



EXECUTIVE COMMITTEE MEETING MINUTES

March 21, 2022 | 6-7pm | Via Zoom

<https://zoom.us/j/99810113751> | Meeting ID: 998 1011 3751

ATTENDANCE

Committee Members Present

Ash Hester (Co-Chair)
Tina Kimmey (Co-Chair)
Dave Weaver (Vice Chair)
Nancy Chapin (Secretary)

Staff Present

Nanci Champlin (Executive Director)
Lindsey Johnson (Administrative and Operations Specialist)

Guests Present

Sharon Wynde (Board Administrator)
Chris Eykamp (HAND), Allen Field (Richmond NA),
Roger Jones (HBBA), Paul Leistner (MTNA),
Jim Pierce (MTNA)

Committee Members Sending Regrets

Lindy Walsh (Treasurer)

COMMITTEE MEETING

6:01 The meeting was called to order.

Executive Director Updates: Programs, Operations, Finances (Nanci)

- **Partnership + Grantmaking Programs Manager Update:** SEUL staff have held several screening interviews and Zoom interviews. Finalist interviews are scheduled for this Friday 3/25. Nanci will call references and plans to make an offer next week.
- **Draft FY 22-23 Program Highlights** See slide deck below
- **Fiscal Sponsorship Program Updates:** SEUL staff have finished refining the fiscal sponsorship process, including related paperwork (application, handbook materials). Factors considered when evaluating projects include mission alignment, risk assessment (e.g. any threats to our c3 status), and capacity. Paola has joined the National Network of Fiscal Sponsors. They provide guidance on best practices which we are aligning our program with.
- **Committee Updates:** Finance: The check signers for the First Interstate Bank account have been updated. SE Uplift will transfer the operating reserve fund over on 3/28. Kris

and Lindsey are working on a fixed asset list. End of March = end of 3rd quarter. Bylaws: Nanci has received final recommendations from the bylaws committee and reviewed comments. She will send out updates tonight.

Discuss Fiscal Sponsorship Applications (Nanci) See slide deck below.

Nanci walked the committee through the new and renewing fiscal sponsorship applications and explained the evaluation rubric staff use evaluate projects. Staff recommend approval of the six current applicants: Stone Soup, Same Wave Radio, Kerns NA, Sunnyside NA, Brooklyn Action Corps and Richmond NA.

Board Meeting Follow-Up (Nanci, Sharon)

- **Neighborhood Initiated Safe Streets Advocacy Letter:** See final letter below
A letter template was provided and presented at the March board meeting. The board recommended that the executive committee approve the final SEUL-specific language, which was provided to the Executive Committee.
- **Adopt Final Board Meeting Recording Policy:** This was postponed to allow time to review and discussion Paul's recommendations. (The ExeCom will take this up at its April meeting and propose final language to the board in May.)
- **Adopt Final External Communications Policy:** Sharon read revisions to the policy presented to the board at the March meeting that reflect Stuart's suggestion that we provide an example of situations where someone would serve as a SEUL spokesperson. See below.

ACTION ITEMS

Motion (Ash) To approve the fiscal sponsorship renewal for Kerns NA.
Seconded (Nancy)
Result: **The motion passed.**

Motion (Tina) To approve the fiscal sponsorship renewal for Sunnyside NA.
Seconded (Dave)
Result: **The motion passed.**

Motion (Tina) To approve new fiscal sponsorships for Same Wave Radio and Stone Soup, and approve fiscal sponsorship renewals for Brooklyn Action Corps and Richmond NA.
Seconded (Nancy)
Result: **The motion passed.**

Motion (Tina) To approve the Neighborhood-Initiated Safe Streets Advocacy letter to PBOT as written.
Seconded (Ash)

Result: **The motion passed.**

Motion (*Nancy*) To approve the final External Communications Policy as presented

Seconded (*Anna*)

Result: **The motion passed.**

Planning Next Board Meeting / Set Agenda (Tina)

ED Report / Committee Reports / Vote on Bylaw Updates

6:56 The meeting adjourned.

Next ExComm meeting: Monday, April 18, 2022, 6 pm – 7pm, via Zoom.



FY 22-23 CIVIC LIFE GRANT

Draft Overview

CIVIC LIFE'S LONG-TERM GOALS

**INCLUSIVE
STRUCTURES**



**ADAPTIVE
GOVERNANCE**



**FULFILLED +
EMPOWERED
PORTLANDERS**



APPLICATION AREAS OF FOCUS



**Outreach
+ Comms**



**Org
Support**



**Training +
Skill Bldg**



**Document
Mgmt**



**Office
Space**



**Small
Grants**



**Other
(optional)**

DEMONSTRATING ALIGNMENT

Civic Life asks if we have a DEI project or goals for the year.

All Activities Must Demonstrate:



- How they align with and advance Civic Life's goals
- How they include support for and participation from historically-underserved communities



Outreach + Comms

- Tabling + Events
- Partnerships
- Collaborations
- Channels
- Comms Training
- Meetings
- Civic Life Directory



Org Support

- Leadership Dvmt
- Best Practices
- NA Comms Funding
- Printing Support
- Fiscal Sponsorship
- Legal Reg + Reports
- Insurance for NAs



Training + Skill Bldg

- Tools + Practices
- Hybrid Meetings
- Board Alignment
- Fundraising
- Event Planning
- DEIA
- Reaching Renters



Document Mgmt

- NA Election Ballot Storage
- NA Minutes + Sign-in Sheets
- Updated NA Org Docs (Bylaws, Aol, c3)
- Support NA Filing Deadlines



Office Space

- **Maintain Office in District**
- **Offer Discounted Office + Hybrid-ready Meeting Space**
- **Contract w/Service Providers from Marginalized Communities**



Small Grants

- **Design, Launch, Promote**
- **Award + Administer**
- **Attend + Promote Grantee Events**
- **Provide Org Capacity Support to Grantees**



- **Leverage Funding**
- **Form DCO Peer Network**
- **Staff Investment + Retention**
- **Board Alignment + Planning**
- **Building Upkeep + Investments**

NEXT STEPS

- Share with Board April 4
- Submit draft to City April 8
- Compile survey results
- Right-size to funding level
- Finalize and submit in May

FISCAL SPONSORSHIP PROGRAM: TIERS & ADMINISTRATIVE FEES

FISCAL SPONSORSHIP LEVEL	TIER I Grant Fiscal Sponsorship Projects that receive fiscal sponsorship services from SE Uplift in order to qualify and receive a SE Uplift grant ONLY. This level does not permit additional fundraising beyond the SE Uplift grant.	TIER II Full Fiscal Sponsorship Projects or groups that seek the ability to apply for funding such as through grants, contributions, and in-kind donations but whose funds raised are less than \$25,000	TIER III Full Fiscal Sponsorship Projects or groups that seek the ability to apply for funding such as through grants, contributions, and in-kind donations but who raise \$25,000 or more in funds.
ACCOUNT BALANCE	Amount of SE Uplift Grant Award	Less than \$25,000	\$25,000 or more
ADMIN FEE	\$0	\$50/year (Assessed Annually)	Once revenue reaches \$25,000, a 10% fee is assessed on income as it is received. No fees on revenue exceeding \$150,00

Fiscal Sponsorship **APPLICATION** at SE Uplift: Stonesoup HRC (**Tier 3**)

Mission: Stonesoup Harm Reduction Collaborative does outreach in the Portland area by teaming up with residents, community organizations and community members too bring essential supplies, services and harm reduction interventions to unhoused communities Values: Collaboration: Our strength is in our community and supporting each other. Empowerment - We support, trust, and empower those living in the communities we work in. Integrity - We are transparent and trustworthy. Inclusivity - Committed to hiring and being led by people still being impacted by the war on drugs. Innovation - We seek to innovate ways to remove barriers and reach people.

Line items:

- Stonesoup General Funds

Events:

- No events

Types of Fundraising:

- Applying for grants ;Requesting financial donations;Requesting in-kind donations of goods or services;

Expected Fundraising Amount (throughout all line items)

- Over \$150,000

Needs:

- Is a 501(c)3, will need guidance on learning about sustainable bookkeeping for their organization
- Designating an official board and bylaws

Fiscal Sponsorship **APPLICATION** at SE Uplift: Samewave Radio **(Tier 2)**

Samewave Radio was created with the mission of introducing Portland musicians and creatives, from historically under-served communities, to the amazing possibilities of online radio. In the past two years we have seen many music venues close and live music become harder and harder to come by. For artist that rely on live shows, this has been a difficult time for connecting and growing their audiences and continuing to build their portfolios for future opportunities. Samewave Radio fills the need for a new and engaging way for artists to connect to their communities in real time but from the safety of their own homes. SWR sheds the normal barriers of traditional radio to provide the knowledge and tools necessary to build and run a radio show as well as provide a platform for discovery by the community at large.

Line items:

- Samewave Radio General Activities
- SWR Upstart Program

Events:

- SWR Live Showcase
 - One summer showcase, one winter showcase
 - No alcohol served or distributed
 - No high impact sports
 - In partnership with Portland Produce

Types of Fundraising:

- Applying for grants ;Requesting financial donations;Requesting in-kind donations of goods or services;

Expected Fundraising Amount (throughout all line items)

- Under \$25,000

Needs:

- SE Uplift staff capacity for guidance in building an official board and bylaws



Fiscal Sponsorship **Renewal** at SE Uplift: Kerns Neighborhood Association **(Tier 2)**

These funds were donated by concerned neighbors to be used for pedestrian and motorist safety improvements along SE Thorburn/SE Stark between SE 60th and SE Gilham. We are working with PBOT to plan future safety improvement projects to funded from our fiscal sponsorship account.

Renewing:

- KNA General

Adding:

- KNA Community Building Projects – Fundraising Under \$25,000.
 - Project Description: To build community awareness and solicit participation in KNA through bulk mailings and banners.
 - Types of Fundraising: Grants (RACC, SEUL), in kind donations, funds from neighbors.
- Events:
 - Neighborhood Picnic
 - First Tuesday in August
 - Expected attendance in past has averaged around 150-200.



Fiscal Sponsorship **Renewal** at SE Uplift: Sunnyside Neighborhood Association (**Tier 2**)

Helping connect neighbors through events and information in Portland's Sunnyside Neighborhood.

Renewing:

- **SNA General Fund** | Ongoing
 - **About:** We want to continue offering our members the ability to obtain a tax deduction when donating to support our monthly newsletter that reaches every person in the Sunnyside neighborhood and is made possible by our fleet of volunteers willing to hand-deliver every month. Printing costs have reached over \$400/month and we struggle to stay out of the red to keep this essential communication up and running in our community, so every fundraising advantage is welcome.
 - **Successes:** Monthly newsletter reaches nearly 3,000 households and 8,000 people in the Sunnyside Neighborhood every month
 - **Types of Fundraising:** soliciting financial donations from members; some give to us directly but others want to give via SE Uplift for a tax deduction, so it is important to offer this option.
- **SNA Community Care (SNACC)** | Ongoing
 - **Successes:**
 - Sunnyside Shower Program: Operates three days a week — each day schedules up to six people for showers.
 - Laundry cards: Gifted 20 cards total, \$70 per month on laundry cards.
 - Litter Cleanups: Organized several group cleanups during the first part of 2021 and then promoted the AdoptOneBlock program starting in April of 2021. A list of over 100 volunteers that participate in litter cleanup activities.
 - Clothing Drive: Organized 2 clothing drives in 2021
 - **Types of Fundraising:** Soliciting financial donations from neighbors, volunteer team to help with activities and events, partnership with other organizations to obtain best practices for robust results and a healthier, happier and cleaner community.

Fiscal Sponsorship **Renewal** at SE Uplift: Richmond Neighborhood Association (**Tier 2**)

The Mission of the RNA is to provide a forum to develop neighborhood cohesiveness and improve livability by coordinating neighborhood projects, disseminating information and promoting active involvement in neighborhood activities.

Renewing:

- 1. General Funds
- 2. PDX Main Street Initiative: An inter-neighborhood collaborative project to develop tools and resources to help community members be proactively involved in design and planning; to raise community “design literacy” and increase understanding about policy and planning to give people greater voice in shaping their neighborhood. Projects include the Division-Hawthorne Main Street Design Guidelines, the Toolkit for Neighborhood Design, policy initiatives, and community placemaking support. -- Coordinator: Heather Flint Chatto
- 5. Houselessness Projects: Projects to help our houseless neighbors, such as providing hygiene kits. Seeking in-kind donations will be primary purpose for fiscal sponsorship. -- Coordinator: Claire Cofsky

Adding:

- **Richmond Cleanup & U-Price-It Sales; Litter Cleanups:** Annual neighborhood spring cleanup for mixed, bulky waste, electronics, metal and Styrofoam, and reusable items repurposed in a U-Price-It Sale. This year we are partnering with (a) Peaceful Villa/Home Forward to help residents dispose of mixed, bulky waste, and (b) CNB-Seen to do taillight repairs to prevent pretext stops by the police. We also will organize occasional litter cleanups with SOLVE. Seeking in-kind donations will be primary purpose for fiscal sponsorship. -- Coordinator: Hope Townsell

Events:

- **Summer Movie in Sewallcrest Park:** The RNA puts on a free summer movie in Sewallcrest Park as part of Portland Parks & Recreation “Free For All” outdoor movie program. Seeking in-kind donations will be primary purpose for fiscal sponsorship. -- Coordinator: Allen Field
- **Community Garden Work Parties:** The Sewallcrest and Ivon St. community gardens hold work parties 2x/year, in the spring and fall. Seeking in-kind donations will be primary purpose for fiscal sponsorship. -- Coordinator: Allen Field

Fiscal Sponsorship **Renewal** at SE Uplift: Brooklyn Action Corps **(Tier 2)**

The Brooklyn Action Corps is a neighborhood organization whose purpose is to better the community by working together toward the solution of its social, physical, and economic problems. The Board is active in all that affects the greater good of the Neighborhood.

Renewing:

- **BAC General Fund** | Ongoing
 - **Types of Fundraising:** soliciting financial donations from members; some give to us directly but others want to give via SE Uplift for a tax deduction, so it is important to offer this option.
- **BAC Community Garden** | Ongoing
 - **Types of Fundraising:** Soliciting financial donations from neighbors, volunteer team to help with activities and events, partnership with other organizations to obtain best practices for robust results and a healthier, happier and cleaner community.
- **Events:**
 - Spring Break Scavenger Hunt (March), Volunteer Recognition Event (April), Neighborhood Clean up (May), Brooklyn Plan Swap (May), Litter Clean up (July), Ice Cream social (September), Brooklyn Beautification day (October), Holiday Sing Along (December)



Southeast Uplift
3534 SE Main St
Portland, OR 97214
p: 503 232-0010
www.seuplift.org

To: Chris Warner, *Transportation Director* (PBOT)
Art Pearce, *Policy, Planning and Projects Group Manager* (PBOT)
From: SE Uplift Neighborhood Coalition
Re: Support for Neighborhood Initiated Safe Streets Proposal

March 22, 2022

Dear Art:

At SE Uplift Neighborhood Coalition, we believe that personal connections and networks strengthen the 20 communities in our district by building relationships with each other, and that all communities deserve to participate in shaping the places where they live. We foster bottom-to-top participation that allows everyone a role in determining the character and future of our city, and we convene neighbors to explore differences and come together around common interests and goals.

On behalf of the board and staff at SE Uplift, **we're writing to support the objectives of the Neighborhood Initiated Safe Streets proposal** to empower residents to create spaces where they can gather and feel welcome within their neighborhood. We request that the Portland Bureau of Transportation implement the proposal with urgency and take the necessary steps to minimize impacts to staff time and streamline the process, implement equitable permit pricing, and create additional opportunities across the city for residents to shape local streets for people.

SE Uplift would appreciate knowing about other opportunities to support this request. Thank you for consideration of this request and the continued work on behalf of the people of Portland.

Sincerely,

Tina Kimmey
Co-Chair SE Uplift

Ash Hester
Co-Chair, SE Uplift

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Sellwood-Moreland • South Tabor • Sunnyside • Woodstock



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**BOARD MEMBER EXTERNAL COMMUNICATIONS POLICY
(WHEN SPEAKING AS/FOR THE ORGANIZATION)**

Approved by the Board of Directors on March 7, 2022

This policy has been created to support an effective, responsive and transparent communications process. Communications issued by SE Uplift, regardless of who is the signatory of such communication, represent SE Uplift as a whole in terms of policy and character. It is therefore important that reasonable protocols be followed. Board members speaking on behalf of SE Uplift must be authorized to do so, shall exercise their Duty of Loyalty to the organization (per ORS Ch 65), and shall behave as an ambassador for the organization by upholding its reputation and good work.

1. The official spokespersons for the board are the Executive Director (ED), the Chair(s) and any board member or staff person delegated by the board or ED to speak on a particular issue/subject area.
2. The ED, the Chair(s) and/or any designated board member or staff person who represents SE Uplift in any communications with the public, media or governing bodies at the neighborhood, city or state levels, will ensure that all communications from SE Uplift represent actions, policy directions or advocacy positions taken by the board and documented by the board minutes.
3. When board members, staff and/or the ED exercise their first amendment free speech rights and speak on issues as individuals, they will make it clear that they are speaking as an individual, and that they do not speak for SE Uplift at that time. Likewise, should a member of the board or staff publicly advocate for or against a candidate for office, extra care must be taken to avoid any appearance that they speak on behalf of SE Uplift as this would jeopardize our charitable 501(c)(3) status.
4. When the board assigns the ED, a board member, or a staff person to handle written communications for a specific issue, that individual will submit draft letters/press releases/memos to the ED and the Executive Committee for approval before they are sent out. Should time constraints make that unreasonable, the ED and/or the Chair(s) or Vice Chair can authorize distribution. If the author of the communication is the ED, Chair(s) or Vice Chair, they will obtain authorization from at least one other on this list. Authorization must be granted by two authorized leaders among the ED, Chair(s) or Vice Chair, whoever is most available.

Examples of external communications where a board member would be acting as a spokesperson for SE Uplift include, but are not limited to, representing SE Uplift at an external event, or any interview with media where the board member is being asked to speak on behalf of SE Uplift. It would not include communicating with a member of the public to attend a SE Uplift committee meeting.

5. Final authorized communications shall be sent out from SE Uplift. Copies of all official board correspondence shall be maintained by SE Uplift and are available for public inspection at any time.
6. First violation of this policy will result in a warning and review of the rules with the individual. Second violation is grounds for removal from the board or termination of employment for a staff person.

**This policy should be reviewed by the Board for relevance and content
and amended as necessary at least every two years.**