



Wilkes East  
Neighborhood

Diversity, Harmony,  
Community – together we  
can make a difference!

# WENA BOARD MEETING MEETING MINUTES

13 April, 2026 @ 6:30PM

Call to Order	Janet	6:35
Minutes by Janet Unruh, Board Secretary	-	-
Roll Call of the Board Bob Lundbom, Communications; Claudette Naylor, Treasurer; Janet Unruh, Secretary. Absent: Robyn/Eric Elkay, member at large	Janet	2 min.
Secretary Approval of 9 February 2026 General Meeting minutes. Bob moved to approve as presented; Claudette seconded, all in favor, carried unanimously. Bylaws discussion: Modify and post as “proposed” on website and send to Lina. In August, mention in newsletter and ask membership to review and be ready to approve in public meeting later in August.	Janet	5 min.
Treasurer Currently, \$4,105.53 in the WENA account includes \$2281.24 to be used for cleanup event. Real balance is \$1823.79.	Claudette	10 min.
Land Use Officer Report on 16651 NE Wasco St., stalled out for now.	Janet	5 min.
Cleanup day preparation discussion, see below.	All	60
Open Agenda	All	3 min.
Meeting adjourned Bob moved to adjourn, seconded by Claudette, carried unanimously.	All	8 PM

## Quick recap from Zoom AI

The Wilkes East Neighborhood Association board meeting focused on planning for their upcoming cleanup event scheduled for May 16th. The board discussed budget requirements, determining they needed to request approximately \$1,000 from Metro to cover the estimated \$2,600 cost for two large dumpsters plus additional expenses. They reviewed responsibilities for various cleanup activities, with Bob handling flags and vests, Claudette managing water, snacks, and supplies, and Janet coordinating overall logistics and documentation. The board

also discussed recruitment challenges for volunteers and decided to send reminder emails to their 102-person contact list on May 2nd. Additionally, they briefly addressed a land use matter regarding a proposed development on Wasco Street that would include two duplexes, though concerns were raised about the developer's approach to tree removal and site planning requirements.

### **Next steps**

- Janet: Apply for Metro grant (requesting additional \$1,000) and submit required documentation (DONE)
- Janet: Contact Carol to clarify requirements for attendance records/minutes in bylaws
- Janet: Ask Carol about process/timing for bylaws review and approval (whether needs to be presented in August and voted in November)
- Claudette: Call Steve (Moose) tomorrow about including cleanup event in Moose newsletter
- Claudette: Contact volunteer delivery route people to recruit volunteers for cleanup event
- Claudette: Purchase water, cookies, trash bags, and paper towels for cleanup event (see "Cleanup day list of things...")
- Bob: Obtain new locks for dumpsters
- Janet: Print ~~waivers and~~ "join the board" flyers for distribution at cleanup event
- Janet: Print sign-in sheets and receipts for cleanup event
- Janet: Send reminder about April 20 city manager finalists meet and greet to Bob (DONE)
- Janet: Contact Greg to confirm if he can bring cleanup equipment (broom, shovel, leaf blower) and sandwich board
- Janet: Contact Sarah Jacobson to get Facebook credentials (ATTEMPTED, FAILED)
- Claudette: Bring sunshade/canopy, folding chairs, folding table, pens, and donation jar to cleanup event
- Claudette: Bring basic first aid supplies (band-aids, alcohol pads) to cleanup event
- Janet: Send updated responsibility list to team for review
- Janet: Email full distribution list (102 people) on May 2nd to remind about cleanup event and request volunteers
- Claudette: Ask Tubbs how many workers will be needed for dumpster loading
- Janet: Check with Greg about his availability to help at cleanup event
- Janet: Email Eric and Robin to ask if they know potential volunteers for cleanup event

## **AI Summary from Zoom**

### **Meeting opening**

The meeting began with technical difficulties as Janet and Bob experienced microphone issues, which Bob helped resolve by suggesting checking Microsoft settings. The group discussed testing AI Companion for meeting notes, though Janet expressed some skepticism about its reliability. After calling the meeting to order at 6:35 PM, the participants conducted a roll call noting the absence of Eric and Robin, and approved the February meeting minutes without issues.

### **Bylaws review and updates**

The group reviewed updated bylaws based on City of Gresham's model, with Janet having made modifications by inserting WENA's name where applicable. They discussed a potential issue regarding individuals holding multiple offices, but determined this was already being handled through shared positions. The main outstanding question was about implementing attendance records for public meetings, which Janet agreed to clarify with Carol. The group decided to present the slightly modified bylaws at the August meeting for approval by the membership.

The group discussed posting proposed bylaws on the website and in the newsletter for members to review before the August meeting, rather than expecting them to read them during the meeting. They agreed to modify the bylaws into their final version and make them accessible online, with Janet noting the need to inform members about where to find them.

### **Metro grant funding**

The conversation then shifted to a cleanup event, where Janet reported having most of the necessary documents ready for submission to Metro for grant funding, but noted that some information needed to be updated due to Greg's unavailability.

### **Cleanup event budget**

The team discussed dumpster rental costs for the cleanup event, calculating that two large dumpsters would cost approximately \$2,600 plus \$200 for printing, totaling \$2,800. They determined they were \$400 short of covering these costs with their current budget of \$2,281 from last year's \$4,000 grant. The group agreed to request additional funds of \$1,000 to cover the shortfall rather than using their treasury balance.

The team reviewed budget figures for an upcoming event, clarifying past expenditures including \$1,700 spent on drop boxes and various printing costs totaling \$1,260. They determined they need approximately \$600 more, deciding to request \$1,000 from the grant to cover expenses and allow for some carryover to the next year.

The meeting focused on reviewing financial information and grant applications. The team determined that, last year, the grant application was submitted on March 18, 2025. A \$4,000 grant was received on April 21, and paid to Waste Management on June 14. Janet agreed to

submit the new grant application the following day, noting it would be estimated due to timing constraints.

### **Wasco Street Development Proposal Update**

Janet updated the group on a development proposal for Wasco Street, where a property owner wants to build two duplexes with driveways on a 78-foot-wide lot. Carrie Osborn is waiting to hear from the developer regarding an Early Neighborhood Notification (ENN) meeting, which Carrie will coordinate once the developer confirms readiness. The group discussed concerns about the feasibility of the project, particularly regarding tree requirements and sidewalk placement, with Claudette expressing skepticism about fitting all the proposed structures on the lot.

### **Property development project monitoring**

The group also confirmed they had received early notification about a food cart establishment over a year ago, and generally viewed it as an improvement over previous homesteading activities on the vacant property.

### **Recruiting**

Finally, they discussed the need to recruit volunteers for upcoming activities, with Janet having obtained an email list of 102 potential volunteers, and Bob mentioning that Sarah Jacobson previously managed Facebook and Zoom credentials but had since left the team due to personal reasons.

### **May 16th Event Volunteer Planning**

The team discussed plans for an upcoming event on May 16th, focusing on volunteer coordination and logistics. Claudette offered to contact existing flyer delivery volunteers to ask for their help during the event, as she has their contact information and route details. The group agreed to send a reminder email to their contact list on May 2nd, which is two weeks before the event, combining volunteer requests with information about the event itself. They also confirmed that Leonardo (scrap metal collector) will be attending and helping, and Claudette's husband will participate this year after recovering from back surgery.

### **Cleanup Event Logistics Planning**

The team discussed logistics for an upcoming cleanup event, assigning responsibilities for various items including sandwich boards, flags, vests, and supplies. Claudette agreed to handle water, cookies, trash bags, and a cooler, while Bob confirmed he had existing flags and vests from previous years. The group decided to create flyers about board membership to distribute at the event, with Bob noting that information is already available on the website. They also briefly discussed upcoming community events, including a presentation about tree code and a community meet and greet with city manager finalists on April 20th. The conversation ended with an acknowledgment that they need to find more volunteers for the cleanup event.

\* \* \*