



EXECUTIVE COMMITTEE MEETING

August 15, 2022 | 5:30-7:00pm | Via Zoom

ATTENDANCE

- | | |
|-------------------------------|--|
| ExComm Members Present | Tina Kimmey (Chair)
Dave Weaver (Vice Chair)
Lindy Walsh (Treasurer) |
| Staff Present | Nanci Champlin (Executive Director)
Lindsey Johnson (Administrative and Operations Specialist)
Matchu Williams (Community Liaison Program Manager) |
| Guests Present | Sharon Wynde, SEUL Board Administrator
Doug Waugh, Board Representative
Alan Kessler, Attorney |
| ExComm Members Absent | Nancy Chapin (Secretary) |

EXECUTIVE COMMITTEE MEETING

5:30 Tina called the meeting to order.

Executive Director Updates | Nanci Champlin, ED

Operations:

- A reminder about the ice cream social on 8/30. It'll be preceded by a board orientation. The Board Dev Comm is working on activities. Nanci will put up large white Post-Its with committee names asking for suggestions for topics to cover in the next year.
- Paola dela Cruz will be leaving SEUL effective 8/16. She's pursuing her design career. Paola has been working on developing a set of procedures for the fiscal sponsorships role. Paola's been with SEUL for one year and 8 months. She was focused on fiscal sponsorships and communications. Lindsey will be stepping into her role. We'll be hiring an operations specialist, which has been posted to Mac's List. The role will be 40% administrative, 40% property management and 20% event management and other. We hope to be able to fill the job in September. Job description posted here: <https://jobs.macslis.org/job/fpmsws/operations-specialist/portland/or>
- Nanci will be on vacation through 8/23 then she'll be in a training workshop 8/24-26.

- Main St building: we're looking into investing in something to better secure the garbage bins. There's a lot that's been dumped in there. As the use of the building by tenants increases, the capacity is needed for the bins.

Programs:

- Fiscal sponsorship: We have a moratorium on fiscally sponsored projects at this time as we are at capacity. There are a few that are renewing that are in the queue.
 - Farmland Produce Distribution Center applied for a grant with the OR Food Bank. If granted, they'll immediately be in Tier III / >\$25k.
 - Portland United Against Hate will transition out as a fiscally sponsored project in mid-Sept to be absorbed as a program of Campus Compact. This is a better arrangement for PUAH, and will make it easier on their operations. The Campus Compact board of directors voted in favor. Kris, our bookkeeper, will work with them re: transferring assets and Nanci will help with transferring their two grants (MMT and PBOT) to Campus Compact for stewardship.
 - Fees considerations: Nanci reviewed the three fiscal sponsorship tiers. We may want to create a new type of fiscal sponsorship category for "technical assistance". Also under consideration is setting a higher fee for administering government grants if those grants have extra tracking and reporting requirements not typical of foundation grants. Lastly, we need to look at removing the Tier III fee cap (currently it's 10% of revenue over \$25k and up to \$150,000 then 0% after that) because Tier III orgs require more ongoing admin support than Tier I and II groups raising and expending smaller amounts.

Hybrid Meeting Toolkit: Staff will have a program jam when Nanci returns from vacation, and they'll discuss the tool for fully equipped space for hybrid meetings. We'll purchase air purifiers for the conference rooms and third floor staff and tenants.

Committee Updates:

Board Development Committee. This committee will be working on planning the Ice Cream Social

Land Use & Transportation Committee (LUTC). Matchu said there will be 3 community bike rides in August to visit our grantees' community projects, which are mentioned in the newsletter.

Houselessness Action Committee (HAC). The August 1st Houselessness event went well and was well attended. Rob Nosse, State Rep and Sharon Meieran, County Commissioner spoke. We had remarks on food insecurity and hygiene. Hygiene kits were created. Ver 15 orgs tables and dozens of community members attended.

Finance Committee.

- Kris has closed the books for the fiscal year. We have a surplus of \$22.9k. Most of that will go into our surplus (increase in net assets). The primary difference between actual and budget was higher revenue from implementation of new fiscal sponsorship fees in January. Expenses were on target with budget. There were funds budgeted for the board administrator position, but much of it wasn't spent. The role started a lot later than originally planned. Funding was going to come from the excess reserve fund, but we didn't need to use that due to the operating surplus. The \$54K budgeted for board administrator in FY 22-23 will come from the reserve fund.
- The budget we've developed for this upcoming fiscal year has been right-sized based on actuals from the past year. We'll need to tap into the building reserves to make some improvements to the building.
- The balance sheet with the fixed asset list has been corrected so that it is now accurate. The transfer of the operating reserve to a separate financial institution was also accomplished in the past year.

- The finance committee met 7/28 and recommends that we raise the amount of individual fixed assets from \$1,500 to \$2,500. This was recommended by our CPA and by bookkeeper, Kris.

Vote to raise threshold for fixed asset determination (Lindy)

ACTION

Motion (Lindy): To raise the threshold for fixed asset determination from \$1500 to \$2500
 Secoded (Dave)
 In favor 3
 Opposed 0
 Abstentions
 Result: **The motion passed.**

Moved into Executive Session at 6:20pm

Executive Session: Consultation with legal counsel regarding a fiscally sponsored project matter logistics.

Returned to Open Session at 6:50pm

ACTION Vote to adopt recommendation by legal counsel (Tina)

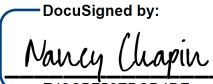
Motion (Tina): Moved to adopt the recommendation by Alan Kessler, legal counsel.
 Secoded (Lindy)
 In favor 3
 Opposed 0
 Abstentions
 Result: **The motion passed.**

Set Agenda for Next Board Meeting (Tina)

- Amy Bader at PCC has done an advocacy request for SEUL to endorse a bond measure that PCC has on a ballot. The measure includes a lot of updates to education access.
- Yes on Measure 112 Campaign, "Oregonians United to End Slavery" has approached us to endorse the measure. It will remove language allowing slavery in the OR State Constitution by repealing the language in the constitution.
- We will be seating some new NA board members.
- We need to create a nominating committee for our elections in November. Tina will be stepping down as chair.
- Finance Committee recommendation on fixed asset de minimis from \$1,500 to \$2,500 and the balance sheet cleanup.

7:00 The meeting adjourned.

Next Executive Committee meeting: Monday, September 19, 2022, 5:30–6:30pm, via Zoom.

Minutes Approved (Date) 9/12/22 Secretary Signature 
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