



## EXECUTIVE COMMITTEE MEETING

December 20, 2021 | 6-8pm | Via Zoom

<https://us02web.zoom.us/j/86884281847> | Meeting ID: 868 8428 1847

### ATTENDANCE

<b>Committee Members Present</b>	Ash Hester (Co-Chair) Tina Kimmey (Co-Chair) Dave Weaver (Vice Chair) Nancy Chapin (Secretary) Anna Weichsel (Treasurer)
<b>Staff Present</b>	Nanci Champlin (Executive Director) Sharon Wynde (Board Administrator) Lindsey Johnson (Administrative and Operations Specialist) Matchu Williams (Community Liaison Program Manager)
<b>Guests Present</b>	Heather Flint Chatto (RNA), Allen Field (RNA), John Laursen

### COMMITTEE MEETING

6:03 The meeting was called to order.

#### Program + Operations Updates (Nanci)

- **Staffing**
  - **Grants + Outreach Manager** position will soon be advertised
  - **Staff Retention Strategy:** According to Civic Life, our budget is anticipated to be the same for 22-23 fiscal year as it is this year. This does not account for a higher costs of living that impact staff and the services that SEUL pays for building upkeep. If the budget stays the same, then we're being asked to do more with

less. Nanci requested that the board provide a letter to Civic Life, its Budget Advisory Committee, and City Commissioners requesting an increase to SEUL's FY22-23 grant to support a staff retention strategy.

- Nanci wants to have the opportunity to provide 3% COLA (cost of living adjustments) and up to 2% merit raises for staff for a total of up to 5% salary increase (Matchu and Paola had great one-year reviews in December but did not receive a raise).
  - After consulting with the finance committee and running numbers with Kris, SEUL will pay 50% of one dependent's coverage for staff that need it through 2022. She would like the budget increase to allow for SEUL to cover 100% of the cost of one dependent's coverage for staff.
  - Lindsay pointed out that operational costs for our old building are high. Service provider rates are not increasing consistently with the standard 3-5% for inflation/staff costs. With tenants and event rentals, we need to account for increasing building maintenance costs.
- **LU/T Program:** Matchu continues to prep for evaluating the LU Leadership Academy.
  - **Liaison Program:** Will roll out a special e-news in the new year exclusively for SEUL board organizations, especially NAs, to streamline communications and increase efficiency of gathering NA minutes, submitting upcoming events, and sharing training and volunteer opportunities.
  - **Small Grants Program:** Grant applications are trickling in. 1/10 is deadline to apply.
  - **Fiscal Sponsorship Program**
    - We offer two program models: 1) for SEUL grant applicants seeking fiscal sponsorship to meet our grant eligibility requirements, or 2) groups seeking steady and a deeper level of FS support (e.g. PUAH, BBBC) as they scale up programs, operations and seek additional funders. We charge 10% on income passing through SEUL over \$25k and up to \$150,000.
    - 1-year contracts for all projects that we sponsor
    - The City waived some insurance coverage requirements due to COVID/holding meetings online.

### **Seeking ExComm blessing to renew [Portland United Against Hate \(PUAH\)](#) contract (Matchu)**

PUAH has new ED (Úmi Vera) and two new staff. They provide an invaluable community service on tracking hate incidents, which organizers benefit from. Their annual report is available online. They secured a Meyer Memorial Trust Grant for \$81,000 this year, are planning to applying for an Oregon Community Foundations Grant in Jan., and they have "preferred provider" contracts in development with PBOT and Trimet. Their estimated 2022 budget is \$163,500. Under our fiscal sponsorship tiered fee system, we would earn up to \$15k from this service. The SE Uplift staff recommend approving the renewal of PUAH's fiscal sponsorship contract.

## ACTION

**Motion** (*Ash*) To approve the fiscal sponsorship renewal for PUAH.

**Seconded** (*Anna*)

**Result:** The motion passed with unanimous approval.

- Tenants/Buildings/ Miscellaneous
  - Tenants
    - Rep Rob Nosse has moved into a larger office space
    - We have 2 prospective tenants, who are considering leasing Rep Nosse's old office space and the Peter Jacobson room, which has not been rented during COVID so this would provide steady income for a space that is currently going unused.
  - Building
    - New Lighting! We are eligible for the Energy Trust Direct Install lighting program. Work will begin in the new year. Yay!
    - Staff will be available by appointment only / working primarily remotely in January due to Omicron. Nanci and Lindsey will stop by regularly to check the mail and process outgoing checks.

## Board-related Business (Nanci)

- Debrief last board meeting
  - Culture/feel, new meeting + minutes structure, process of seating of new members: ExComm consensus was that it went smoothly.
  - Troubleshooting tech issues: There was concern by a guest at the last meeting that they were being excluded from the chat. The effort to troubleshoot the issue involved three hosts and in the end it turned out that it is not possible to exclude someone from chat. We need a point person that could jump in to troubleshoot any tech issues on the future so hosts and facilitators are not taken off task. Dave Weaver is willing to provide tech support during upcoming meetings. We will schedule a troubleshooting session to test. We may explore the webinar option as well.
- **2022 New Board Member Orientations**
  - Planning to schedule one for sometime in February. Having a board member present to speak on their experience and offer connection can help to personalize the process and increase retention.
    - Nancy and Dave are willing to sit in on the February one with Tina.
    - Nancy recommends that ExComm members trade off attending sessions.

- Nanci suggests a max of 3 ExComm members per session.
- **Board Administrator**- the committee provided input on governance-related deliverables for the first six months including:
  - Planning to review conflict-resolution policies, and
  - Initiating change communication (overcoming biases, developing mutual goals)
- **Follow-ups and Board-assigned Tasks**
  - The board’s vote to censure Allen Field at the October board meeting is reflected in the October board meeting minutes. Nanci asks if this is sufficient documentation or if a supplemental memo is warranted. The ExComm consensus was that the minutes are sufficient. They added that we should:
    - Consider restarting the DEIA committee (this has been the plan)
    - Utilize the equity lens tool to unpack issues when they happen, summarize them, and learn from them
  - Approved memo re: change to Advocacy Request Letter Policy.
  - Discussion: Technology Options, Meeting Recording Policy
    - Meeting Options: Webinar vs Public in Zoom Room
      - In the webinar option, staff and board members would be made panelists (can participate verbally). Members of the public would observe and could chat or send questions to the hosts.
      - Suggestion: reserve 10 minutes at the end of each meeting for questions/feedback from the public. Responses:
        - This would be difficult to add within the two-hour meeting time frame.
        - The board meeting time is reserved for executing board business. Questions/feedback from the general public can be directed to committees, staff, or board chairs.
      - Need to investigate whether breakout rooms are possible in the webinar format. During breakout sessions, Nanci will stay in the main room with the public to guide those conversations and respond to questions/feedback.
    - Recording
      - State law requires that everyone consents to recording. Recordings become a public record which we would need to make publicly available. SEUL has not been consistent about recording board meetings and getting consent. Consent was sometimes granted for internal purposes only. Are we in violation of consent law if we then make recordings available? Need to look into this.
      - ONI standards only require us to provide minutes, not recordings.
      - Storage space and costs are a concern. The recording files are large and expensive to save, especially via online platforms.

- Anna feels that we don't need to record meetings. At PSU, students reported that recordings created fear and anxiety, which can create barriers for participation and limit discussion. Her university has decided against recording meetings.
- Committee discussed the possibility of recording purely for internal/secretarial purposes, not for distribution, so that once the minutes are approved, the recording would be deleted.
- Chat
  - Apart from board members sharing monthly updates from their orgs and providing details relevant to a board discussion, the chat can be distracting. If we were meeting in person we would observe the etiquette of no side conversations. This is what chat can become during virtual meetings. Side conversations occur that are not necessarily relevant to the main discussion/presentation. We could look into whether it's possible to have a chat moderator.

## Committee Updates

- Board Development (Tina)
  - The at-large application period has been opened. We have one spot available and have received two strong at-large applications. The committee will review them and make a recommendation to the board at the January meeting so that one person can be voted in.
- Finance (Anna)
  - Will meet next in January rather than late December. By then they will have numbers for this quarter available, which will assist with projecting into the next 6 months. Then they could also start to discuss staff retention strategies for the next budget year, policies/guidelines for hospitality, and a possible building inspection to have a solid financial and organizational plan for maintenance.
- Bylaws (Nanci)
  - Nanci is lining up interviews with potential legal experts to provide guidance: Nonprofit Law NW, Center for Nonprofit Law, Kay Sohl Consulting
- Houselessness Action Committee (Tina)
  - Meeting next Monday 12/27 at 5:30pm to feature:
    - Updates from neighborhoods/projects currently ongoing
    - Year in review/goals for 2021 brainstorm
  - Speakers are lined up for next year
    - February: Rahab's Sisters
  - Hoping to arrange for a member of the houseless community to participate in meetings and provide feedback based on lived experience

- Staff will provide email and website maintenance support for HAC

### **January Board Discussion and Business Meeting Agendas**

- Board Discussion Agenda
  - Standing items
  - Guest Presentation: 74th and Glisan Affordable Housing Project (15 mins including Q&A) to share information and seek suggestions for building support
  - Meeting Recordings Policy: Tabled for later pending research.
  - Board Letter of Support to Civic Life and Commissioners requesting increase to FY22-23 grant to support staff retention strategy
    - Nanci will work on something to advance to the board. The letter is usually written after the board meeting, but board members like to see it in advance if possible (to review and provide feedback)
  - Include time for Sharon
  - Shuffle the breakout room assignments
    - Lindsey won't be available to attend the January meeting. Will work on tech prep and troubleshooting with Dave and possibly Sharon. Would be best to meet this week.
    - Nanci will look into whether the webinar option and breakout rooms are compatible.
- Board Business Meeting Agenda
  - Approve December Minutes
  - New Board Member Election
  - Approve request for Board Letter of Support to Civic Life and Commissioners requesting increase to FY22-23 grant to support staff retention strategy

**7:39 The meeting adjourned.**

**Next ExComm meeting: Monday, January 17, 2022, 6 pm – 8pm, via Zoom.**