

Executive Committee Minutes
April 21, 2021, 6-8 pm
Via Zoom

Agenda

- **Closed session from 6-6:20 pm**
- Operations & Logistics
- Committee Updates
- SEUL Programming
- Finances
- Board Meeting Agenda

Operations & Logistics

- N2R Grant Letter of Support – Eaen applying for grant to fund our landscaping revitalization work (around \$9,000), need letter of support to prove that we own building and are financially responsible
 - o Executive Committee approves of draft letter
- Next board training – DEIA training session 3/3 will occur at next board meeting
- Leah filed incident report for D&O Insurance regarding small claims court case involving RNA
 - o Do not believe lawsuit will be successful
- Leah will not be able to get any further insurance quotes due to time constraints, so not changing insurance at this point – hoping to have a conversation with current broker
- Hoping to have committee review Executive Director job description next month
 - o Should this process be internal or will we hire a consulting firm? (Don't have room in the budget for consulting firm, so this would have to come from reserves)
 - Ambar: Staff/board may not have capacity
 - Tina: Consulting firm last time cost \$10,000
 - Ambar: Recommend creating board committee for selection of ED (same as last year)
 - o Leah: would be great to hire someone with fundraising experience as funding may become less available from Civic Life over time
 - o Plan to post job description in June or July
 - Alexander is taking another position in 2 weeks
 - Do we try to hire an ED sooner? LU position will need to be backfilled again. Hiring another temporary staff member? (Muz was an option but may not be able to due to family hardship)
- Future organizational policy needs
 - o FSP update – working on with Matchu and having conversations with other coalitions to strengthen policy
 - Protocol around grants, fiscal sponsorship renewals
 - o Other policy updates needed: reserve policy, board development policy

- Improving communications between board and SEUL programming
 - o Ideas for how to keep the board informed? Feedback can be shared with Leah
- Data collection and board organizational support
 - o Idea for board orientation, we have a huge board with lots of turnover and expectations need to be set right off the bat
 - Board members need to show up with knowledge that they are serving the organization, not looking for what we can do for them (violating their duty of care)
 - Ensuring folks understand what they are committing to when joining the board
 - Creating a survey to share with board to get feedback on what folks see as priorities, what their experience has been like, etc. (can serve as exit interview, send out in May)

Committee Updates

- Finance Committee, Ambar: meeting tomorrow to work on draft budget for next year
 - o Starting transition with Anna
- HAC, Ean: Meeting on Monday (4/26), guest speaker is from Portland Street Response
- Board Development, Tina: Setting up strategy for next board elections cycle
 - o Survey results
- Land Use and Transportation, Leah: last meeting discussed Shelter 2 Housing Continuum plan, went over different strategies for helping houseless neighbors and code changes
- DEIA Workgroup, Ambar: Planned next training

SEUL Programming

- Communication funds went out, communications grants are about to be sent out (early next week)
 - o Most of the funds we thought would be surplus are not available, were still able to commit to covering all of the communications grants – everyone who applied and met the criteria received funding
- LU Leadership program contract with We All Rise is about to be signed, application has been developed
 - o Looking forward to learning from this, seeing how it works/its effectiveness with building capacity
- Portland United Against Hate has hired Interim ED
 - o Quarterly gathering upcoming, open to attend

Finances

- Civic Life grant: Coalition directors have met with Shuk twice to talk about grant, insurance issues
 - o Hoping for another molestation insurance waiver
 - Barrier to working with youth
 - o Finalizing scope of work, metrics

- Staff met to discuss earlier today – making decisions around small grants, etc.
- Fiscal Sponsorship Renewal: Congo Peace Project
 - No issues seen, **renewal approved**
 - They will be using our tax ID to apply for a grant
- BBBC also applying for grant with co-applicant, reminder of need to update fiscal sponsorship policy
- Finance committee will review Q3 actuals this month, more next month they will also spend time reviewing 21/22 grant year

Board Meeting Agenda

- Agenda for February Board Meeting
- Commissioner Mingus Mapps attending – questions in advance
- DEIA Training
- Approve Small Grant
- Hiring Committee for ED
- Provide update on Civic Life grant
- Provide written committee updates and SEUL program updates
- Approval for moving July meeting to 2nd Tuesday