

Minutes, Kirkland Alliance of Neighborhoods

March 13, 2024

Hybrid meeting: [online](#) and Peter Kirk room

Note: Action items are highlighted in yellow.

Neighborhoods attending:

Central Houghton	Lisa McConnell, Gary Greenberg
Everest	Walter Jaccard
Evergreen Hill	Johanna Palmer
Finn Hill	Scott Morris
Highlands	Mari Bercaw, Gary Bustinduy (board member, filling in)
Juanita Neighborhoods	Margaret Bouniol
Lakeview	Aaron Jacobson (KAN co-chair)
Market	Ken Mackenzie
Moss Bay	Bea Nahon (KAN co-chair)
Norkirk	Janet Pruitt
North Rose Hill	Susan Davis
South Rose Hill/Bridle Trails	Jim Hoff, Deirdre Johnson, Chris Kagen (KAN secretary)

City Staff/Elected Officials attending:

- Erika Mascorro, Diversity, Equity, Inclusion, and Belonging Manager
- John Tymczyszyn, City Councilmember
- Jim Lopez, Assistant City Manager

Guests:

- Sue Contreras, Moss Bay
- Jennifer Loy, Houghton

7:03pm Introduction

- Chair Aaron Jacobson called the meeting to order
- Round-the-horn introductions

7:08pm Public comments

- Jennifer Loy: Graphics at public comment at city meetings
 - Recommend that KAN take a position on the recent decision not to allow people at public comment to display graphics (slide shows, projected graphics)
 - Other speakers at meetings can show graphics, so it's inequitable to deny that capability to public speakers

7:10pm Non-profit compliance

- Bea Nahon presenting
 - [PowerPoint presentation](#)

- Charitable status
 - 501(c)3: Finn Hill only
 - 501(c)4: All others
- 501(c)4 details
 - Contributions are not tax deductible
 - Businesses that donate goods or services can take a business deductions but not a charitable deduction
 - Income is tax exempt (when related to the exempt purpose)
 - Existing organizations are grandfathered, but new organizations would require a notification process and permission from the IRS
 - Political advocacy is allowed in limited ways
- Reporting responsibilities
 - Washington
 - Annual, \$20/year
 - Also: Combined Excise Tax return due April 15
 - Should have “active nonreporting status” to eliminate this requirement
 - Federal
 - IRS Form 990N, due May 15 each year
 - No cost, all online
 - Can forfeit your 501(c)4 if you don’t file!
 - City of Kirkland
 - Annual business license; due date varies
 - \$5 annual fee for online processing through State Dept. of Revenue website
- FinCEN Corporate Transparency Act
 - New federal requirement to file for many small businesses
 - But don’t worry! 501(c) organizations don’t have to file it
- Revised Code of Washington (RCW) 24.03a changes in 2021
 - May need to update your Neighborhood Association’s Articles of Incorporation and bylaws
 - Look at your mission statement and the purpose of your Neighborhood Association
 - (Jim Lopez) The City isn’t examining the NAs; assumes we’re all OK
 - The City can only support you if you’re within the law, so make sure you are!
 - Bea is investigating how to get a professional assessment for all of the NAs, establish good “hygiene” for the NA charters
 - Need to get a quote for what it will take to investigate and propose how to comply
 - Hoping to get a grant from the City to cover costs
 - If you know a law firm that works with non-profits and would be interested in bidding for this work, send them to Bea
 - If a NA wants to tackle the analysis themselves, there’s no barrier to that … but we’d like to have a concerted response

- Washington State website has a [non-profit handbook](#) available for download
- (Lisa) Perhaps we could do a workshop approach
 - (Susan) I think that could work
 - (Bea) Each NA board can have its own discussion on how to approach compliance with standards; it's not a KAN decision
 - This is actually a good opportunity to review the mission and purpose of each NA; it may have evolved

7:48pm KAN Policies and procedures

- Bea Nahon presenting
- History
 - KAN co-chairs have historically been KAN reps, NA chair, or NA co-chair
 - Could continue in the KAN chair role even if their rep/NA role had lapsed
 - Our Guidelines and Policies do not specify who is eligible to be elected or re-elected
 - Should there be criteria?
- (Chris) I don't know that KAN officers need to be KAN reps. In fact, it may be better if the KAN officers don't also carry the load of being a KAN rep as well.
- (Susan) Sometimes we're short on people to fill roles, as when I am the chair and the KAN rep for my NA. Adding restrictions could complicate matters.
- (Ken) I don't know how KAN would change our own bylaws. We don't have a documented procedure ourselves.
- Recommendation:
 - Must be a Kirkland resident.
 - Must be on a NA board or appointed as a KAN rep; it conveys a basic involvement and understanding of the organizations.
 - A change in these qualifications (such as moving from one neighborhood to another) does not immediately disqualify a standing officer of KAN. They can serve out the remainder of the term. And they can stand for reelection.
- Bea will draft:
 - A red-lined (suggested change) policy for how we change KAN policies, for the next KAN meeting.
 - A suggested policy for electing KAN officers, given the feedback today.

8:00pm 2024 KAN survey

- Aaron Jacobson presenting
- Reviewed the survey, as reviewed online by KAN members since the last meeting
- If approved, Aaron will make 13 versions of the survey, one for each neighborhood
 - Each NA can add a preface to its version and then post through whatever communication channels they use (mailing list, Facebook, NextDoor, etc.)
 - Results will be tabulated per neighborhood and provided to the NAs
 - Aaron will also generate a combined result for all of Kirkland

- Timeline: Anticipating 3 months duration
 - Accounts for NAs that alternate social and business meetings, get a fair opportunity to advertise and promote it
- Approval: unanimous approval of the survey and sending it out

8:10pm City Council agenda tracker

- Aaron Jacobson presenting
- City Council publishes an [Upcoming Agenda Items Calendar](#)
 - Lists only the topics for upcoming City Council meetings
 - You can see the topics, the responsible department, and whether it's a special presentation or other item type
 - Staff is constantly editing this document, so it's always in a draft state
- Aaron built code that checks this document every hour and sends an email with notification of changes: items removed, added, unchanged
 - If you want to get the notification emails, [sign up for the Google Group](#)

8:25pm City update to KAN

- Jim Lopez presenting
- [Community leader connection list](#)
 - Where to find all you need to know
 - [Crime in your neighborhood](#)
 - [Land use and permit activity](#)
 - [City capital projects](#)
 - What's coming up at the next [Council meeting](#)
 - What's coming up at Council [in the coming months](#)
 - Not sure where to [find what you're looking for?](#)
 - Jim wants to collect and distribute a list with these and more, make it easily available
- Kraken at the Houghton Park & Ride
 - Seattle Kraken has contacted Kirkland about proposing an ice rink at the Houghton Park & Ride
 - They would build a \$45M facility at their expense; Kirkland would lease them the site for \$1/year, and then after 35-40 years Kirkland would get the facility outright for their own use of any kind
 - Discussion: This is a very early movement, nothing defined or decided. Need to consider all other potential uses of the space.

8:42pm Calendar update

- Potential future topics include: KAN food drive, State legislative session update
- Public comments at City Council meetings
 - Policy for using visual aids when presenting or commenting at City meetings
 - (Jennifer) Restricting visual aids seems inequitable and tone-deaf
 - Lisa has notes and previous comments on this topic that she has presented to Council recently
 - (Jim Lopez) Issues include:

- Disturbing images, how to moderate and control
 - Aggressive comments may lead toward unacceptable graphic displays
 - We're having to protect our meetings from "Zoombombing" from intentional disruptors
- The question: Do we want this to be a topic on our next KAN agenda?
 - Jim Lopez will provide a position statement for KAN reference
 - 10/3/23 City Council meeting has the original letter from the assistant city attorney defining the issues, and other materials related to the Council's discussion of the topic
- Agreed: add to future agenda
- Citywide softball tournament
 - Agreed: add to future agenda
- Washington State legislative agenda
 - Agreed: ask the City to give a government affairs update to KAN on issues and actions that affect our neighborhoods
- Disaster preparedness
 - Consider for future agenda

8:50pm Roundtable

- Everest (Walter)
 - Electing officers at next mtg
- Evergreen Hill (Johanna)
 - Working through the Neighborhood Plan Update
 - Want to change the name from Kingsgate (which is just the name of one HOA)
- Finn Hill
- Highlands (Gary)
 - Quarterly mtg next Wed
 - Annual picnic this summer
- Houghton (Lisa)
 - Social meetings alternate with business meetings now
 - Social meeting at a restaurant; they donated appetizers
 - Sitting at small tables, conversations
- Juanita
- Lakeview
- Market (Liz)
 - Planning Easter egg hunt and garage sale
- Moss Bay (Bea)
 - Kiwanis Easter egg hunt 3/31 at Peter Kirk Park
- Norkirk
- North Rose Hill (Susan)
 - Elected officers
 - Planning summer events
- SRH/BT (Deirdre)

- Public mtg yesterday included Houghton P&R, NERTS
- Totem Lake

8:57pm Closing

- Adjourned at 8:57pm
- Next meeting is April 10, 2024