Getting Kids back to school

Pilot Program

Incentive program

Designed by Greater Northeast Keizer Neighborhood Association, with Support from Jeannett Richter

The Incentive Program is;

Incentives are a great way to engage your students and create excitement for your Kennedy Families incentive initiative. However, coming up with incentive ideas may be a challenging task. So we’ve created this list of incentives to help educators and administrators support their Greater Northeast Keizer Neighborhood Association.

Incentives and parent programming should go hand in hand. When offered together, they help parents acquire skills to support their child's education and even tighten the bond within fragmented families. Parent and the incentive program should work in tandem, to help parents acquire the necessary skills in supporting the child's education.

To encourage families to attend school or organization events and boost attendance, it’s essential to offer incentives that make participation more appealing and worthwhile. Here are some effective incentives that can be offered: To encourage parents and children in participation, here is a list of activities/workshops/events that has been proposed.

* 1. Educational Workshops: Provide informative workshops on topics of interest to parents, such as child development, academic support, and college preparation. Offering valuable knowledge can be a strong incentive for parents to attend.
	2. Family-Friendly Activities: Organize fun and engaging family activities like game nights, arts and crafts sessions, or movie nights. These events create a sense of bonding and enjoyment for both parents and children.
	3. Free Childcare: Offering free or low-cost childcare during events can ease the burden on parents who have young children and make it easier for them to attend.

4) Food and Refreshments: Provide free snacks, refreshments, or even full meals during events. Sharing a meal or snacks can create a relaxed and inviting atmosphere, encouraging parents to stay and participate.

5) Raffle Prizes: Hold raffles with attractive prizes such as gift cards, school supplies, or even electronic devices. Raffles can add an element of excitement and anticipation to events. Ask local companies to donate, such as sports teams, children’s museums, even grocery stores to donate tickets, passes, or gift cards. Reaching out to these types of businesses to help support the night in the community can be a huge help with budget.

6) Recognition and Appreciation: Acknowledge and celebrate parents’ involvement and contributions to the school or organization. Consider giving out certificates, awards, or thank-you notes to express gratitude for their attendance and support.

7) Parent-Teacher Conferences: Combine events with parent-teacher conferences to give parents an opportunity to discuss their child’s progress directly with teachers. This can be a powerful motivator for parents to attend.

8) Student Performances: Showcase students’ talents and accomplishments through performances or exhibitions. Parents often enjoy seeing their children shine, making them more likely to attend such events.

9) Collaborative Projects: Involve parents in collaborative projects that benefit the school or organization, such as fundraising initiatives, community service projects, or beautification efforts. This sense of ownership and shared responsibility can boost attendance.

10) Transportation Services: Arrange transportation services or provide information on public transportation options to help parents overcome transportation barriers.

11) Flexible Scheduling: Ensure events are scheduled at convenient times, such as evenings or weekends, to accommodate parents’ diverse schedules.

12) Cultural Celebrations: Host cultural events that celebrate the diverse backgrounds and traditions of the school or community. This can attract families and create a sense of inclusion.

13) Professional Development: Offer workshops and seminars that help parents acquire new skills or knowledge relevant to their personal and professional growth.

14) Parent Support Groups: Create parent support groups or networks where parents can connect with others who share similar experiences and challenges. This sense of community can encourage regular attendance.

Family engagement is crucial for a child’s educational success, but it requires effort and creativity to overcome the challenges that schools, communities, and organizations face. By addressing time constraints, improving communication, breaking down language and cultural barriers, promoting inclusivity, and removing resource-related obstacles, we can bridge the gap and create a thriving, supportive school environment where parents are actively involved in their child’s education. It’s a collaborative effort that benefits everyone involved and sets the stage for a brighter future for our children. Greater Northeast Keizer Neighborhood Association is leading this as one of the core Incentive initiatives.

Incentives are categorized by:

• Grade: K – 5

• Price: our estimate of the GNEKNA cost

• Category: Tangible, Recognition, or Privilege

• Value: one trophy represents items that can be earned within one or two weeks, two trophies represent items that may take up to a full grading period to earn, and three trophies for items that may take half of the year to earn

Incentives;

Tims program within the school (gaming; Art; Dance; Music) Grades 3 to 5 (Day?) part of the afterschool program

Family Night Bag K to 5th grade Privilege (popcorn, Soda, Candy) etc. or Movie pass

* Teacher Assistance “Special “Grade K to 5th Privilege
* Gifts cards for Fast food $5.00 to $15.00 K to 5th grade Tangible
* Gifts Cards for families $20.00 to $30.00 for getting your child to school every day for 1 month Tangible (parent and child)
* Gift cards for sporting events; (Bowling, football, Etc.) Tangible
* Gift Card for the Grange Rec for coffee $10.00 Tangible
* Gift card for Starbucks $10.00Tangible
* Gift for Dutch bros $10.00 Tangible
* Art gift card; Media gift card; $20.00 (Must have good attendance for 1 month)

Parent incentives;

* Walmart gift Cards $20.00 for attendance for 1 month Tangible
* Gifts Cards for families $20.00 to $25.00 for getting your child to school every day for 1 month Tangible
* Dinner night gift card for $40.00 (must have 2 months of good attendance)
* (or…attend every meeting/training/class)
* Class pizza party with the most class Attendance for 3 months- celebration of success for completing the goal. (Pizza and drinks) certificates given out for each student in this class! With a $10.00 gift card.

Items to help with success;

Alarm clocks with plugs and batteries for help getting this set up!

Watches

Bikes raffle w/ Helmets

Scooter raffle W/ Helmets

Dec 3rd meeting

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date; Dec 3rd Time: 6:00 to 7:00 pm Location: Keizer Civic Center

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Welcome; Thank you everyone for coming out tonight!

Join Zoom Meeting

https://us06web.zoom.us/j/89094367402?pwd=ZxSYXIyAwLSYP60VayboF2rmvargPy.1

Meeting ID: 890 9436 7402 Passcode: 257171

* Approval of Minutes

1. Make sure everything is in place for the Dec 10th Community Safety Gathering

Persistence and Resilience only come from having been given the chance to work through the difficult problems. Dieter F. Uchtdorf (Jacqueline shared this quote) It was great!

Minutes from Dec 3rd meeting GNEKNA

Members attended; Beverly, Lizzy, Ben, Antionio, Linda, Karen, Alice, Lisa, Jim J, Tammy Kunz and Jacqueline Green (11)

Tammy Called the meeting to order minutes to approve for Nov13th motion made by Karen 2nd by Lisa Little and passed unanimously

We covered the Safety Awareness gathering details; From who is confirmed to host tables and how many email were sent.

Tammy, Jaqueline and Jeanette sent out 652 emails over the 4 months of planning and attended Salem and Keizer meeting to share our information for this event.

Tammy, Jeanette and Jacquline attended Salem City Council meetings more than once to share this information and shared this information with Irma Coleman to be able to pass on the Salem groups as well. Salem has 17 Neighborhood Association and 3 are on hold at this time but we shared information with all 17 and spoke at several.

Tammy attended in person and online meetings, Jacqueline did the same, Jeanette was more online for the Salem meetings but was able to share with each group. We learned 2 groups held election during this event and were not able to make. Tammy and Jacqueline shared with other community events as well and partnered with Keizer United to help us pull all this together and to be honest with that support this could not have happened. They provide a huge amount of funding for deposit, and helped with catering cost, and insurance and some money went in to cover the cost of printing material. (Surveys, agenda, and information for the table they hosted as well as sharing this information with businesses in Salem and Keizer.

Tammy reached out to all Salem and Keizer City Council, plus all staff for both. Mayors for Salem and Keizer were sent invites as well as City managers for both communities. City Commissioners and other staff intend on providing support and being in attendance.

We covered the layout and all the details to be sure we had extra cords for what Tammy and Jacqueline needed, as well as the team’s information for Nancy as she has agreed to run the team’s side of things. This covered most of our meeting and then we touched on what to cover for Jan 2025 meeting and layout for the agenda.

Other business; Lisa and Nancy asked if we can start including the Neighborhood Watch on our meetings and with our City Council updates as Tammy wants this to be clear for all. (11)

 Voted unanimously for this to happen so starting Dec we include Neighborhood watch in our reports.

Greater Northeast Keizer Neighborhood Association

nekna2022@gmail.com

503-991-1671

This was an anonymous survey to check and see how we are getting information out and working on building community outreach for event and gathering. I am going to share these results.

Community Safety Awareness Gathering Survey Results

Did this meeting answer most, if not all your questions concerning safety? If not, what could the community do to better address the awareness on safety? Or safety not discussed tonight?

Yes, I was grateful for the chance to share my business with the community and ask question.

No, but it’s a work in progress and we have to start somewhere

Yes, this meeting was highly informational & educational

I was impressed with the variety of safety topics and cannot think of anything to add this time

N/A

Yes/ Lots of good information

Terrible timing please consider running the program again in June-August

Unsure, will get back to you

Were your interests- concerns-expectations on safety discussed? Any questions?

Didn’t have any expectations

Just interested in the information, would have like to hear from safe Routes -oh well

Listening about Liberty House was great. I was unaware of their work

Not at all, I would have like to hear from the partners more on how to engage better

Great information, yes highly impressed with the contact and amount of information.

I did not have any questions before the presentation, N/A

Were the presentations easy to understand & follow along with? Do you feel you were valued in the meeting?

Liberty House, was a bundle of information and knowledge shared, I was impressed with the amount of work done and the way this team worked to help provide a better since of safety in this unsafe time. Weird question for safety

Yes/ Yes, some were a bit long

Hard to hear microphone on some people

Unfortunately, No I don’t believe it’s the fault of this gathering. Some people don’t know how to use a microphone or are uncomfortable doing so

Yes, thank you

What suggestions do you have, on how we can improve?

Partners to do presentations at events

More outreach

December may be a hard month for folks to add another event do it in another

Schedule in another month not December

Maybe have in the fall I think more people would come

Some people send in their prestation in advance so they can be looked on one laptop and not have to switch out laptops

Committee Or Community

The event was great Not sure of any improvements

This should be something the community observes not just the resource or organizations

More communication

Would you attend or recommend a friend to a meeting in the future?

Hard to have a separate event

Yes, I would love to see Salem and Keizer work better with City council to gather more people and provide better support for the groups who should be gaining that support. Some seemed to be burdened to have to be involved bad for the City of Keizer. The council did not provide the support we exspect to receive. As a member of the GNEKNA and vendor it made me sad.

There would have to be a bigger turnout but the information is extremely valuable

My friends don’t live in the area

In a different month with interactive activities

Yes, I want to help it grow

Yes, thank you Tammy & Jacqueline for all you do Keizer city council should follow your lead and not play these games.

Absolutely, would love to see this 2 times a year to help communities gather and build stronger partnerships with those who should care. Salem did not even bother to show-up for those they serve I was sad, Keizer showed up but seemed not to provide support I was sad for this team who worked so hard.

I loved being part of this event, I serve a Salem Community and Use teams for our meeting and having another group invite us for this using a format we use was great. I would be great to have these ladies do more with an online format. My group of 13 really enjoyed it and we used this for our meeting and met with our board the following week to talk about this safety awareness information and have incorporated into our meetings.

By the way Tammy has been attending our teams meeting for a while now and we really enjoy hearing from her and how the Keizer Community Diversity Committee is doing and wish we had a group like this for Salem. I love hearing how the other neighborhood Associations are doing and to hear about ways they are overcoming the struggles gives us hope to continue to grow. Thank you for Tammy and her Heart of Service. 12/2024

I serve one of the Salem communities and Lancaster is part of our boundaries. I enjoyed hearing from the SKATS staff on how they are trying to help keep our community safer. I would like to see more on line and Tammy has been able to help us with that and shared how she has gotten involved with the SKATS meeting. I cannot attend because of work, but have accessed these from the website. Tammy has been part of this growth for our group, and remain to stay involved today. 1/2025

My community serves Washington Elementary and this was great my only feedback is a more stable connection for Zoom we kept getting kicked out, once we moved to teams it was amazing. Liberty house was the most helpful for us we had 22 on our teams’ link for the group and jumped into this meeting after our meeting. We were 30 minutes late but needed to have our elections and then we jumped in. Great job on the different factors covered I enjoyed Cert but it was hard to hear. SKATS was nice Tammy sent us the information and it was great to hear from other groups. Time of year is the other summer or early spring for us is a great time to prep for summer and safety concerns.

1/2025

Absolutely! Even friends who may not live in Keizer

Thank you, Tammy & Jacqueline, Jeanette thank you for partnering with Keizer and providing the support this this team for all you do!!!

Meeting ended at 8 pm Lisa Little 2-hour meeting

GNEKNA NW Meeting Minutes; for Dec 18th 2024

People in Attendance: Ben, Beverly, Lizzy, Ken, Lillian, Antionio, Linda M, Karen, Alice T, Lisa, James D, Shawn, Thomas M, Nancy B, Jackie T, Jean G, Tammy Kunz and Jacqueline Green. (18)

For all of you who could not make it, we are sorry and hope you will sign up and join our committee.

We covered a number of concerns:

 Break-ins Speeding Child Safety

 Dogs Parking Issues Teens Destroying Personal Property.

Here are some of the solutions we came up with:

1. Kids and Speeding -

 Please Write Down

 Description of the Car

 License Plate Number

 Give it to the Our Keizer Police department or point of contact for the Neighborhood Watch Program

We Will Address Each One.

1. Lighting
2. We are Working on Getting a Bulk Prices on Outdoor Solar Sensor Lights.
3. You Can put them on the Back of Your Homes to Promote Safety and Detour Crime.

Zoom link

This meeting will be held the 3rd Wednesday of each month @6:30 pm. through Zoom; Join Zoom Meeting;

https://us06web.zoom.us/j/87654418812?pwd=DWiPJosdxanDXlcBaW0qFVaKblUbF4.1

Meeting ID: 876 5441 8812 Passcode: 845817

This link will stay the same for the next year and I will look into keep this as our link from this point on.

January Neighborhood Watch program GNEKNA

Meeting notes from

This meeting will be held the 3rd Wednesday of each month @6:30 pm. through Zoom; Join Zoom

https://us06web.zoom.us/j/87654418812?pwd=DWiPJosdxanDXlcBaW0qFVaKblUbF4.1

Meeting ID: 876 5441 8812 Passcode: 845817

Topic: Introductions

Why we formed this Neighborhood watch program? What Neighborhood Watch Is? Neighborhood Watch is a crime-prevention program that allows us to work in partnership with law enforcement to reduce crime, solve problems and improve the quality of life in our community.

General Board Representation

 President - Responsible for the overall leadership of the board. Sets

the agenda and facilitates all meetings. Tammy Kunz

Vice President - Assists the chairperson. In the absence of the chairperson, the vice chairperson conducts the meetings and exercises all of the usual duties of the chairperson. Jacqueline Green

Secretary - Records the minutes of the meetings and makes sure that copies of the minutes, agendas, and other records are available for the board and public. David Cortez, and Lisa B

Cover what we want this to look like for our communities and share how this will work.

* Mission is to deter crime and the fear of crime
* Start and revitalize Neighborhood Watch groups
* Educate & Empower residents
* Partnership with Law Enforcement
* Communicate & Support

Topic: Program Areas

* 911 and reporting education
* Phone Tree and other communication tools
* Deterrent Activities
* Crime Reports
* Address Issues

 How Neighborhood Watch Works: Organizing Discuss group structure, roles, leaders

 The First meeting for Block Captains

 Meet your neighbors, fill out signup/contact sheet

 Review calling 911, the Phone Tree, deterrent activities and crime reports

Special events we have done in the past are another good way to keep the group active. The following are some possibilities:

* Neighborhood walks to identify potential crime and disorder problems (Peace walks)
* Socials, e.g., parties or potluck dinners
* Cleaning streets, vacant lots, canyons, parks, etc.
* Graffiti paint outs
* Fund raising to buy signs, e.g., by collecting recyclables
* Bicycle safety and licensing rodeo
* Painting address numbers on curbs and alley fences or garages

 Topic; Review Duties of the Block Captain or Co-Captains

After the group is formed their duties will depend on their organizational skills and interests, and the nature and objectives of the group.

• Recruit new members

• Maintain a membership list and area map with home addresses

• Keep members informed about area crime and disorder

• Try to see group members frequently

• Establish and maintain phone number and e-mail address trees that group members can use to contact residents in an emergency

• Develop an area activity profile to help members recognize unusual or suspicious activities in the area including vehicle descriptions, work hours, school hours, and scheduled services, e.g., gardening

• Act as a spokesperson for the group

* Block Watchers

• Acts as eyes and ears for their neighbors and reports suspicious activities.

• Studies crime prevention materials furnished to them

• Checks neighbors' homes when they are out of town

• Cooperates and assists the Block Captain.

• Participates in Operation Identification

 The Following meetings

Meetings can also be scheduled to address a serious incident in the area, or two or more less-serious incidents of the same type. Problem solving usually proceeds in the following steps:

1. Definition. What is the problem? Some examples are car break-ins and thefts, home burglaries, speeding, unlicensed solicitors, graffiti, panhandling, and trash dumping.

2. Analysis. What are the common elements of the problem? They could be time of day, location, kinds of offenders and victims, kinds of targets, access to targets, methods of defeating security measures.

3. Response. How can the problem be addressed? What can be done to prevent recurrence or reduce the damage if it does recur? What agencies or organizations are responsible and should help in solving the problem? What are the best things to do for short- and long-term results?

4. Assessment. Did the problem go away? Was the damage reduced? If not, what else should be done?

Next Meeting: Work on action tasks, any new hot topics

* This meeting we will cover minutes from the previous month for this group to approval.
* Cover information brought forth by Block captains.
* Topics or community for presentations to attend the next meeting
* Report to group if we have new Block captains or places for an outreach to take place;
* Signup/contact sheet complete
* Encourage others to join us next time

Tammy will work on power point for the Feb meeting; March meeting, and we are all working on bringing in 1 new person to help with block watchers or support.

Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA commits to equity into our fabric which allows us to serve everyone in our community.

Meeting adjourned 2 hours

Work session for Annual report; January 31st 2025 Hybrid meeting Zoom/ Teams / in person (Salem Library meeting room) Tammy Kunz, Jacqueline Green, Beverly, Lizzy, Ken, Lillian, Zoom Antionio, Linda, Karen, Alice, Lisa, James, Shawn, Thomas, Nancy, Jacque Thomas, Jean G, Ann Thomson, Teams Angela R, Maria G and Ben, (21)

Maria Taking notes today, she would like to learn the ropes and become a back up for the secretary position for both groups and shared some she may have to work but will take and stack breaks to meet the schedule and she has worked that out with staff.

Business for today; review Mission statement; equity statement and notes from meeting through out the year.

**Mission Statement**

The purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.

Other aspects of our mission are to promote programs, services, and activities aimed to encourage connections among our neighbors and families within our community.

Foster civic engagement and education by providing information about the community and civic issues. We have done that by creating a bi-monthly newsletter, facilitating the discussion on these issues in a number of ways by using the internet tools at our disposal; such as Facebook, next door and email list as a way of communicating information.

Solicit input from members in the community about items that affect them.

Work to protect public spaces. Address safety concerns and public nuisance concerns of members in our community. Act as a vehicle to communicate the concerns of members and advocate for the best interest of their best interest to the Keizer City Council and other Boards and Committees; as well as to other government agencies both state and local as needed.

Work to improve the quality of life for those who live, work and play within the Greater Northeast Keizer Neighborhood Association.

Review to make sure there are no changes to our mission. Mission statement is going to stay the same. Mation from Beverly and Second form Shawn, motions carry Members attended; Ben, Tammy, Jacqueline Beverly, Lizzy, Ken, Lillian, Antionio, Linda, Karen, Alice Lisa, James, Shawn, Thomas, Nancy, Jacque Thomas, Jean G, Ann Thomson, Angela R, Maria G (23) motion passed unanimously

Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA commits to equity into our fabric which allows us to serve everyone in our community.

* Concerns that came up Losing funding / look at changing some of the language
* Equity Gaps phasing came maybe wording be changed we had a healthy conversation for about 20 minutes

Ken made a motion to leave as is 2nd came from Lizzy Tammy called for discussion and motions carried (21) motion passed unanimously

Next order of business is Charter and supporting guidelines

Greater Northeast Keizer Neighborhood Association Charter

Article I: Establishment and Purpose

• Section 1: Name: The association shall be known as " Greater Northeast Keizer Neighborhood Association ".

• Section 2: Purpose: The primary purpose of the association is to enhance the quality of life within the neighborhood by promoting community engagement, addressing shared concerns, and advocating for resident interests regarding issues like property values, safety, and neighborhood aesthetics. Another part of our purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.

Tammy asked for Discussion on this part of the document; Jacqueline shared this is just like the bylaws and wondered if anyone would like to add or change any of this.

Beverly made a motion to keep this section as written, 2nd by Shawn, motion carried (21) motion passed unanimously

Article II: Membership

• Section 1: Eligibility:

A neighborhood association is a group of homeowners, renters, apartment dweller and churches, businesses, Schools and representatives who want to improve their neighborhood. I helped to put this neighborhood association together in order to help improve the condition of my community and those communities around me. We are just a group of people who want to create change in our communities and make it safer for our children and grandchildren and for ourselves.

1. The General Membership includes any interested person who lives within the boundaries as specified by the neighborhood association. The general membership may also include those who work or do business in your neighborhood.

2. Committees are task-related groups formed from the general membership that work on a particular project or issue. Some committees meet for a specified project and disband when the project is over, while others are ongoing.

3. Leadership can be as simple or complex as you like. Leadership may be simply a president of the neighborhood association or there may be other positions like treasurer, secretary, or specific committee heads.

Tammy asked for discussion on this next section to see if changes or adjustment are needed; Beverly made a motion to keep this section as written, 2nd by Shawn, motion carried (21) motion passed unanimously

• Section 2: Membership Fees:

There is no annual membership fees required to participate in association activities.

Article III: Governing Board

• Section 1: Composition:

The Board of Directors shall consist of [5] members elected by the membership at an annual meeting.

• Section 2: Officers:

The Board shall include a President, Vice President, and Secretary, each with defined responsibilities.

Beverly made a motion to keep this section as written, 2nd by Shawn, motion carried (21) motion passed unanimously

Role of Chairperson

Skills of President / Chairperson: Understanding of aims & objectives of the Neighborhood Association. Ability to lead & manage meetings. Speaks clearly & succinctly. Is sensitive to the feelings of members & ensures members treat each other with respect. Is impartial & objective. Have good time-keeping skills, ensuring that meetings start & finish on time. Ability to delegate duties. Ability & commitment to ensure members' decisions are taken, recorded, & carried out.

Role of Vice-President / Vice -Chair Skills of Vice-Chair-are the same as the Chairperson. Work consistently with & support the Chair & Secretary to help carry out the agendas & activities of the “Greater Northeast Keizer Neighborhood Association”. Must have a clear understanding of the role & responsibilities of the Chair & Secretary, & be able to substitute either position in case of an emergency/resignation of a position. Always ensure the 5 members are involved in the affairs of the school & community. The main role of a good Vice-Chair is to facilitate engagements with; Board members and Community members, neighbors, & parents with the Outward Mindset predisposition-seeing other people’s; needs, dreams, & problems as important as their own.

Beverly made a motion to keep this section as written, 2nd by Shawn, motion carried (21) motion passed unanimously

Role of Secretary: Skills of Secretary: Always making sure that the entire body of the Neighborhood Association is involved in the affairs of the school & community. An understanding of the aims & objectives of the Neighborhood Association. Management skills. Administrative skills. Well organized & conscientious with attention to detail. Utilizing discretion & tact. Communication skills. Be able to maintain confidentiality. Be able to react to opportunities & make decisions. Ability to record meetings accurately & concisely.

Article IV: Committees

Committees: Committees play an important and vital role in associations. They help distribute the workload and provide an opportunity for members to get involved, training and preparing future officers and Board members. The President and/or the Board of Directors have the authority to establish committees and task forces needed to carry out the functions of the association. Standing committees continue from year to year. Special committees are appointed or elected for specific assignments.

Beverly made a motion to keep this section as written, 2nd by Shawn, motion carried (21) motion passed unanimously

The role of the committee chair is to head a small group that reports, makes recommendations, and/or acts on specific issues. The committee chair:

o Is usually the first person appointed to the committee.

o May be appointed by other committee members or by the President.

o Meets regularly with his/her committee and reports its activities to the Board

• Section 1: Formation:

The Board may establish standing committees (e.g., Community Beautification, Safety, Communications) to address specific neighborhood issues.

• Section 2: Committee Roles:

Each committee will be responsible for developing action plans, coordinating initiatives, and reporting progress to the Board.

1. Takes the minutes of the meetings and keeps a permanent, accurate record of what has taken place in meetings.

2. Prepares written minutes for the Board of Directors and reads the minutes of the previous meeting.

Maria made a motion to keep this section as written, 2nd by Shawn, motion carried (21) motion passed unanimously

Article V: Meetings

• Section 1: Annual Meeting:

An annual meeting shall be held each year to elect Board members, review financial reports, and discuss association priorities.

• Section 2: Special Meetings:

Special meetings may be called by the Board or upon petition by a specified percentage of members.

Article VI: Decision Making

• Section 1: Voting Rights: Each member in good standing shall have one vote on all matters brought before the association.

• Section 2: Quorum: A quorum for a meeting shall be [specified percentage (3)] of the membership.

Alice made a motion to keep this section as written, 2nd by Beverly, motion carried (21) motion passed unanimously

Board Vacancies

The Board may fill any vacancy on the Board or committees by majority vote of the Board. A member appointed to fill a vacancy shall serve the remainder of the unexpired term and until his or her successor is elected or appointed.

Article VII: Communications

• Section 1: Official Channels:

The association will communicate with members primarily through a newsletter, website, phone, and email updates.

• Section 2: Resident Input:

Mechanisms for gathering resident input, such as surveys and neighborhood forums, will be established.

Article VIII: Dispute Resolution

• Section 1: Mediation: Any disputes arising between members or the association shall be attempted to be resolved through mediation before resorting to legal action.

Article IX: Amendments

• Section 1: Amendment Process: This charter may be amended by a majority vote of the membership at a duly called meeting.

Notes from conversation;

Led by Nancy adding By-laws next to charter covers us if the resolution stands and can not be changed. Would it be possible to make this amendment just to cover our selves so we don’t have a special meeting to fix this.

Beverly made a motion to keep this section as written with the amendment, 2nd by Shawn, motion carried (21) motion passed unanimously

Final draft;

Greater Northeast Keizer Neighborhood Association Charter/ Bylaws

Article I: Establishment and Purpose

• Section 1: Name: The association shall be known as " Greater Northeast Keizer Neighborhood Association ".

• Section 2: Purpose: The primary purpose of the association is to enhance the quality of life within the neighborhood by promoting community engagement, addressing shared concerns, and advocating for resident interests regarding issues like property values, safety, and neighborhood aesthetics. Another part of our purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.

Article II: Membership

• Section 1: Eligibility:

A neighborhood association is a group of homeowners, renters, apartment dweller and churches, businesses, Schools and representatives who want to improve their neighborhood. I helped to put this neighborhood association together in order to help improve the condition of my community and those communities around me. We are just a group of people who want to create change in our communities and make it safer for our children and grandchildren and for ourselves.

1. The General Membership includes any interested person who lives within the boundaries as specified by the neighborhood association. The general membership may also include those who work or do business in your neighborhood.

2. Committees are task-related groups formed from the general membership that work on a particular project or issue. Some committees meet for a specified project and disband when the project is over, while others are ongoing.

3. Leadership can be as simple or complex as you like. Leadership may be simply a president of the neighborhood association or there may be other positions like treasurer, secretary, or specific committee heads.

• Section 2: Membership Fees:

There is no annual membership fees required to participate in association activities.

Article III: Governing Board

• Section 1: Composition:

The Board of Directors shall consist of [5] members elected by the membership at an annual meeting.

• Section 2: Officers:

The Board shall include a President, Vice President, and Secretary, each with defined responsibilities.

Role of Chairperson

Skills of President / Chairperson: Understanding of aims & objectives of the Greater Northeast Keizer Neighborhood Association. Ability to lead & manage meetings. Speaks clearly & succinctly. Is sensitive to the feelings of members & ensures members treat each other with respect. Is impartial & objective. Have good time-keeping skills, ensuring that meetings start & finish on time. Ability to delegate duties. Ability & commitment to ensure members' decisions are taken, recorded, & carried out.

Role of Vice-President / Vice -Chair Skills of Vice-Chair-are the same as the Chairperson. Work consistently with & support the Chair & Secretary to help carry out the agendas & activities of the “Greater Northeast Keizer Neighborhood Association”. Must have a clear understanding of the role & responsibilities of the Chair & Secretary, & be able to substitute either position in case of an emergency/resignation of a position. Always ensure the 5 members are involved in the affairs of the school & community. The main role of a good Vice-Chair is to facilitate engagements with; Board members and Community members, neighbors, & parents with the Outward Mindset predisposition-seeing other people’s; needs, dreams, & problems as important as their own.

Role of Secretary: Skills of Secretary: Always making sure that the entire body of the Greater

Northeast Keizer Neighborhood Association is involved in the affairs of the school & community. An understanding of the aims & objectives of the Neighborhood Association. Management skills. Administrative skills. Well organized & conscientious with attention to detail. Utilizing discretion & tact. Communication skills. Be able to maintain confidentiality. Be able to react to opportunities & make decisions. Ability to record meetings accurately & concisely.

Article IV: Committees

Committees: Committees play an important and vital role in associations. They help distribute the workload and provide an opportunity for members to get involved, training and preparing future officers and Board members. The President and/or the Board of Directors have the authority to establish committees and task forces needed to carry out the functions of the association. Standing committees continue from year to year. Special committees are appointed or elected for specific assignments.

The role of the committee chair is to head a small group that reports, makes recommendations, and/or acts on specific issues. The committee chair:

o Is usually the first person appointed to the committee.

o May be appointed by other committee members or by the President.

o Meets regularly with his/her committee and reports its activities to the Board

• Section 1: Formation:

The Board may establish standing committees (e.g., Community Beautification, Safety, Communications) to address specific neighborhood issues.

• Section 2: Committee Roles:

Each committee will be responsible for developing action plans, coordinating initiatives, and reporting progress to the Board.

1. Takes the minutes of the meetings and keeps a permanent, accurate record of what has taken place in meetings.

2. Prepares written minutes for the Board of Directors and reads the minutes of the previous meeting.

Article V: Meetings

• Section 1: Annual Meeting:

An annual meeting shall be held each year to elect Board members, review financial reports, and discuss association priorities.

• Section 2: Special Meetings:

Special meetings may be called by the Board or upon petition by a specified percentage of members.

Article VI: Decision Making

• Section 1: Voting Rights: Each member in good standing shall have one vote on all matters brought before the association.

• Section 2: Quorum: A quorum for a meeting shall be [specified percentage (3)] of the membership.

Board Vacancies

The Board may fill any vacancy on the Board or committees by majority vote of the Board. A member appointed to fill a vacancy shall serve the remainder of the unexpired term and until his or her successor is elected or appointed.

Article VII: Communications

• Section 1: Official Channels:

The association will communicate with members primarily through a newsletter, website, phone, and email updates.

• Section 2: Resident Input:

Mechanisms for gathering resident input, such as surveys and neighborhood forums, will be established.

Article VIII: Dispute Resolution

• Section 1: Mediation: Any disputes arising between members or the association shall be attempted to be resolved through mediation before resorting to legal action.

Article IX: Amendments

• Section 1: Amendment Process: This charter may be amended by a majority vote of the membership at a duly called meeting.

motion carried (21) motion passed unanimously

Meeting was Adjourned 3pm (2 ½ hours)

  

Greater Northeast Keizer Neighborhood Association

Meeting Agenda

Date: January 7th, 2025 Time: 600 pm Location: Keizer Civic Center

# Topic 1: Introductions

# Join Zoom Meeting <https://us06web.zoom.us/j/89485136753?pwd=kd4H21M7Q24jFbrKFccloPK2m35bCY.1>

# Meeting ID: 894 8513 6753 Passcode: 934295

# Topic Introductions

* Approval of Minutes

1. Speaker Bill Lawyer on Claggett Creek Wetland project;
2. Keizer Police Liaison update
3. City Council Update
4. Keizer Fire update
5. Keizer Planning update
6. Keizer Parks update
7. Traffic/ Bikeways and Peds Update
8. Neighborhood Watch meeting update from Dec 18th 2024
9. Other business
* Neighborhood Safety Awareness Dec 10th 2024 update on how it went.
* Look at our Goals and Project Evaluation
* Adjusting the Goals looking at the next 3-to-5-year plan
* Kennedy School Partnership with Parent Club

People needed for some of the following;

* Crime Reduction Committee (looking for block captains)
* Welcoming Committee
* Neighborhood Events Committee / Event planner
* Government Liaisons (Tammy Kunz; Jacqueline Green)
* Business Liaisons
* Senior Liaison
* Youth Involvement Committee (to take on matters that are important to them)

Notes and Action Items:

­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­ ­­­­­­­­­­­­­­­­­­­­­

* Cross walks with Kennedy Elementary and placement of flashing beacon (looking at the space between May and Dixon) update to Come Dec 10th@ Safety Awareness meeting
* Ways to cut back speeding (Claggett, within small blocks in the community)
* Pedestrian Flag program; Look at places we can use this to help ensure safety!
* Skate Park Art contest

­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­ Next meeting: Feb 4th 2025 6pm

Join Zoom Meeting

https://us06web.zoom.us/j/89485136753?pwd=kd4H21M7Q24jFbrKFccloPK2m35bCY.1

Meeting ID: 894 8513 6753 Passcode: 934295

Equity statement; GNEKNA is committed to reducing the equity gaps, increasing access for all creating a safe community for Everyone. Safety and belonging for all Keizer residents is vital. We must be inclusive in our policies that protect age, race, gender, sexual orientation, ability and any other individual identities. GNEKNA commits to equity into our fabric which allows us to serve everyone in our community.

Minutes Jan 7th 2025

 People in attendance for Teams;

Ben, Beverly, Lizzy, Ken, Lillian, Antionio, Linda M, Karen, Alice T, Lisa, James D, Shawn, Thomas M, Nancy B, Jackie T, Jean G, Thomas D, Nancy L, Jacque Thomas, Amy L, Nancy Grace (lead Teams), Alice M, Lisa B (23)

People in attendance for Zoom; Tammy Kunz, Jacqueline Green, Bill Lawyers, and Jenn Palanuk (SLF) (4) (27 in total)

Tammy Kunz opened the meeting with Bill Lawyer sharing how the wetland project for Claggett creek park will enhance the park and community. How this project will also support the flood plan areas and help with wildlife coming back to the park.

We learned the project will allow an ADA walk path but the rules for this are different from the normal. What this means is the grade of the path will allow steeper grades for this to work well. We learned this will also help to restore habitats, improve wetland mapping while helping to restore Physical, chemical and biological functions of the creek itself.

Questions about the environmental group with the replanting came up and Mr. Lawyer was able to share how this is only going to enhance the work being done, no future planting is set as of yet. They are going to be cutting back some of the brush on the other side of the creek to help management of the growth and remove some of the invasive species of plant so we can add more native plants back in. This was a great presentation and we really enjoyed having Bill or Mr. Lawyer share with us. Thank you, Tammy for arranging this and for the additional support of Nancy Grace with communication with the team to ensure all went smooth.

• After Bill Signed off, we moved to approval of the minutes for the Semi -annual reports as we reviewed this document. We also moved to approval of minutes of the last 6 months of work session minutes. Motion was put forth by Nancy G, and second from Lisa Boils. All was passed with a unanimous vote.

We moved past the police liaison, City Council as Tammy shared Dan talked to her earlier that day. Keizer fire report was not available do unforeseen circumstances. Traffic update will come next month.

* Update on Chemawa rd. and Patrick Lane for the crossing program we provided support for about 75 families. Most of the families are really happy to have the extra support for crossing safely. Other are asking if we can get sidewalks with better access and more lighting for those mornings and evening as we have some families who use this stop until 6pm. The Buses drop kids off at 4 times is some for what we are hearing. Nancy G has been a great asset to use this project as she lives over this way. Her son uses this stop twice day, while one of the neighbors use this stop 4 times a day as she has kids in middle school and at Kennedy. Plus, one uses it 3 times she has Kennedy, Claggett, and McNary who uses public transportation as well.

This provides a better safety addition to our community and I want to be sure we say Thank you to Tammy Kunz and Jacqueline green for advocating for this to happen. We would like to see the same thing for Alder and Claxter. This is shared with Southeast Keizer Neighborhood Association and maybe we can partner with this group.

 Tammy reviewed with us the park plan for the Calson Skate Park and We have asked Tammy to write a letter for support this was approved by all of us. Tammy also told us we can go to Keizer.org under parks to see this the plan laid out.

 Next order of business was the upcoming neighborhood watch meeting we laid out the agenda for this meeting and Tammy and Jacqueline will get this out in the next week for our meeting on the 15th at 6:30pm for Zoom.

 Jenn from Salem Leadership Foundation Joined us to share and answer our question on the Peace walks. We had several questions on how we can start a Keizer Peace Walk. This was very informative and we have asked Tammy and Jacqueline along with Nancy G to help put one of these walks together for the GNEKNA, Lisa asked if we can do this in each Neighborhood Association. Jenn Shared yes, that is up to each one.

They meet before the walk to training and update those going on the walk and provide Shirts that can be seen in the dark, some wear vest and those are available as well. Churches can help lead and put these walks together as well.

While Jenn was there, we shared the feedback responses on the Safety Awareness gathering and ways we can improve. While gaining praise for being able to have the turnout we had. We also shared how this engagement led to more support with Liberty House and having them host more trainings in the community.

We then moved to close the meeting at 7:15pm meeting lasted 1 hour and 15 minutes and we want to say thank you for the 3 families who attended while at work on break. Ps it was a great meeting

Thomas Moore

Greater Northeast Keizer Neighborhood Association Watch Meeting Agenda and minutes

3rd Wednesday of each Month Jan 15th 2025 Time: 630 pm Location: Online

This meeting will be held the 3rd Wednesday of each month @6:30 pm. through Zoom; Join Zoom

https://us06web.zoom.us/j/87654418812?pwd=DWiPJosdxanDXlcBaW0qFVaKblUbF4.1

Meeting ID: 876 5441 8812 Passcode: 845817

Zoom; Tammy Kunz, Jacqueline Green, Ben, Beverly, Lizzy, Ken, Lillian, Antionio, Linda M, Karen, Alice T, Lisa, James D, Shawn, Thomas M, Nancy B, Jackie T, Jean G, Thomas D, (18) Nancy Grace (lead Teams), Alice M, Lisa B Nancy L, Jacque Thomas, Amy L (6) total 24

Topic Introductions

1. Approval of Minutes Dec 18th 2024

Alice made a motion to keep this section as written, 2nd by Beverly, motion carried (24) motion passed unanimously

2. Introductions:

3. Discussion of concerns: Discuss issues and concerns that have been identified in the neighborhood. In this we covered Program areas last month and everyone wanted to review these tools which we have listed below.

• Program Areas; 911 and reporting education, Phone Tree and other communication tools to use to help track problems or concerns; including calls from neighbors and community.

4. Deterrent Activities, Crime Reports, Address Issues for this Jacqueline has created a template we have been using to track concerns; after this email we will send this to the block captains who have had some input on what this looks like.

5. Goals and objectives: Set goals and objectives for the group

6. Block captains’ updates: volunteers to learn crime prevention and community policing skills

7. Communication plan: Decide how the group will communicate, such as through meetings, social media, or both

• One of the places we use to inform folks is ring neighbors app on our phones. We do this to share concerns as they come in and we provide as much information as we can.

8. Future meeting topics: Make a list of topics that participants would like to discuss at future meetings

9. Guest speakers: Invite a guest speaker from a community group, partner agency, or other organization

• Chief Copeland and his team are on the list to present information to this group.

• Carrie L has reached out to other groups to see if they will be able to join us as well. We are still waiting to hear back.

•

10. Crime prevention information: Share information about crime prevention, local crime patterns, and how to report crimes

Here are a few we covered last month for those who may not have been here.

Be aware of your surroundings

• Be alert and aware of your surroundings

• Walk in well-lit areas

• Avoid alleys, entry ways, and bushes

• Wear bright clothing to improve your visibility

• Tell someone where you are going and who you are going with

New tips for January that we want to share are as follows;

Keep your personal information secure Keep your door locked at all times and keep your personal information secure.

Improve your neighborhood

• Turn on your porch light at night

• Spend time in your front yard

• Offer help to a neighbor in need

• Watch out for your neighbors

Other; Bike safety; Always lock your bicycle, regardless of how long you will be away from it or how much it costs.

• Only lock your bicycle to approved racks, not to trees or sign posts.

• Use a hardened steel U-lock. The majority of the bicycles stolen on campus were left unsecured or were secured with a cable lock.

Robbery; Assume the robber is armed, even if you don't see a weapon.

• If a weapon is displayed, consider it to be real and loaded.

• Attempt to get a good, complete description of the robber, - taking note of unique and unusual characteristics.

Next order of Business; moving our meeting to the 1st Wednesday of each month to work with schedules for neighborhood Association

* Alice made a motion to keep this section as written, 2nd by Beverly, motion carried (21) motion passed unanimously

Starting in Feb we will now host our Neighborhood Watch meeting the 1st Wednesday of each month.

Greater Northeast Keizer Neighborhood Association work session minutes Feb 7th 2025

Annual report topic;

People in attendance for Teams;

 Lisa, James D, Shawn, Thomas M, Nancy B, Jackie T, Jean G, Thomas D, Nancy L, Jacque Thomas, Amy L, (11) Nancy Grace (lead Teams),

People in attendance for Zoom; Tammy Kunz, Jacqueline Green, Ben, Beverly, Lizzy, Ken, Lillian, Antionio, Linda M, Karen, Alice T, Alice M, Lisa B (13) (24 in total)

Tammy called meeting to order; Motion to approve the annual reports as of right now was made by Nancy Grace and 2nd came by Ben Motions carried unanimously

Tammy Talked to Mr. Lindsey the City Attorney he states we need to use by laws as it is written in the ordinance. This is the reason for this work session to put all this in order with the new updates to be sure we are incompliance with the new policy in place.

Bylaws

Greater Northeast Keizer Neighborhood Association Charter/ Bylaws

Article I: Establishment and Purpose

• Section 1: Name: The association shall be known as " Greater Northeast Keizer Neighborhood Association ".

Section 2 Area

· To North Keizer Association - to Lockhaven to river road NE, to Salem Parkway; Martin Luther King JR. BLVD and surrounding community

· East side Salem Parkway East boundary

· West side River Road NE and surrounding community

· South - Northern Dearborn Ave to Verda from River Rd NE to Ascot Lane

 • Section 3: Purpose:

(A) The primary purpose of the association is to enhance the quality of life within the neighborhood by promoting community engagement, addressing shared concerns, and advocating for resident interests regarding issues like property values, safety, and neighborhood aesthetics. Another part of our purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.

(B)The Association shall strive for maximum citizen participation in promotion of the improvement of the livability and the environment of the neighborhood and of the community as a whole.

(C) The Association shall provide a local forum in which residents may deliberate on issues which are important to them, and will provide a vehicle for communicating residents’ views on these issues to the City of Keizer.

(D) The Association shall provide information to its members on all proposed changes in land use planning that will affect its area through public meetings, newsletter or other means available.

(E) The Association shall encourage citizen involvement in local governmental issues and the civic responsibilities of individuals in our neighborhood.

Article II: Membership

(A) The Association shall be a non-partisan, non-commercial and non-sectarian.

(B) The Association shall not discriminate against or limit membership based on race, religion, ethnicity, age, gender, or any other factor.

(C) Any person who resides, operates a business, or owns property within the boundaries shall be a member with the right to participate and vote. Any business or private institution within the boundaries may elect to appoint a representative to participate and vote on their behalf.

(D) There shall be no dues, but voluntary contributions may be solicited.

(E) The voting age of members shall be 18 years of age. Members under the age of 18 are encouraged to participate in and contribute to Association meetings and activities.

(F) Each member shall be entitled to one vote per voting opportunity.

 • Section 1: Eligibility: Association Board

A neighborhood association is a group of homeowners, renters, apartment dwellers and churches, businesses, Schools and representatives who want to improve their neighborhood. I helped to put this neighborhood association together in order to help improve the condition of my community and those communities around me. We are just a group of people who want to create change in our communities and make it safer for our children and grandchildren and for ourselves.

 1. The General Membership includes any interested person who lives within the boundaries as specified by the neighborhood association. The general membership may also include those who work or do business in your neighborhood.

 (A) The Association Board of Directors, referred to as the Board in this document, shall consist of seven (7) directors elected at large. All positions will be for a term of one year. The Board will name three of these directors as Officers of the Board in the positions of President, Vice President, and Secretary. The remaining four members are at large.

(B) The roster of the names and email addresses of all Board members shall be filed with the City of Keizer Recorder.

(C) Board members will be elected by secret ballot by the majority of all members present at the annual general meeting.

(D) Nominations for all seven positions may be submitted by the general membership from the floor at the annual meeting.

 (E) Any individual who may receive direct financial profit from work of the Association is prohibited from holding office in the Association.

(F) If the President resigns, the Vice President shall become President.

(G) A vacancy in any other office will be filled for the unexpired term by a majority vote at the next Board meeting. The Board may, by majority vote, declare a Board position vacant if the member is absent from four consecutive meetings, regular or specially called.

A vacancy in any Officer of the Board will be filled for the unexpired term by a majority vote by the third General meeting after the vacancy. The board may, by majority vote at a Board Meeting, declare a Board position Vacant if the member is absent from four consecutive meetings, regular or specially called.

(H) In event of a temporary absence of a Board member due to health or other reasons, the President shall assign the duties to other Board members or any general member designated until the Board member returns.

(I) The Board will hold at least one general meeting per year.

(J) The Board will always strive to accurately represent the best interests of its members when expressing neighborhood opinion, recommendations, and concerns before any public body.

(K) The Board shall participate in the City Keizer Government through input and recommendations on issues brought to it by the City of Keizer or initiated by the neighborhood itself.

(L) The Board must solicit the participation of all members through newsletter, media coverage, personal contact, flyer distribution, or any other means available to it.

Final draft;

Greater Northeast Keizer Neighborhood Association Charter/ Bylaws

Article I: Establishment and Purpose

• Section 1: Name: The association shall be known as " Greater Northeast Keizer Neighborhood Association ".

• Section 2: Purpose: The primary purpose of the association is to enhance the quality of life within the neighborhood by promoting community engagement, addressing shared concerns, and advocating for resident interests regarding issues like property values, safety, and neighborhood aesthetics. Another part of our purpose of the Association shall be to promote, coordinate, implement, and advise on all aspects of planning for the City of Keizer or any other planning or advisory bodies.

Article II: Membership

• Section 1: Eligibility:

A neighborhood association is a group of homeowners, renters, apartment dweller and churches, businesses, Schools and representatives who want to improve their neighborhood. I helped to put this neighborhood association together in order to help improve the condition of my community and those communities around me. We are just a group of people who want to create change in our communities and make it safer for our children and grandchildren and for ourselves.

1. The General Membership includes any interested person who lives within the boundaries as specified by the neighborhood association. The general membership may also include those who work or do business in your neighborhood.

2. Committees are task-related groups formed from the general membership that work on a particular project or issue. Some committees meet for a specified project and disband when the project is over, while others are ongoing.

3. Leadership can be as simple or complex as you like. Leadership may be simply a president of the neighborhood association or there may be other positions like treasurer, secretary, or specific committee heads.

• Section 2: Membership Fees:

There is no annual membership fees required to participate in association activities.

Article III: Governing Board

• Section 1: Composition:

The Board of Directors shall consist of [5] members elected by the membership at an annual meeting.

• Section 2: Officers:

The Board shall include a President, Vice President, and Secretary, each with defined responsibilities.

Role of Chairperson

Skills of President / Chairperson: Understanding of aims & objectives of the Greater Northeast Keizer Neighborhood Association. Ability to lead & manage meetings. Speaks clearly & succinctly. Is sensitive to the feelings of members & ensures members treat each other with respect. Is impartial & objective. Have good time-keeping skills, ensuring that meetings start & finish on time. Ability to delegate duties. Ability & commitment to ensure members' decisions are taken, recorded, & carried out.

Role of Vice-President / Vice -Chair Skills of Vice-Chair-are the same as the Chairperson. Work consistently with & support the Chair & Secretary to help carry out the agendas & activities of the “Greater Northeast Keizer Neighborhood Association”. Must have a clear understanding of the role & responsibilities of the Chair & Secretary, & be able to substitute either position in case of an emergency/resignation of a position. Always ensure the 5 members are involved in the affairs of the school & community. The main role of a good Vice-Chair is to facilitate engagements with; Board members and Community members, neighbors, & parents with the Outward Mindset predisposition-seeing other people’s; needs, dreams, & problems as important as their own.

Role of Secretary: Skills of Secretary: Always making sure that the entire body of the Greater

Northeast Keizer Neighborhood Association is involved in the affairs of the school & community. An understanding of the aims & objectives of the Neighborhood Association. Management skills. Administrative skills. Well organized & conscientious with attention to detail. Utilizing discretion & tact. Communication skills. Be able to maintain confidentiality. Be able to react to opportunities & make decisions. Ability to record meetings accurately & concisely.

Article IV: Committees

Committees: Committees play an important and vital role in associations. They help distribute the workload and provide an opportunity for members to get involved, training and preparing future officers and Board members. The President and/or the Board of Directors have the authority to establish committees and task forces needed to carry out the functions of the association. Standing committees continue from year to year. Special committees are appointed or elected for specific assignments.

The role of the committee chair is to head a small group that reports, makes recommendations, and/or acts on specific issues. The committee chair:

o Is usually the first person appointed to the committee.

o May be appointed by other committee members or by the President.

o Meets regularly with his/her committee and reports its activities to the Board

• Section 1: Formation:

The Board may establish standing committees (e.g., Community Beautification, Safety, Communications) to address specific neighborhood issues.

• Section 2: Committee Roles:

Each committee will be responsible for developing action plans, coordinating initiatives, and reporting progress to the Board.

1. Takes the minutes of the meetings and keeps a permanent, accurate record of what has taken place in meetings.

2. Prepares written minutes for the Board of Directors and reads the minutes of the previous meeting.

Article V: Meetings

• Section 1: Annual Meeting:

An annual meeting shall be held each year to elect Board members, review financial reports, and discuss association priorities.

• Section 2: Special Meetings:

Special meetings may be called by the Board or upon petition by a specified percentage of members.

Article VI: Decision Making

• Section 1: Voting Rights: Each member in good standing shall have one vote on all matters brought before the association.

• Section 2: Quorum: A quorum for a meeting shall be [specified percentage (3)] of the membership.

Board Vacancies

The Board may fill any vacancy on the Board or committees by majority vote of the Board. A member appointed to fill a vacancy shall serve the remainder of the unexpired term and until his or her successor is elected or appointed.

Article VII: Communications

• Section 1: Official Channels:

The association will communicate with members primarily through a newsletter, website, phone, and email updates.

• Section 2: Resident Input:

Mechanisms for gathering resident input, such as surveys and neighborhood forums, will be established.

Article VIII: Dispute Resolution

• Section 1: Mediation: Any disputes arising between members or the association shall be attempted to be resolved through mediation before resorting to legal action.

Article IX: Amendments

• Section 1: Amendment Process: This By-Laws / Charter may be amended by a majority vote of the membership at a duly called meeting.

* Motion to approve the By-laws as of right now was made by Nancy Grace and 2nd came by Ben Motions carried unanimously

Next; Did everyone look at the agenda format? Any changes?

* Motion to approve the agenda format remain the same as of right now was made by Nancy Grace and 2nd came by Ben Motions carried unanimously

Next order of business; 3-to-5-year plan

I have taken all the notes from our meetings throughout the year and created this document. What I need to know is what do we want to keep and add to this living document.

Goals; 2025

Community Building:

* Organize block parties, potlucks, and social events (National Night out August 5th 2025) Who is hosting events and games this year?
* Hasbrook has determined to host another year. 8 house holds so far will cook, 3 others for games, Tammy Kunz will register event or Ron will register this event. Ron is the lead on this project!
* Create a neighborhood directory or online platform for communication
* Host "Meet Your Neighbor" events
* Establish a "Yard of the Month" award
* Facilitate skill-sharing initiatives
* Safety and Security:

Safety & Security:

* Review Existing Safety Measures: Assess current security systems, lighting, and signage, and identify areas for improvement.
* Implement Neighborhood Watch Programs: Partner with local law enforcement to organize neighborhood watch groups.
* Improve Street Lighting: Ensure adequate lighting in common areas and streets to deter crime.
* Address Safety Concerns: Respond promptly to resident concerns regarding safety and security.

Situational Crime Prevention: This focuses on making crime opportunities less attractive or easier to prevent by altering the environment or target.

* Implement a neighborhood watch program
* Advocate for improved street lighting
* Partner with local law enforcement
* Educate residents on safety measures

Proactive Policing: This involves law enforcement taking the initiative to address crime problems before they escalate, rather than solely reacting to incidents.

• Examples: Focused patrols in high-crime areas, problem-solving policing (where officers work to identify and address underlying causes of crime), and targeted enforcement efforts.

Social Interventions: This tackles the root cause of crime by addressing issues like poverty, lack of education, and unemployment.

• Examples: Expanding early childhood intervention programs, improving schools and educational opportunities, and providing job training and employment programs.

* Environmental Stewardship:
* Plant trees and community gardens
* Promote recycling and composting programs
* Advocate for sustainable practices in the neighborhood
* Aesthetic Improvements:
* Maintain common areas and parks (mini libraires and Garden box project) 2/25
* Organize neighborhood beautification projects (planting flowers, painting murals) Set up for Kennedy 4/25
* Install neighborhood entrance signs
* Advocacy and Representation:
* Attend city council meetings to voice neighborhood concerns
* Lobby for local infrastructure improvements
* Collaborate with other neighborhood associations
* Organize community forums and candidate meetings

Specific Project Ideas:

• Community Events:

• National Night Out celebration

• Holiday neighborhood gatherings

• Back-to-school supply drive

• Neighborhood clean-up days (Civic Center Clean -up; Claggett Creek Park planting project 2024-part 1 part 2 Planting project fall of 2025) Trashy Tuesdays

• Communication Initiatives:

• Neighborhood newsletter or website

• Email list for updates

• Social media presence

Strategic Planning & Implementation:

• Develop a Clear Mission and Vision: Define the long-term goals and values of the neighborhood association.

• Identify Key Priorities: Determine the most pressing issues and challenges facing the neighborhood.

• Create an Action Plan: Outline specific steps and timelines for achieving the goals.

• Allocate Resources: Develop a budget and allocate resources to support the action plan.

• Regularly Review and Adjust: Evaluate the effectiveness of the plan and make adjustments as needed.

Greater Northeast Keizer Neighborhood Association has set goals for the next 3 years. They are as follows:

GOALS

1. Crime prevention / reduction / intervention Started group 4/23

2. Neighborhood Watch (process started 7/2022) This group has been meeting by monthly since 2023 and moved to Monthly in 2024 for structuring better communities supports.

3. Traffic control issues (Working on several) Verda Lane, Chemawa to Lockhaven we have created a project and goals list spreadsheet for tracking

4. Neighborhood mediation

5. Property improvement for parks and community gathering. We are working on a reading and garden project for mini libraries. 2024

6. Creating community diners every other month

7. Wednesday parties at the park (2 summer) (day may change) we have been doing this each year and have about 55 to 80 families

8. Designing some areas that meet the new climate friendly equitable communities for gather places and this will include food truck and other community events.

Committees to form;

 Beautification Committee (working with Parks Board and Planning Committee to add a couple of community garden areas through the Greater Northeast Keizer Neighborhood boundaries’ and those we may gain later.

 Crime Reduction Committee Neighborhood Watch began 2023

 Welcoming Committee Nancy Grace, Bill and Linda Holiday

 Neighborhood Events Committee / Event planner

 Government Liaisons (Tammy Kunz; Jacqueline Green)

 Business Liaisons

 Youth Involvement Committee (to take on matters that are important to them)

Marketing tools and Communication tools

Neighborhood association newsletter (grant funds can be used for producing a newsletter)

Schools, churches and club newsletters (working on each month)

Door-to-door flyers / handouts (2022- ongoing)

Person-to-person by phone or telephone tree (2023 ongoing)

Bulletins, notices, pamphlets, posters and flyers placed with permission in schools, laundromats, libraries, supermarkets and stores

 A neighborhood web page 7/22

E-mail; Letters; Booths at local events (8/19/2022, ongoing)

 Cooperative efforts with adjoining neighborhoods (working on ideas)

Project Ideas

* The following is a list of possible short- and long-term projects:
* Neighborhood clean-up and distribution of public education on City property codes and solid waste collection do’s and don’ts
* Neighborhood entrance signs, Security lighting
* Neighborhood Watch / Crime watch program 1/2023
* Book lending libraries; Claxter Rd. NE and Verda Lane NE (looking to add one to each park) Claggett 1 one each Side, Northview Terrace 1, Add one to Chalmers Jones Park.
* Community beautification – flower planting, tree planting (community garden)
* Block party or festival (1 to 2 per year) National night-out celebration (theme related)
* National Night Out Aug each year!
* Neighborhood newsletter, web site, directory, telephone tree
* Speakers on topics of interest to the neighborhood
* Representatives to attend City Council, school board, planning commission meetings, etc.
* Philanthropic projects, such as “adopting” a family who needs help with Christmas dinner, etc. (we have done 5 to ten families per year)

Neighborhood cook-out, picnic, potluck 4 per year and (we have 4 about 25 to 40 attend)

Work Session Adjourned 3 hours Nancy Grace

 NW GNEKNA 2/5/25

Tammy Kunz, Jacqueline Green, Thomas T (Zoom), Teams Jackie T, Ben F, Lizzy, Ken L, Alice T, James D, Nancy Grace, Jean G, Nancy G, Linda M, Antonio M, Sean L, (16)

Approval of minutes; Linda made a motion 2 from Nancy Grace motion carries 16 unanimously

Notes from the PowerPoint presentation;

We have been asked by many community members to develop a group for Community Safety. We have been working with Keizer Police department for 3 years to help get this off the ground. Time to put all the pieces together and develop Block captains and resources and material to share have been a vital part of this process.

 Keep a binder or book where these notes can be found.

 Ask participants, “Why should we report crime?”

 After participants have suggested reasons, add these if they weren’t already mentioned:

 Reporting crime helps identify crime trends.

 It helps focus on “hot spots” within the community.

 It ensures a more accurate picture of neighborhood crime problems.

We also did an Activity: Divide the group into two sections by having participants count off into ones and twos.

• Have the ones role-play as witnesses and the twos role-play as police officers.

• Show the witnesses the next slide of a crime scene for 10 to 20 seconds. Ask them to get as much detail as possible from the scene.

• Ask the police officers to close their eyes or put their heads on the desk while you show the next slide.

• Show the crime scene slide.

 We also looked at roles;

 Relays information to members

 Recruits’ seniors and youth

 Convenes and chairs block meetings

 Recruits’ newcomers

 Coordinates check-ins on shut-in residents

 Helps identify block problems and arranges attention to them

 Notifies chair/coordinator of changes in resident information

Then we covered Every neighborhood resident can help. Can have some involvement from doing simple tasks. Such as

 Young children can pick up litter and take part in specialized child safety programs.

 Youth can teach younger children how to stay safe and can organize events for other youth. (national night out!)

 Seniors can observe from their homes and make phone calls.

 Everybody should have a responsibility, small or large.

Roles of each

Block Captain; Assists the chairperson in passing information to and from the residents on their block. Keep in touch with the chairperson.

 Chairperson; Arrange for meetings and crime prevention programs. Communicate with the block captain’s information received from the police. Skills of President / Chairperson: Understanding of aims & objectives of the Neighborhood Watch. Ability to lead & manage meetings. Speaks clearly & succinctly. Is sensitive to the feelings of members & ensures members treat each other with respect. Is impartial & objective. Have good time-keeping skills, ensuring that meetings start & finish on time. Ability to delegate duties. Ability & commitment to ensure members' decisions are taken, recorded, & carried out.

 A co-block captain for a Neighborhood Watch program helps organize and communicate with neighbors. They work with the block captain to keep the program active and to help prevent crime in the neighborhood.

Responsibilities

• Recruit new members: Encourage neighbors to join the program and welcome new residents

• Communicate with neighbors: Keep neighbors informed about meetings, training sessions, and crime prevention tips

• Coordinate activities: Organize meetings, block parties, potlucks, and cleanups

• Document activity: Keep a record of suspicious activity and break-ins, and share this information with neighbors and law enforcement

• Maintain a member list: Compile and distribute a list of names, addresses, and phone numbers for members

• Encourage participation: Follow up with members to encourage participation and to update Operation ID information

Working with law enforcement

* A co-block captain serves as a liaison between neighbors and law enforcement. They can help identify areas of concern and work with the police to develop a crime prevention plan.

Neighborhood Watch Tips

To keep a Neighborhood, watch program active, it's important to make it fun and meaningful.

Role of Vice-President

 Skills of Vice- President are the same as the President. Work consistently with & support the President & Secretary to help carry out the agendas & activities of the “Greater Northeast Keizer Neighborhood Watch”. Must have a clear understanding of the role & responsibilities of the President & Secretary, & be able to substitute either position in case of an emergency/resignation of a position.

Always ensure the 3 members are involved in the affairs of the school & community. The main role of a good Vice-President is to facilitate engagements with; Board members and Community members, neighbors, & parents with the Outward Mindset predisposition-seeing other people’s; needs, dreams, & problems as important as their own.

Role of Secretary: Skills of Secretary: Always making sure that the entire body of the Neighborhood Association is involved in the affairs of the school & community. An understanding of the aims & objectives of the Neighborhood Watch. Management skills. Administrative skills. Well organized & conscientious with attention to detail. Utilizing discretion & tact. Communication skills. Be able to maintain confidentiality. Be able to react to opportunities & make decisions. Ability to record meetings accurately & concisely.

* When we looked at becoming just one group for both Association and Neighborhood watch back in 2023. They decided it was not something we could do. This may have changed and Tammy and Jacqueline can check on this, but as of right now. Let’s put our items together first then we can see about recognitions for the neighborhood watch side of our group. In May of 2025, this gives us time to put together items like by-laws and guiding documents.

Information breakdown for A block captain is a neighborhood watch coordinator who connects residents with the police and coordinates activities. They are also the main point of contact between the police and the neighborhood.

* Responsibilities; Organize meetings: Arrange and host meetings with neighbors
* Maintain contact list: Keep a list of neighbors' names, addresses, and phone numbers
* Welcome new neighbors: Introduce new residents to the neighborhood and the watch program
* Share information: Distribute crime prevention tips and information about crime trends
* Encourage participation: Encourage neighbors to report suspicious activity and participate in the program
* Coordinate activities: Delegate responsibilities to group members
* Are there other items we want to add in for this section

Meeting adjourned @ 8:30 pm 2-hour meeting

March 7th Special session

People in attendance for Teams;

 Lisa, James D, Shawn, Thomas M, Nancy B, Jackie T, Jean G, Thomas D, Nancy L, Jacque Thomas, Amy L, (11) Nancy Grace (lead Teams),

People in attendance for Zoom; Tammy Kunz, Jacqueline Green, Ben, Beverly, Lizzy, Ken, Lillian, Antionio, Linda M, Karen, Alice T, Alice M, Lisa B (13) (24 in total)

Elections; motivation

Tammy Kunz; President 23 votes accepted nomination 3/7/25

Jane Titchenal; Vice President 23 votes accepted nomination 3/17/25

Jacquline Green; Secretary 23 votes accepted nomination 3/7/25

* Board Members; Tammy Kunz, Jane Titchenal, Jacqueline Green, Nancy Grace at large, James Jones At large room for 3 more.
* Members; Lisa, James D, Shawn L, Thomas M, Nancy B, Jackie T, Jean G, Thomas D, Nancy L, Jacque Thomas, Amy L, Ben, Beverly, Lizzy, Ken, Lillian, Antionio, Linda M, Karen, Alice T, Alice M, Lisa B.