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Minutes for The Community Association of Portsmouth (TCAP) Board Meeting held August 24, 2004, in Columbia Cottage, 4339 N. Lombard, Portland, Oregon
http://www.portsmouthneighborhood.com

The meeting was called to order at 7:08 p.m. by Vice Chairperson Jason Henshaw. **Board Members Attending:** Scott Jensen, Edna Riddle, Lisa Horne, Jaime Komro, Jason Henshaw, Bill Vuch, and Patt Opdyke. **A quorum was present.** Guests present were Susan Landauer (Portsmouth resident) and Tom Griffin-Valade (North Portland Neighborhood Services).

Minutes of the ,July 27, 2004 Board Meeting were reviewed individually. Scott made a motion to approve the July 27, 2004 minutes. Jaime provided the second. **Vote: Aye-** unanimous; no abstentions.

A training about **501 (c) (3) corporations** was provided by Tom Griffin-Valade, which included the following points:

- Board members of a 501 (c) (3) corporation have certain obligations that are described in the State of Oregon Revised Statutes, Chapter 65. The Secretary should obtain a copy of ORS Chapter 65 in the Corporate Record Book.
- TCAP has general liability insurance through North Portland Neighborhood Services.
- The current cost to renew TCAP's certification as a non-profit corporation in the State of Oregon is $50.00.
- TCAP will have to file a Form CT-12 with the State of Oregon annually. The current fee charged is $10.00 for non-profits with revenues below $25,000.
- 501 (c) (3) is a section of the federal tax code, which TCAP qualified for.
- TCAP is not taxed on any income or revenue.
- Cash donations to TCAP should be tax deductible for the donor, but they would need to consult their own tax consultant.
- TCAP will need to file an annual Form 990 (tax return), completing the shortest form as long as revenues are below $25,000.
- Political activity is extremely restricted for non-profit corporations, and is scrutinized closely by the IRS. As a non-profit corporation TCAP may never endorse a candidate running for any office. TCAP could weigh in on a ballot measure, but it is very restrictive on how that can be done.
- TCAP can host a candidate forum as an educational event as long as all candidates are invited to participate.

Items of interest and announcements:

- Scott made a motion to adopt the TCAP Corporate Record Book that Lisa (Board Secretary) created. Patt provided the second. **Vote: Aye-** unanimous; no abstentions;
- Patt reported that a group working on a promotional flyer for TCAP will have more to present in October. Patt will check in with Mary Wheeler about the short version of the TCAP brochure;

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- Jason reported that the North Portland Tool Library should be opening in October;
- Scott reported that Jeanne Knepper had back surgery and is doing well at home;
- Susan Landauer reported on the numerous clean up and beautification projects that have recently occurred at Portsmouth Middle School. Susan Landauer, Portsmouth's Tree Liaison to Friends of Trees selected February 5, 2005 for the next tree planting;
- Lisa made a motion that TCAP sponsor and support the February 5, 2005 tree planting and allocate $100 for refreshments, supplies, etc. Patt provided the second. **Vote: Aye-** unanimous; no abstentions;
- Lisa reported on the successful Back To School Readiness Fair held August 14th at Portsmouth Middle School;
- Patt reported that she is participating on a committee that will update the Natural Resources Management Plan for Smith & Bybee Lakes (adopted in 1990), and will ask for community feedback and participation as that project gets underway. The Lombard Main Street/St. Johns Town Center working group may reconvene to look at implementation strategies;
- Patt announced that she will be stepping down as Land Use Chair and will use the next six to 12 months to transition in a new Chair. Any Portsmouth resident is eligible to serve;
- Jaime announced that he will be relocating to the San Francisco area sometime in the next several months, a loss for TCAP, but a terrific promotion for him;
- Jason reported on the N. Girard home that is still a nuisance property. Local neighbors are trying to set up a meeting with crime prevention staff and North Precinct to talk through problem solving options;
- Patt made a motion that TCAP co-sponsor a North Portland Mayoral Candidates Forum with University Park United Methodist Church October 8. Scott provided the second. **Vote: Aye-** unanimous; no abstentions;

The meeting was adjourned at 8:11 PM. Next Board meeting is September 28, 2004.

Respectfully submitted by Lisa Horne, Board Secretary.