**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**.

|  |  |  |
| --- | --- | --- |
| **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:** | | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |
|  |  | |

|  |  |  |
| --- | --- | --- |
| **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:** |