

Minutes of the Meeting: Fil-Am Portland Special Membership and Monthly Board Meeting (Combined)– January 25, 2024

DATE AND LOCATION: January 25, 2024 6:00PM at Fil-Am Portland Center in-person only

ATTENDEES:

Jana Amparo
Kristina Enriquez
Juliana Dela Pa
Jason Forral
Ben Avecilla
Luz Cruz
Joe Ramirez
Gina Bergman
Erik Bergman
Osar Domingo

Julie Enriquez
Allan Pioquinto
Ammie Sison
Doreene Enriquez
Alan Pimentel
Lorelei Hosmillo
Jun Pioquinto
Andrei Amparo
Lorena Pioquinto
Ryan Cook

Rocechel Cook
Sima Felina
Eddie Rivera
Jet Pizzaro
Brittney Pioquinto
Agnes Cabanilla
Ruth Reyes
Louie Roa
Jocelyn Forral
Guests: Dolores Rafael

I. Call to Order

Board Chairman Andrei A. called meeting to order.
Agenda for the special membership meeting is to discuss and vote on the approval of the amended bylaws.

II. Opening prayer

Jun P. led opening prayer.

III. Meeting Attendance

Secretary Doreene E. circulated a sign-in sheet to record attendance. There were 26 active (voting) members in attendance, obtaining quorum.

IV. Special Membership Meeting

Discussion and vote on the approval of the Bylaws dated January 25, 2024.

Two major changes were discussed. The geographical/residency limitation and the change of selection of officers. Copies of the bylaws were available to review and were projected on the screen.

- Active members must reside in Oregon or Washington state when they apply for membership.
- Officers will be elected from amongst the 15 board members by the board members. Active members who have attended at least 4 meetings in the last 12 months are able to vote during the annual election to elect board members. This change was made as the board will be able to decide who amongst themselves would be best fit for an officer position.

Motion by Jun: Move to accept the bylaws dated January 25, 2024. Seconded by Ammie

Ballots were distributed to the 26 active members and ballots were verified by Doreene and tallied by Jocelyn and Rocechel. This process was video captured and visible to all present.

The results are as follows:

YES: 25 votes

No: 1 vote

Motion passed by majority vote. The bylaws dated January 25, 2024 are accepted.

- *After a short 10 minute break, the Board Meeting started* -

V. Board Candidate Introductions

Joe Ramirez
Luz Cruz
Ben Avecilla
Sima Felina
Louie Roa

VI. Officer Appointment

As the newly accepted bylaws nullified the officer positions, there are currently no officers, only board members.

Motion by Doreene: Move to appoint the following board members to officer positions: Nila Janson as 1st Vice, Amada Sison as 2nd Vice, Doreene Enriquez as Secretary, Ryan Cook as Assistant Secretary, Rocechel Cook as Treasurer, Jocelyn Forral as Auditor, Andrei Amparo as Board Chair and Alfonso “Jun” Pioquinto as President. Seconded by Jocelyn.

Discussion: Those mentioned gave introductions and stated their capacity to serve in their respective position.

Motion passed by unanimous vote.

Current Officers of Fil-Am Portland:
Alfonso “Jun” Pioquinto - President
Nila Janson - 1st Vice President
Amada Sison - 2nd Vice President
Doreene Enriquez - Secretary
Ryan Cook - Assistant Secretary
Rocechel Cook - Treasurer
Jocelyn Forral - Auditor
Andrei Amparo - Board Chair

VII. Approval of Previous Minutes

Minutes were circulated among the board members via email for the October 23, 2023 Special Membership Meeting, November 2023 Board Meeting, and December 2023 Combined Membership and Board Meetings.

Motion by Chel: Move to approve minutes as written. Seconded by Jun. Minutes of previous meetings approved by unanimous vote.

VIII. Treasurer’s Report

Treasurer Chel C. presented financial statements for December
Current Bank Balance as of 12/31/2023: \$26,417.73

Chel noted that she has started using Quickbooks and will be able to provide access to auditor Jocelyn.

IX. Other Business

Update on the Retreat by Lorelei

During the retreat, the board had strategic planning. They talked about developing a mission and vision for Fil-Am Portland: To be the most trusted organization in Oregon. They developed a mission statement and from that position, they are poised to develop a 5-year strategic plan. Fil-Am Portland is a developing organization and to move forward in the future, it might need to be considered to hire an executive director and develop plans for organizational capacity, capital investment, and enhance member benefits. There will be reports later as strategies are developed and finished.

Restore Grant Update by Ryan

Prosper Portland is offering a Restore Grant up to \$25,000 for security and theft prevention needs and a Repair Grant up to \$10,000 for exterior repairs to vandalism that has already occurred. We are trying to see if the Restore Grant will cover the cost of the roof repair. In addition, we will try to get outside lighting, security locks, additional cameras, and monitoring computers and equipment if we are approved for the grant. The grant requires that we have at least 3 employees, independent contractors count as employees. Applications start on February 1st and are open until February 11, 2024 and currently gathering all the requirements. The grant is reimbursement based and we will have 10 days after approval to submit our expenses.

Security Guidelines by Jun Pioquinto

Jun read the security guidelines he is proposing. These guidelines are attached to these minutes.

Motion by Jun: Move to accept these proposed safety policies. Seconded by Lorelei

Discussion: We should delegate security access to Secretary and Assistant Secretary.

Motion passed by Majority Vote.

X. Meeting Adjourned at 9:12pm

Submitted by:



Doreene Enriquez

Proposed Fil-Am Building Access Guidelines

1. Authorization Process:

- Only members of the Board of Directors are authorized for an access code to the Fil-Am building.
- Authorization is granted based on their official roles within the association.

2. Access Credentials:

- Each board member will be provided with a unique access credential (e.g., key card, access code).
- Credentials must not be shared, and any or loss compromise must be reported immediately.

3. Entry Points:

- Specify designated entry points for board members to use when accessing the Fil-Am building.
- Discourage the use of alternative entry points to maintain security and accountability.

4. Visitor Protocol:

- Board members must adhere to a visitor protocol when bringing guests to the Fil-Am building.
- Guests should be registered with the front desk, providing necessary information for security purposes.

5. Access List Management:

- The Board Secretary or designated individual is responsible for maintaining and updating the access list.
- Regularly review the list to ensure it reflects the current composition of the Board.

6. Special Access Requests:

- Board members requiring temporary or special access (e.g., for events, meetings) must submit requests in advance.
- Such requests should be reviewed and approved by an authorized party.

7. Security Audits:

- Conduct periodic security audits to assess the effectiveness of access controls.
- Identify and address any vulnerabilities or issues discovered during the audits.

8. Compliance and Regulations:

- Ensure that access procedures align with local safety and security regulations.
- Stay informed about any updates or changes in relevant regulations and adjust procedures accordingly.

9. Lost or Stolen Credentials:

- Board members must report lost or stolen access credentials immediately to the designated authority.
- Implement a swift process for deactivating lost or compromised credentials.

10. Surveillance Measures:

- Consider installing surveillance cameras at key access points to enhance overall security.
- Use surveillance footage judiciously, respecting privacy and legal considerations.

Proposed Guidelines for Security Cameras at Fil-Am Portland Building

1. Ensure that security cameras are strategically placed to cover key areas, such as entrances, exits, parking lots, and sensitive areas within the Fil-Am building.
2. Respect privacy by avoiding camera placement in areas where individuals have a reasonable expectation of privacy, such as restrooms or private offices.
3. Clearly communicate the presence of security cameras with visible signage to inform individuals that they are being monitored.
4. Limit access to security camera footage to authorized personnel only and implement secure storage and transmission protocols to protect the privacy of recorded data.
5. Regularly maintain and test security cameras to ensure optimal functionality, addressing any issues promptly.
6. Establish a retention policy for recorded footage, retaining data only for a reasonable duration necessary for security purposes, and in compliance with applicable privacy laws.
7. Train staff on the proper use and handling of security camera systems, emphasizing the importance of respecting privacy and adhering to guidelines.
8. Regularly review and update security camera policies to align with changing technologies, legal requirements, and organizational needs.
9. Coordinate with local authorities and comply with relevant privacy laws and regulations regarding the use of security cameras.
10. Periodically assess the effectiveness of the security camera system and adjust camera placement or settings as needed to enhance security measures.