

## **Neighborhood Association Annual Review Form**

To complete this form electronically, left click twice on the applicable check boxes, choose the "checked" option, click "okay," & an "X" will appear in the box.

**Date:**

**Neighborhood Association:**

**Chairperson:**

The following information is requested in order to show the neighborhood association's adherence to the standards for continued recognition listed in Salem Revised Code (SRC), Chapter 64.280(b). The "responsibilities" of neighborhood associations (SRC 64.290) are not addressed in this review, but it is recommended that neighborhood associations familiarize themselves with these as well. The standards for recognition upon which these questions are based are listed in SRC 64.280(b).

**This form, along with the Board Member Roster Update Spreadsheet, is due to be submitted to the City within 60 days following the NA Annual Meeting.**

1. The neighborhood association held a well-publicized annual meeting for the purpose of electing board members.  Yes  No

**Date of Annual Meeting:** June 8, 2016

2. Has the neighborhood association made a reasonable effort to notify all residents, property owners, & businesses within the neighborhood association of meetings, studies, & other activities of the neighborhood association?  Yes  No

**Describe how:** SCAN has adopted Nextdoor.com as its primary communications channel. Any resident, business, or other organization located within SCAN can join Nextdoor for free in order to receive information from SCAN and from other neighbors, including the Salem Police Department and Marion County Sherriff's Office. As of July 13, 2016, participation in SCAN's Nextdoor network totaled 767. We also maintain a Facebook page and a website. We publish an annual newsletter prior to our annual meeting.

3. The neighborhood association's bylaws provide for the following:
- a) A decision-making process  Yes  No
  - b) Board & general meeting minutes to be taken & filed with the City  Yes  No
  - c) Participation open to any resident, property owner, and business in the neighborhood  Yes  No

**Comments:** None

4. The neighborhood association filed minutes of all official board & general meetings for this year with the City. Yes No

a) How many board & general meetings were there in the neighborhood association's official year?

11 monthly meetings. SCAN did not meet in August 2015.

b) How many of those meeting's minutes were filed with the City?

Minutes were filed for all SCAN meetings.

If minutes are missing, what is their status? What is the reason that they have not been filed?

N/A

5. a) Did the neighborhood association set (an) annual Civic Involvement Goal(s) for this year ending? **State goal(s) here:** Yes No

b) Has the neighborhood association set (an) annual Civic Involvement Goal(s) for this upcoming year? **State goal(s) here:** Yes No

- Promote a livable, walking neighborhood with high quality schools, multiple modes of transportation in a safe environment.
- Improve neighborhood involvement through the use of the Internet and social media.

6. Is your neighborhood association organized as a non-profit corporation? Yes No

If so, have you maintained its filings with the Oregon Secretary of State, and maintained its status in good standing? Yes No  
N/A

7. Is there other information about your neighborhood association that you would like to share that is relevant to this report? (optional)

- Please see Exhibit A to this Annual Review for a list of some of SCAN's activity
- Please see Exhibit B to this Annual Review for a copy of SCAN's Annual Newsletter (distributed in the Spring of 2016)

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**This form can be emailed to the Neighborhood Services Counselor or printed & mailed to:**

ATTN: Annie Battée or Rose Walker  
Community Development Department  
555 Liberty St. SE, Room 305  
Salem, OR. 97301-3513