

**Executive Committee Minutes**  
**March 17, 2021, 6-7:30 pm**  
**Via Zoom**

## Agenda

- Committee Updates
  - Bylaws
  - HAC
  - Board Development
  - LUTC
  - DEIA Workgroup
- Operations and Logistics
  - SEUL Board Grant Application Approval Process
  - Insurance Update
  - Staffing Update
- SEUL Programming
  - Land Use and Transportation Leadership Program
- Finances
  - Civic Life Contract Amendment Approval
  - Fiscal Sponsorship Renewals
  - Grant Applications by BBBC
- Board Agenda for April Meeting

## Committee Updates

- Bylaws – proposal to start over
- Finance – meeting last month, next meeting next week. Working to finish financial policy updates, will share document with Executive Committee tonight
  - Met with Kris
  - Committee had 2 rounds of meetings to review financial policies. Found unclear and redundant language, so most of the work done was to clean this up. Designed which roles in the organization do what tasks
    - Goes over payroll, record keeping
  - Anna: Payroll is cumbersome, thinking of looking for a different payroll company in a few months
    - Preparing for Civic Life audit
  - When changes are made in the organization, we need to be sure to update policies
  - Ambar: will present the document “SE Uplift Financial Management Policies” at the next board meeting for approval
- Houseless – No guest speaker this meeting, having a resource sharing session and also talking about mission and vision

- Board Development – meeting next week. Sending out survey to board about what they'd like the organization to do for the next year. Also sending opportunities to help out at the building
- Land Use and Transportation – Meeting last Monday. Hired a new Land Use and Transportation Manager, Alexander T. McPherson. He grew up in Portland and has experience and passion around community development, serves on Reach CDC board. He will come to next board meeting.
- DEIA Workgroup – meeting next Wednesday to go over plan for 2<sup>nd</sup> training in April

## Operations and Logistics

### SEUL Board Grant Application Approval Process

- Leah: After looking over policies and having multiple conversations realized we need to look at our fiscal sponsorship policies
  - Addressing grants being applied for with our tax ID, as we are ultimately responsible for them
    - Need to start asking folks to get approval from the Executive Committee, developing policy around that. Leah researching more about this
  - Renewed membership with non-profit association of Oregon so they will be a resource, also reaching out to other coalitions
  - Ambar: Need to revise fiscal sponsorship policy. We have organizations that are receiving large amounts of funds and making a lot of transactions
    - It would be helpful to have more information about the grants/where the funding is coming from
    - Needing a process to support those we fiscally sponsor to become non-profits themselves (graduating)
  - Leah bringing this to the Finance Committee
  - Anna: This is beneficial for that committee to review

### Insurance

- Researching insurance issues, getting a quote through a different broker. Leah definitely feels that we need to change brokers at least to get more flexibility in what we're able to cover as an organization

### Staffing Update

- Alexander is hired as a temp staff member, will be here 4-6 months

## SEUL Programming

### Land Use and Transportation Leadership Program

- Created to open up the community who we serve, building relationships/connections. It's been difficult to reach folks that we haven't historically served
- Set aside funds in budget to offer a stipend for training
- Opportunity came up through We All Rise, created scope of work (document shared with committee)
  - Looking at who is currently outside of the LU policy world

- Knowledge can be shared with the community to even further expand opportunities
- Stipend goes toward computer/internet access, etc.
- Virtual 14-week training focused on building knowledge and skills, networks, and familiarity with city government. Participants will identify a project to apply their knowledge to at the end
  - Open for anyone to attend
- Need to approve an additional \$5,000 to put toward program. City approved our grant amendment so we have \$20,000 to use towards our grants and other programs
  - Ambar: Need for adjusted budget, ask to prepare for Finance Committee meeting next week. This can then be shared with the board
  - Need to get board approval

## Finances

### Civic Life Grant Amendment

- Since we underspent due to COVID, we were able to amend our Civic Life contract to use funds (\$20,000) for our programs (discussed more in previous section)

### Fiscal Sponsorship Renewals

- Brooklyn – small grant application rather than a renewal. Matchu suggests reaching out to Brooklyn to get renewal application
- Sunnyside – putting agreement in place so they can receive grants
- **Reviewing: Arleta Triangle, Mt. Scott Clean-Up Event, Inner SE Action, PDX Through a LatinX Lens, Sunnyside, Richmond**
- If we have questions, the Executive Committee can reach out to applicants
- We have previously fiscally sponsored all of these applicants
- Sunnyside: funds were donated for a tree planting event (restricted fund), need to ask donor to reallocate funds
- Richmond: Termination for Richmond Ready fund, would be best to roll into general account
- **Ambar: Makes a motion to approve changes, terminations, and renewals that Matchu presented with the exception of Brooklyn.**
  - Will look at Brooklyn in next Executive Committee
- Tina: Richmond used an old form
  - Allen: Matchu gave permission to use old form
- **Lindsey: Seconds Ambar's motion**
- **Motion passes (all in favor)**

### Grant Applications by BBBC

- Black and Beyond the Binary Collective (BBBC) is using tax ID number to apply for a couple grants in the next few months
- They've successfully moved into Tabor Commons!

## Board Meeting Agenda

- Leah as Interim Executive Director
- Commissioner Hardesty attending
  - First 30-45 minutes, ask if they want board member questions beforehand. Ean is checking in
- Still in Prison asking for committee appointment
  - Will send to board ahead of time to find interested folks
- Financial policies
- DEIA Training
- Meeting will end 15 minutes late (9:15 pm) to make space for everything that needs to be covered

## Other Board Agenda Items

- Mingus coming next month
- Update on Civic Life process (possibly next month)
- Legislative advocacy

## Allen: Question about Bylaws Committee reset

- Tina: nothing got done, there is a need to start over
  - Mission statement re-do took 9 months total
- Leah: makes more sense to take more time, be intentional. This should be a more robust process
- Allen: Is this decided by the Bylaws Committee?
- Leah: Need to talk about this at the Bylaws Committee, not during an Executive Committee meeting