

Annual check-list for East Portland Neighborhood Associations & EPNO specific dates

	Action	Information required	Date	Consequence of inaction
	Nomination to East Portland Neighbors Board	Name	April EPN mtg	No EPN representative
	Internal Revenue Service 990-N	EIN, contact, organization address	May 15 for calendar fiscal year	Loss of exempt status
	Oregon Dept of Justice CT-12	contacts, annual income, asset balance and \$10+ fee	May 15 for calendar fiscal year	Oregon charitable status lost
	Annual Corporate report	contacts and \$50 fee	varies depending on incorporation date	Corporate status inactive
	Documents filed at EPNO- hard-copy or email to meetings@eastportland.org	Minutes including attendance	1 month after meeting	No public record of actions
	Annual Meeting – review members, election of Board Directors	Membership list & board nominations	As defined in bylaws	Non-compliance with bylaws
	Review and sign bylaws and other policies	Signed copy of bylaws filed at EPNO	Annual meeting	Best practice
	Recommended Actions			
	Set meetings and activities, recruit for positions	Past activities; current interests	Once a year	Less clarity of group expectations
	Workplan review (projects, etc.)		Annually or more	
	Assign NA web admin	Willing volunteer	Anytime	No website updates
	Revisit purpose & goals		Annually or more	
	EPCO Specific Dates			
	Request for neighborhood cleanup grant	Cleanup coordinator & proposed date	By June	
	Apply for Neighborhood Small Grant	Grant application		
	Submit articles for EP Neighborhood Assn News	Article & photos	Early Jan, March, June, & Sept	