**CITY OF MILWAUKIE**

**NEIGHBORHOOD DISTRICT ASSOCIATION (NDA)**

**MEETING MINUTES**

According to the Oregon Public Meeting and Records Laws, meeting minutes shall include at least the following:

* members present;
* motions, proposals, resolutions, orders, ordinances and measures proposed and their deposition;
* results of all votes
* the substance of any discussion on any matter; and
* subject to the Public Records Laws, a reference to any document discussed at the meeting.

**Minutes do not have to be a verbatim transcript**.

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| **NDA:** | **DATE:** |
| **BOARD MEMBERS PRESENT:** |  |
| 🞎 Chair: | 🞎 Secretary: |
| 🞎 Vice Chair: | 🞎 Treasurer: |
| 🞎 Public Safety Advisory Committee (PSAC) Representative:  |
| 🞎 Land Use Committee (LUC) Chair:  |
| 🞎 LUC Member:  | 🞎 LUC Member: |
| 🞎 LUC Member: | 🞎 LUC Member: |
| 🞎  | 🞎  |
| **NDA GENERAL MEMBERSHIP PRESENT:** |
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| **ITEM** **DISCUSSED:** | **DATE:** |
| **Discussion points:**  |
| **VOTING** |
| **Motion:** |
| **Vote: 🞎 Passed 🞎 Failed**  |
| **Number of Attendees Who Voted Yes:** | **Number of Attendees Who Voted No:** |

|  |  |
| --- | --- |
| **ITEM** **DISCUSSED:** | **DATE:** |
| **Discussion points:**  |
| **VOTING** |
| **Motion:** |
| **Vote: 🞎 Passed 🞎 Failed**  |
| **Number of Attendees Who Voted Yes:** | **Number of Attendees Who Voted No:** |
|  |  |
| **MEETING START TIME:** | **MEETING ADJOURN TIME:** |
| **NAME OF MEETING RECORDER:**  | **DATE:** |