



# Emerson-Garfield Neighborhood Council

Agenda for Wednesday, March 9, 2016 at Corbin Senior Center

## Neighborhood Council

- Call to order — meeting begins at 6pm with meeting to follow
- Quorum verification
- Approval of February minutes
- Additions or changes to agenda

## Guest Speakers

- Spokane Fire Department representative RE: EMS levy renewal vote in April (see appendix)
- Ben Cabildo (Community-Minded Enterprises) RE: New neighborhood-oriented TV programs

## Action Items

- Traffic-calming applications
- Emerson-Garfield Farmers' Market MoU approval (see appendix)

## Discussion Items

- EGNC elections in April (see appendix)
- Neighborhood budget application due April 30
- Parking services update
- Karl Boldt RE: Spring Cleanup 2016

## Reports

- Corbin Senior Center (Laura Schlangen)
- Community Assembly (Jay Cousins)
- CA Community Development (Tim Musser)
- Land Use Committee (Barb Biles)
- Pedestrian, Traffic & Transportation (PeTT) Committee (Carlie Hoffman)
- Rental Housing Stakeholders Group (Jonathan Martinez)
- West Quadrant TIF (Megan Kennedy)

## ANNOUNCEMENTS

- The Corbin Senior Center is hosting a number of events this month, including a Nepalese lunch on **Friday, March 11.**
- A mobile food bank will be at the Adult Education Center on **Wednesday, March 16** from 12–2pm.

**The neighborhood council next meets on Wednesday, April 13.**

# EMERGENCY MEDICAL SERVICES

**The current 6-year EMS levy will expire December 31, 2016**



**The ballot question is whether to renew the levy at the same rate as was approved in 2010**

## FACTS

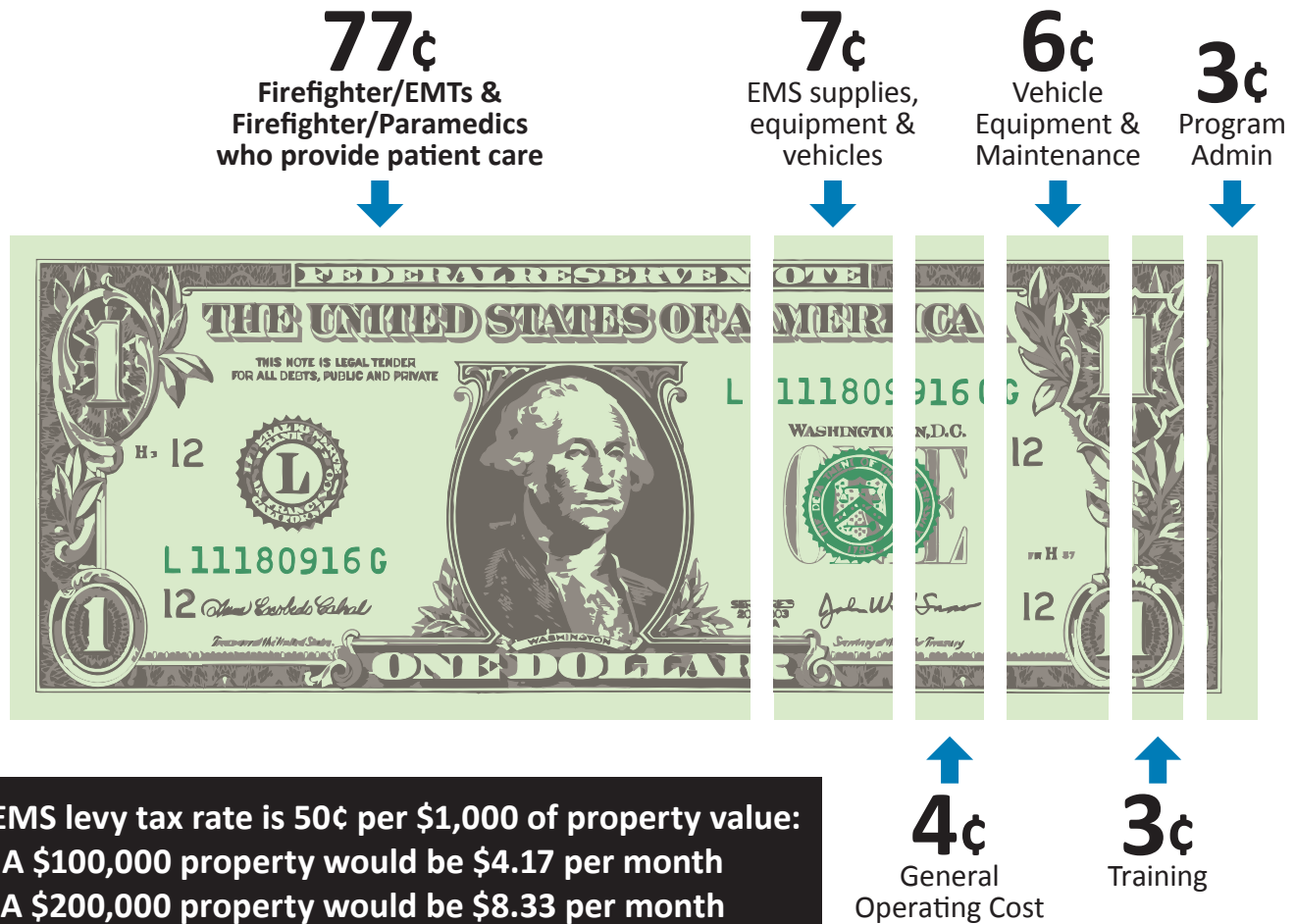
- \* EMS is one of the primary services provided by the Spokane Fire Department.
- \* In 2015 the Spokane Fire Department responded to more than 33,800 medical incidents – almost 87% of all responses (including auto accidents).
- \* Since 2002, EMS calls (including auto accidents) have accounted for over 80% of all incidents responded to by the Spokane Fire Department annually.
- \* Since the EMS levy was renewed in 2010, the Spokane Fire Department has responded to more than 150,000 medical incidents and trained hundreds of citizens in CPR.
- \* The EMS levy rate is 50¢ per \$1,000 of assessed property value – the same rate approved by the voters in 2010 and the same rate since 1993.



## Election Day: April 26, 2016

For additional information visit  
**[www.SpokaneFire.org](http://www.SpokaneFire.org)**

## What would you get for your City of Spokane Emergency Medical Services (EMS) levy tax dollars?



The EMS levy would generate approximately \$8 million annually for the next six years and assist in paying for:

- \* Firefighter/Emergency Medical Technicians and Firefighter/Paramedics.
- \* First response Basic and Advanced Life Support.  
(Fire trucks and paramedic units responding to medical emergencies.)
- \* Medical Supplies, equipment, and paramedic apparatus.
- \* Vehicle and equipment maintenance.
- \* General operating costs such industrial insurance and other intergovernmental costs.
- \* Initial EMS training, continuing medical education, and public education such as:  
CPR classes.
- \* Emergency Medical Services oversight and Quality Improvement programs.

2016 Neighborhood Traffic Calming Project Application

**Residential**

**Application Due ON or BEFORE March 7th, 2016**

Neighborhood: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Neighborhood Chair Signature:** \_\_\_\_\_

If the project falls on the boundary between your neighborhood and another neighborhood please inform the neighborhood chair to receive acceptance from the Neighborhood Council for project requested:

**Bordering Neighborhood Chair Signature:** \_\_\_\_\_

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**Instructions:** Choose only one problem and one suggested solution to the problem. If you choose a feature that landscaping would be included, choose landscaping along with the other solution. Please refer to the [Traffic Calming Toolbox](#) to guide identifying the perceived problem as well as the appropriate solution. At the end of the application please provide pictures, maps and any other information that will help to identify the problem area you are applying for. Please remember all traffic issues will be subject to review by City of Spokane staff and are subject to engineering standards.

**PROJECT LOCATION:**

**Be specific as possible:** \_\_\_\_\_

**Project Rank:** Rank project against arterial project, there can only be one number 1 project in your neighborhood. ☐ 1 ☐ 2

**Project Approval:**

**Instructions:** Use the City of Spokane Traffic Calming Support form located in the application packet to obtain the necessary 50%+1 approval signatures from the affected businesses and residents within a 400ft. buffer of the project area. Contact [jcaro@spokanecity.org](mailto:jcaro@spokanecity.org) to obtain a map of the affected properties, please turn in with application.

**Perceived Problem:**

☐ **SPEEDING ISSUE**

**Suggested Solutions:**

☐ Narrowed Lanes

☐ Bulb Out/Neckdown/Curb Extension

☐ Chicanes



- ☐ Traffic Islands & Medians
 ☐ Landscaping or Street Trees
 ☐ Speed Feedback Sign  
☐ Reduced Corner Radii
 ☐ Signage; describe type: \_\_\_\_\_  
☐ School Signage
 ☐ Other: \_\_\_\_\_

**Perceived Problem:**

- ☐ SAFETY ISSUE

**Suggested Solution:**

- ☐ In-fill Sidewalks
 ☐ Other: \_\_\_\_\_

**Perceived Problem:**

- ☐ TRAFFIC VOLUME ISSUE

**Suggested Solution:**

- ☐ Roadway Closure
 ☐ Other: \_\_\_\_\_

**Project Cost:**

**Instructions:** Projects must be no more than \$40,000; use the Traffic Calming Toolbox to get an estimated cost for your chosen suggested solution. If the requested project is over \$40,000 please identify potential matching funds (e.g. gifts, CDBG, Safe Routes to School, etc):\$\_\_\_\_\_. Projects may be more than \$40,000, if possible a neighborhood can phase a project over multiple years to complete a project, and if funds are available City Council may choose to fund an entire project even if it is over the \$40,000 allotted.

**Additional Information:**

**Instructions:** Please check *all* that apply to the project area or on the street segment of the project.

**Pedestrian Generators:**

- ☐ School(s)
 ☐ Park
 ☐ Library
 ☐ Community Center
 ☐ Business Center  
☐ Other (please describe): \_\_\_\_\_

**Comprehensive Plan (Chapter 4: Transportation):**

**Instructions:** Access the City of Spokane's Comprehensive Plan to identify if the projects roadway is on the currently adopted [Planned Bikeway Network Map \(Map TR 1\)](#), if location is on Map TR 1, (please check below the designated bike facility as stated on the map). Please check the [Draft Pedestrian Priority Map](#) to see if the area you are applying for is in a Pedestrian Priority area. Check *all* that apply.

- ☐ On Planned Bikeway Network Map; as a:
 ☐ Located within a Draft Pedestrian Priority Area  
☐ Shared Roadway
 ☐ Marked/Shared Roadway  
☐ Shared Use or Multiuse Path
 ☐ Bicycle Blvd Roadway

### Unusable Sidewalk Sections:

**Instructions:** Identify any unusable sidewalk sections in or near your projects.

- ☐
- Broken up/heaved sidewalk
- ☐
- Lack of ADA accessibility
- ☐
- Blocked sections

☐ Other: \_\_\_\_\_

### Unique Roadway Geometry:

**Instructions:** Identify any unique roadway geometry (i.e. restriction or visibility) in project area, check *all* that apply.

- ☐ Sight Restrictions      ☐ Offset Intersection      ☐ Other: \_\_\_\_\_

### **Transit Information:**

**Instructions:** Please identify transit stops or routes that are near your project. For any bus stop and/or any bus information please contact Mike Hynes of Spokane Transit Authority at [mhynes@spoaknetransit.com](mailto:mhynes@spoaknetransit.com) or 325-6059.

- ☐ Near Bus Stop; approximately how close? ☐ At Bus Stop; Stop #\_\_\_\_\_ ☐ On a Route; Route #\_\_\_\_\_
- ☐ Near a Bus Route; how close?\_\_\_\_\_

**Additional Information:**

**Instructions:** Please include a written description with any additional information such as a Google map, pictures and other helpful information. Be specific and make sure your described location is correct.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



W Euclid Ave  
Spokane, Washington  
Street View - Oct 2013

< > Hide Imagery  
+ -

**Memorandum of Understanding**  
*between*  
Emerson-Garfield Neighborhood Council  
*and*  
Mitch Silver of Silver Auctions

As a contribution to the city of Spokane and the Emerson-Garfield Neighborhood in particular, Mr. Mitch Silver (hereafter referred to as “Mr. Silver”) has agreed to allow the Emerson-Garfield Neighborhood Council (hereafter referred to as “EGNC”) to use his exterior Lot as a dedicated site for the Emerson-Garfield Farmers’ Market (hereafter referred to as “Market”). “Lot” refers to the southeast corner of the block adjacent to just east of the sidewalk along West Shannon and the fence adjacent to North Monroe. A map is attached.

The historic Emerson-Garfield Neighborhood is one of the cornerstone neighborhoods of Spokane and was the first to be formally recognized by the City of Spokane in 1996. In recent years the EGNC—an all-volunteer organization of neighborhood residents, business owners and community leaders—has been working diligently to implement basic quality of life improvements and bring about a socioeconomic revitalization of the area, including its central business corridor, by means of grassroots initiatives such as the Market. Through this generous use-of-Lot agreement, Mr. Silver will make a valuable contribution to that effort while helping to foster stronger ties among the neighborhood.

Mr. Silver and the EGNC hereby enter into this memorandum of understanding (MoU) with a desire to draw mutual benefit from this agreement and make for a better community overall.

**TIMES AND AREA OF USE**

The area to be used by the Market is a roughly rectangular area measuring approximately 120 × 290 feet. It is located adjacent to and north of the main Silver Auctions building at 2020 North Monroe.

For the 2016 season the Market’s official hours of operation are 3 to 7pm each Friday beginning June 10 and concluding on September 30. Vendor/site setup will commence no earlier than 1:30pm and breakdown will be completed by 8:30pm at the latest.

**TERM**

To allow for future business planning at Silver Auctions, EGNC understands that the use of the Lot may only be available for use for one to two seasons.

Mr. Silver agrees to give a 30-day notice or more prior to terminating this agreement and asking the Market to no longer have use of the Lot.

If and when the Market is asked to move, the EGNC asks that they be allowed to put up a large sign identifying the new location.

## **INSURANCE COVERAGE**

Attached to this agreement is a copy of the insurance coverage by Moloney O'Neill/Alliant Insurance Services Inc, which insures the Market (and its location) as a self-contained entity, alleviating Mr. Silver of any liability. A copy of the policy will be provided Mr. Silver.

## **CONCERNS**

Mr. Silver has addressed the following concerns:

- *Trash*: All waste and refuse must be picked up and the Lot must be left in the same or better condition prior to each Market.
- *Injury*: An asphalt depression measuring roughly 18' x 25' x 6" should be occupied by vehicles or a booth so someone will not accidentally trip or sprain an ankle.
- *Trespass*: Every Friday, prior to opening of the Market, a section of fencing is to be erected to keep anyone from entering a designated area that is off-limits. The fencing is to be taken down every Friday evening at the end of each Market.

Mr. Silver expressed an additional concern about a tall vehicle causing damage by driving into any cables that are strung from pole to pole. The EGNC agrees to place a flag or other item that meets the approval of Mr. Silver from cables that could be a hazard.

A Market representative agrees to make initial contact with the owners and/or managers of Spokane City Credit Union, Prohibition Gastropub, and other nearby businesses to let them know whom to contact if they have any concerns or comments about the Market. Potential concerns could include but are not limited to foot traffic, auto traffic, parking, noise, and trash.

## **EMERGENCY USE OF THE LOT**

EGNC understands there might be rare occasions where Mr. Silver may need the area northwest of the main building that measures approximately 48' x 140'. Such occasions would include but not be limited to the government securing of autos. In such cases, Mr. Silver is only required to give \_\_\_\_\_ days notice. In such cases the lot north of the main building that measures approximately 90' x 241' will still be available to EGNC.

## **ELECTRICIAN**

The EGNC and/or its authorized liaisons will arrange to have an electrician that is fully licensed, bonded and insured to evaluate what is necessary to provide more than adequate amperage to existing outlets on the exterior of the building. The evaluation will take into consideration of past use of electricity by the Market to power amplifiers and instruments as well as hotplates. Within reasonable limits, the EGNC agrees to pay for the necessary changes in the wiring system to meet the Market's electrical needs.

**PRIMARY CONTACT**

Michael McKay, acting as intermediary between the EGNC and Mr. Silver, has given Mr. Silver his word that he will address any and all concerns that he might have. Most of the time McKay will be available 24/7 at (509) 218-5525. McKay agrees to liaise with the EGNC and/or its Market management team to provide a response to Mr. Silver's questions in a timely manner.

Mr. Silver provides the following numbers as emergency contacts:

NAME	TITLE OR RELATION	CELL NUMBER
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Address:  
Silver Auctions  
2020 N. Monroe St.  
Spokane, WA 99205

General office hours:  
9am-5pm Monday-Friday  
  
Telephone:  
(509) 326-4485  
(509) 327-3059 fax

General e-mail:  
*Silver@silverauctions.com*  
Mitch's e-mail:  
*Mitch@silverauctions.com*  
Kim's e-mail:  
*Kim@silverauctions.com*

**EGNC CONTACT INFORMATION**

Michael A. McKay    michael33hvac@gmail.com  
E.J. Iannelli, EGNC Chair  
Steven Anderson, EGNC vice chair

(509) 218-5525  
(509) 389-0964  
(509) 919-6551

**SIGNATURES**

\_\_\_\_\_  
Mitch Silver

\_\_\_\_\_  
Date

\_\_\_\_\_  
Michael A. McKay

\_\_\_\_\_  
Date

\_\_\_\_\_  
E.J. Iannelli

\_\_\_\_\_  
Date



## **Chair of the Emerson-Garfield Neighborhood Council**

The chair of the Emerson-Garfield Neighborhood Council (EGNC) is a nonpartisan, volunteer position. Upon being elected by an annual majority vote of the EGNC, the chairperson is expected to:

### **General**

- Liaise with City officials and departments, City Council members, community leaders, businesspeople, residents, nonprofits, members of other neighborhood councils, and other relevant parties to advocate on behalf of Emerson-Garfield and remain informed about citywide and neighborhood-related issues.
- Represent Emerson-Garfield at community stakeholder meetings when a dedicated representative is unavailable. Such meetings can include but are not limited to:
  - Community Assembly and its subcommittees
  - Transportation or public safety task forces
  - Business improvement and targeted investment groups
- Adhere to the ideals of inclusivity, openness and fairness in all matters, taking active steps to ensure broad participation in the EGNC so that the makeup of the council reflects the neighborhood it serves.
- Observe the EGNC bylaws and update them accordingly.
- Initiate strategic planning and budgeting efforts where necessary.
- Follow both the specifics and spirit of the Neighborhood Plan (ratified July 2014) with the goal of the long-term greater good of Emerson-Garfield as a whole.
- Deal proactively, reliably and responsibly with the following areas:

### **Collaborations**

- Actively solicit, establish and maintain mutually beneficial partnerships with other entities within and germane to the neighborhood. Such entities include but are not limited to:
  - Churches (e.g., Christ Our Hope, Faith Bible Church, Knox Presbyterian, Seventh Day Adventist)
  - Businesses (e.g., along North Monroe, Indiana, NW Boulevard, the west side of North Division)
  - Nonprofits (e.g., COPS, West Central Community Center, Women & Children's Free Restaurant, Fulcrum)
  - Schools (e.g., Audubon, Garfield, North Central, Spokane Public Montessori, Trinity Catholic)
- Act as an intermediary to bring about fruitful collaborations between neighborhood entities.

### **Communications**

- Disseminate news and information of interest to those in Emerson-Garfield in a timely manner. These and other communication efforts can be carried out with the assistance of a dedicated team or subcommittee.
- Raise wider awareness about the EGNC, its mission, its remit, and its role within city governance.

- Operate a diverse, regular and consistent public communications platform that includes both new and traditional media. Such media include but are not limited to:
  - Direct-mail postcards
  - Flyers, handbills and brochures
  - Blog (i.e., emersongarfield.org)
  - Social media (e.g., Twitter: @EmersonGarfield, Facebook: EmersonGarfieldSpokane)
  - Monthly e-newsletters (via, e.g., MailChimp)
- Advertise EGNC meetings and activities with sufficient forewarning, distribute meeting materials (e.g., minutes, agendas) in digital formats, and provide public summaries of important meeting highlights and outcomes. Technically this falls within the remit of the EGNC secretary, but it is ultimately the chair's responsibility to guarantee that it is being carried out without fail.
- Promptly circulate news on development, land use, permit applications, and so forth as dictated by the Neighborhood Notification program. This can be carried out in conjunction with other Neighborhood Notification delegates (see below).

#### **Community Development Block Grants (CDBG)**

- Remain informed of the state of CDBG funding available to Emerson-Garfield and any relevant changes to the CDBG program.
- Organize and hold timely votes among the neighborhood council to determine potential CDBG projects and allocate (or reallocate) funds accordingly.
- Advocate for the needs and interests of Emerson-Garfield within the local CDBG program.

#### **Delegation**

- See that Emerson-Garfield is well represented among the various citywide stakeholder groups by capable members of the EGNC who are elected or appointed with the consent of the neighborhood council. These groups can include but are not limited to:
  - Community Assembly and its subcommittees
  - Permanent or ad hoc commissions, task forces, boards and panels (e.g., art, transportation, mayoral)
  - BID, LID, TIP or TIF (i.e., business and development) initiatives
- See that Emerson-Garfield is adequately represented at suitable training sessions and workshops, and that the information gleaned therein is accurately relayed back to the neighborhood council.
- Form a dedicated group of EGNC members responsible for carrying out the respective duties of the Neighborhood Notification process.
- Monitor the performance of the other EGNC executive committee members (e.g., co-chair, vice chair, secretary), making certain that they have the information and resources to carry out the duties required by

their roles and to deputize in the chair's absence.

- Create—always with the consent of the EGNC—and supervise various teams and subcommittees necessary to address and realize the ambitions of the neighborhood council.

## **Events**

- Hold and preside over monthly meetings of the EGNC.
- Ensure that varied and inclusive neighborhood events are scheduled on a regular basis, suitably funded, and that a reliable party is appointed to oversee them. Such events include but are not limited to:
  - Spring and Fall Cleanups
  - Emerson-Garfield Farmers' Market
  - Concerts in the Park
  - Summer and Winter Potlucks

## **Vice/Co-Chair of the Emerson-Garfield Neighborhood Council**

The role of the vice (or co-) chair is heavily dependent on the direction of the chair. Duties include but are not limited to responding to communications directed to the neighborhood; attending meeting as a representative of the neighborhood; engaging and following up with neighborhood residents, City officials, and neighborhood businesses; or stepping in and assuming the duties of the chair if the chair is otherwise engaged.

### **The Vice Chair and Chair Relationship**

The vice chair's main responsibility is to support the chair in whatever tasks they deem appropriate for the vice chair. It is important that the vice chair have as detailed an understanding as possible of the current state of neighborhood affairs and responsibilities of the chair, as the vice chair is responsible for the duties of the chair should the chair be unavailable.

### **Meetings, Engagement, and Follow-up**

The chair may deem it prudent or necessary for the vice chair to attend meetings and/or functions as a neighborhood representative. These meetings may be but are not limited to City trainings or committee meetings, meetings with neighborhood or local business or groups, and meetings with City officials. During any such meetings, the vice chair is to engage as a representative of the neighborhood, take notes if necessary, and report back to the chair. If the chair deems it necessary, the vice chair may report on meetings to the neighborhood council.

When engaging with individuals, the vice chair is responsible to help facilitate and coordinate with the individual to guide them to the proper authority on their subject. This requires that the vice chair be aware of the functions and responsibilities of City officials as well as contact information.

Moreover, it is the vice chair's responsibility to help engage potential neighborhood council members, as well as help forward the goals and views of the council as a whole.

# Secretary of Emerson-Garfield Neighborhood Council

## Summary

This document is designed to provide a detailed guide to the position of Secretary.

One role involves taking minutes and distributing the agenda and minutes. This can usually be done promptly, with a draft ready immediately after the meeting is adjourned.

The second role involves tracking attendance, updating the e-mailing list and preparing the sign-in sheets for the following month. I usually devote two hours following the meeting to this project.

## Minutes and Agenda

### Preparing the Document

The Agenda will have been already prepared by the Chairperson, and will be available in PDF format in the folder for the current month, such as

"Dropbox\Emerson-Garfield\Agendas and Minutes\EGNC\2016\2016-03"

Print enough copies of this month's agenda, as well as the minutes from the previous month, and place them near the entrance of the meeting room, along with the sign-in sheets.

The file of the previous month's minutes can be duplicated, and most of the contents erased, in order to provide a template for the current month's minutes. Names can be copied from the agenda onto the minutes document in order to save some time during the typing. Organization names with hyperlinks can also be copied from another document, such as "Website Links to Use in Minutes.docx," prior to the meeting.

### During the Meeting

While the meeting is progressing, record the various speakers' names, who they represent, and certain information they have presented which would be of interest to someone in the neighborhood who was unable to attend the meeting. Review previous meeting minutes documents, available on the EGNC blog, in order to have an idea of what information is worth recording, especially when a vote has taken place.

### Editing the Document

After the meeting has been adjourned, and prior to emailing out a draft that evening, it is appropriate to review the document once for formatting, spelling, or grammar errors. Viewing the sign-in sheets will also give a more accurate count of how many voting members and guests were in attendance, in order to edit the first paragraph of the minutes.

Hyperlinks can also be added to the document, which were not already prepared in the "Website Links to Use in Minutes.docx," file. Any new hyperlinks which may be useful in a later month can then be added to that links document, to speed up the editing process for future months. It is helpful to use the same font family and font size in both the hyperlinks document and the minutes document.

### Distributing the Document

The email address [emerson.garfield@gmail.com](mailto:emerson.garfield@gmail.com) is used to distribute the meeting minutes to voting members and, ideally, those guests who were in attendance. The password for this account is in a document within the root directory of the DropBox account. Voting Members are in a distribution list,

titled "Voting Members." According to bylaws, it is also ideal to distribute the agenda seven days prior to each meeting, but as that may not be the case, also distribute the agenda along with a reminder as early as possible prior to a meeting.

When copying and pasting the contents of the minutes directly into a new message within the Gmail framework, you may notice that much of the formatting is lost. To work around this, and to maintain the formatting from the minutes in an email message, it is best to send the email first from a separate email application, such as Microsoft Outlook, addressed to [emerson.garfield@gmail.com](mailto:emerson.garfield@gmail.com), and then forward the message to the Voting Members distribution group.

In order to maintain privacy, despite email addresses being displayed on the sign-in sheet, it is appropriate to put the "Voting Members" distribution list in the Blind Carbon-Copy (BCC) field, and to put oneself ([emerson.garfield@gmail.com](mailto:emerson.garfield@gmail.com)) in the From field. If the email was forwarded, several lines of code, such as From, To, and Date, can be deleted from the top of the message. In an introductory paragraph, welcome the submission of corrections.

It is also useful to provide a PDF copy of the minutes. CutePDF Writer is a free application that serves in place of a printer, when printing a copy of the Minutes document. That PDF can then be placed adjacent to the minutes and agenda in the DropBox folder for that current month. Using the DropBox website, a view-only link for the PDF can be generated. The link should not require a viewer to sign-in. The link can be pasted in an introductory paragraph to the voting members and attendees.

Monitor the inbox for a few days following the meeting in order to identify any corrections. Make the changes to the document, and take the simple step of creating a new PDF, overwriting the existing PDF. DropBox, if running on the computer, will automatically upload the new files, and the link to the old PDF will now direct the viewers to the new PDF.

## Attendance

### Positioning the Sign-In Sheets

The sign-in sheet would ideally have been prepared immediately following the previous month's meeting, as the meeting minutes draft would have been emailed to the voting members *and* the attendees. It is possible to maintain the attendance list later, if new voting members and guests are manually typed into the BCC field when sending out the meeting minutes.

There are three separate sign-in sheets. The voting members sign-in sheet will list any existing voting members who have not been absent for the three previous months without an excused absence. It will also include any new voting members, added since the previous meeting, who have attended three out of the past six meetings.

The next sheet, for repeat guests, requires maintenance, but it can save much time for the attendees who are returning, as well as saving time for the secretary when recording the contact information of new attendees.

The simplest sign-in sheet, which only requires the date to be changed, is the sign in sheet for new guests, allowing them to fill in detailed contact information.

It can be helpful to provide each sheet with its own clipboard and pen. As two thirds of the pens provided for the sign-in sheets have had a tendency to wander elsewhere in the room, offering



assistance to an attendee who did not remember their own note-taking pen, it has proven useful to attach the pens to the clipboards using string and tape.

### Recording the Attendees

A quick count of the voting members and the guest attendees who bothered to sign in can be used in the meeting minutes, as mentioned earlier. Much more time must be spent, using an Excel spreadsheet, in order to enforce the bylaws. The file, currently titled "E-G Attendance 2016.xlsx," is located in Dropbox at "Dropbox\Emerson-Garfield\Agendas and Minutes\Attendance."

	A
1	<b>Status</b>
42	G

Each attendee is in one of four groupings, recorded in the first column ("A") as either G for guest, M for voting member, L for lapsed member, or S for Spokane employees or other organizations who are not eligible to become a voting member, because they neither live, work, nor own a business in the neighborhood. After entering the attendance in the a column far to the right, representing the current month, this value of G, M, or L (but not S) would then be changed to represent their voting status for the following month.

The columns to the right of the contact information of an attendee represent the months of each meeting, in ascending order, without any vacation months, usually January and July.

C	D	AO	AP	AQ	AR	AS
<b>Address</b>	<b>Phone</b>	<b>Att</b>	<b>Nov-15</b>	<b>Att</b>	<b>Dec-15</b>	<b>Att</b>

Under the month name, and in the same column as the attendee's name, type an X if the attendee was a voting member, a G if they were a guest (including Spokane employees) and an E if they have an excused absence, such as being out of town.

AT	AU
<b>Feb-16</b>	<b>Att</b>
<b>X</b>	3
<b>E</b>	3
<b>X</b>	3

The column to the immediate right, AU in the example, will usually increase automatically by 1. If the person is a voting member (having the text "M" in the "Status" column "A"), then the number below "Att" will represent how many times they have been present out of the past three months. If the value for a currently voting member is "0", then you should manually change the "Status" column from "M" to "L", for lapsed members. If a lapsed member ("L") attends, then you may change their status back to "M". The Bylaws do not state any extra condition for regaining one's voting status. If someone has been a "G" uest, and if they have attended three out of the past six months, their count will also show 3. You can then change them from "G" to "M" on this spreadsheet, and add them to the voting members list on Gmail.

To add a new Guest, take an existing guest row, of someone who has not been there long, and duplicate it. Remove the months that they had attended, recording only the most recent month for the new guest, and change the contact info for that row to represent what the guest had handwritten.

### Understanding the Formula (Optional)

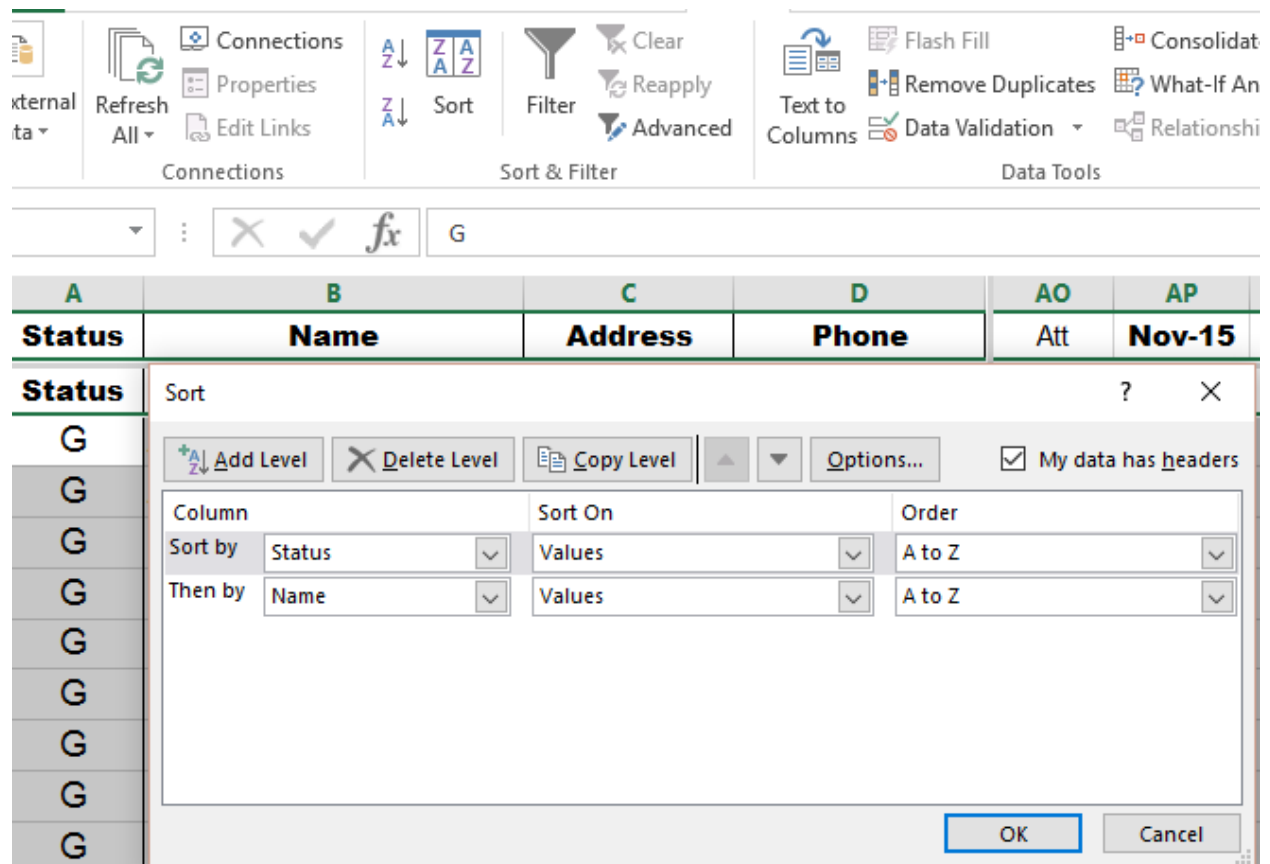
The formula in each "Att" column does several nested if/then checks in order to output the number in the "Att"endance column. For instance, February, 2016 is in the column "AT", and this formula, below, is in the row "AU":

=IF(OR(\$A2="M"),(COUNTIF(AP2:AT2,"X")+COUNTIF(AP2:AT2,"G")+COUNTIF(AP2:AT2,"E")),IF(OR(\$A2="G", \$A2="S", \$A2="L"),(COUNTIF(AJ2:AT2,"X")+COUNTIF(AJ2:AT2,"G")+COUNTIF(AJ2:AT2,"E")),""))

When you extend the Excel workbook for another year, then take the most recent “Att” column, copy the entire column, and paste it two columns to the right, leaving room for a month’s name and the X, G, or E fields to be typed. You can repeat this method as far in advance as you wish.

Once every person has been updated or added to the Excel spreadsheet, you can use that data to prepare the sign-in sheets for the following month.

Instead, highlight the last row of attendees (such as 120) all the way up to the first row (1). Click on the “Data” tab, and then “Sort” (AZ/ZA). Check the box, “My data has headers.” Sort in two columns, first by Status, and then by Name.



Highlight a rectangle of the Name, Address, Phone and Email columns for all of the voting members. This might be from B62 to E99, if the start of the voting members was in row 62 and the last member was in row 99. Copy those values. Open up the “Attendance Sign-in Sheet Template.xlsx” file, which is in the same folder as the large attendance spreadsheet. Remove the values from the previous month, and paste in the current values of the voting members list. Verify that the count of voting members is showing correctly in the lower left corner of the sign-in template, as that will influence the minimum attendance (quorum) number, on the lower-right corner of the page. While you’re at it, change the date at the top of the page to the following month.

Voting Members:	38		Minimum Attendance:	12
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The 38 in the sample above is a result of the following formula:

`= (43-4)-COUNTIF(A5:A43, "")`

The last row being counted is 43. The title row is 4. The cells within that range that are blank (“”) are excluded from the count. If additional rows are inserted, be sure that the “43” is increased.

Another sheet to prepare is the sign-in sheet for returning guests. Using the large attendance records spreadsheet, you can color code city employees, such as blue; and guests who will be eligible for voting if they are in attendance, such as green; and lapsed members who would also be eligible to vote, such as red.

Copy those names (excluding the voting members), without any contact information, onto the second, blank spreadsheet of the “Regular Guest Sign-in Sheet Template.xlsx” Excel file. Increase the font size to 20. Alphabetize everyone. Divide the list into three columns using cut-paste. Then you can move those three columns of names, using either cut-paste or copy-paste, onto the first spreadsheet. Fill in the “Name” columns, leaving the “Signature” columns blank.

When you print the sign-in sheets, it is best to highlight the working area of the spreadsheet, such as A1:F30, and then print to a PDF (CutePDF Writer) or send directly to a printer, but using the “Print Selection” option, rather than “Print Active Sheets,” and “Fit Sheet on One Page” rather than “No Scaling.” Using this technique, the text should be as large as possible, yet still fit on a single page.

You can put the PDFs for each of the three attendance documents into the DropBox folder for the following month, and can print them at the earliest convenience, as no additional revisions should be necessary.