



TDA BOARD RETREAT MEETING MINUTES – APPROVED 2/23/2026

Location: Mascott Equipment Company Office

CALL TO ORDER & ROLL CALL

President Peter Bairey began the meeting at 6:04 PM. Quorum established.

Board Members present: Peter Bairey, Gigi Bustin, Bill Mascott, Liz Munnelly and Tom O'Connor

Membership Attendees: Jill Brown, Victoria Grace, Kate Norman and Tom Puhl.

Proof of Notice: Liz Munnelly stated that Members were notified via email on January 3rd, with a time change notice sent out on January 5th, 2025.

Why the Board Held This Retreat

The TDA Board held a retreat-style working session to talk about how TDA Board Members communicate with one another between regular meetings. The goal was to improve coordination and efficiency while continuing to fully comply with Oregon's Open Meeting Law.

This session was not an Official Board Meeting. No motions were made, and no decisions were taken.

Presidents Comments:

Peter opened by highlighting a typical TDA Board meeting, beginning with creating and sending out an agenda to membership, followed by the order of our meetings, using Robert's Rules of Order as a guideline.

He believes the Board should allow Membership Forum, (though not required). Furthermore, he added, that members should not be allowed to submit an Agenda request, unless a member of the Board agrees to sponsor it.

Open Meeting Law Takeaways:

It is understood among the Board Members that:

- A five-member Board increases risk: three members communicating substantively equal a quorum.
- Quorum of Board members may not deliberate or form policy outside of meetings.

Board Members May:

- Share draft documents and confirm changes made based on prior meeting discussion
- Provide clarification (not advocacy or debate)
- When working on a project or interacting with members send brief FYI updates
- Risk areas identified: "Reply all" emails

As a solution, Tom O'Connor strongly recommends that the Board should:

- Receive formal training from legal counsel on Oregon open meeting laws.

Board Capacity, Burnout and Sustainability:

- Workload is heavy and TDA governance is uniquely stressful because members are neighbors
- Emotional (and sometimes physical) labor and constant availability expectations are draining
- Core contributors reaching burnout and stepping away entirely

Commitment to Compliance and Transparency:

In closing, Board members reaffirmed, their commitment to transparency, allowing public participation (including TDA member's right to make an Agenda Request), and strict adherence with Oregon law. The Retreat provided space to share concerns so that future communications remain appropriate and consistent.

Meeting Adjourned at 7:38PM