



EXECUTIVE COMMITTEE MEETING MINUTES

February 21, 2023 | 5:30-7:00pm | Via Zoom

ATTENDANCE

ExComm Members Present

Dave Weaver (Chair)
Kat West (Vice Chair)
Kim Bandy (Secretary)
Doug Waugh (Treasurer)
Tina Kimmey (Past Chair)

Staff Present

Nanci Champlin (Executive Director)
Matchu Williams (Neighborhood Planning & Liaison Manager)
Lindsey Johnson (Fiscal Sponsorship & Communications Manager)
Phoebe Gildea (Operations Specialist)

Guests Present

Sharon Wynde (SEUL Board Administrator, consultant)

EXECUTIVE COMMITTEE MEETING

5:35 Call the meeting to order | Dave Weaver, Chair

5:35 Executive Director Updates | Nanci Champlin, ED

Programs:

- Portland Engagement project needs an hour to do their listening session, so Nanci is proposing this occur from 6:30-7:30 on 3/6, which would be before the board meeting

held from 7:30 to 9. Nanci will send out agenda, per usual, to help with confirming timing.

- Committee updates in the ExComm meeting seem redundant to the Board Meeting agendas. Are they necessary?
 - o The committee decided this was not necessary and would shave time off of meetings. Expressed that would be nice to keep them to an hour.
 - o Dave asked if we could provide board members a chance to recommend agenda items via an email or drop box on the website. He recommend these agenda items replace the committee updates. Nanci explained there is already a process for this and the committee decided to make this the topic of the Board Learning session at the next board meeting.

Operations:

- Basement Level Update:
 - o Asbestos removal is happening on Monday and Tuesday; staff will work from home while this occurs. SEUL is considering three firms from which to hire a General Contractor to help with minimal drywall replacement, flooring install and baseboard heater demolition. Nanci expects to approach the board or ExCom in the future to request funds to cover flooring replacement above what insurance will pay so we can have 100% waterproof flooring versus replacing the carpet.
 - o Nanci asked ExCom for recommendation to the board to pull funds from the Building Reserve Fund to install heat pumps on the basement level and an electrical panel that could accommodate future heat pump installation on upper floors. Quote for this scope of work is \$26k, which includes minor Energy Trust incentives.
 - o Our insurance company provided sensors that detect leaks early. Sensors have been installed already throughout the building (basement, under sinks, in bathrooms) at no cost.
 - o We currently have \$100k in the Building Reserve Fund.
- Roof Update
 - o Scupper boxes will be installed on the roof to support rain draining to the downspouts. We also need to scope the downspouts to remove any clogging debris.
 - o If these costs end up pulling a significant chunk of money from the repairs and maintenance line item in our Operating Budget, Nanci recommends that we consider transferring funds from the building reserve to the operating budget. This can be assessed after Q3 ends with the Finance Committee.
 - o Doug recommended that we have the building inspected to develop a capital improvement plan that can be implemented over time. Known needs include:

- Ensuring there's no mold in office where water leaked (the scupper boxes should help with this), electrical, plumbing, replacing treads on back stairwell, and seismic/structural retrofits: The building is on the unreinforced masonry building list for Portland. Kat will share a provider to help with seismic structural improvements.

Finances:

- Nanci submitted a Metro Innovation & Investment Grant proposal to procure party share supplies and equipment that can be borrowed by organizations and individuals in SE Portland. The Bureau of Planning and Sustainability, who brought this idea to SEUL, will provide a letter of support if we are invited to submit a full proposal. List of items includes reusable dinnerware, tablecloths, napkins, etc plus a dishwasher, and washer/dryer to keep supplied clean.

5:55 Recommendation to the Board on Building Reserve Fund allocation

ACTION

Motion (*Dave Weaver*): Executive Committee recommends to the Board for approval of \$26k to be drawn from SEUL Building Reserve Fund to fund the cost of installation of heat pumps in the basement level and electric panel.

Seconded (*Doug Waugh*)

In favor 5

Opposed 0

Abstentions 0

Result: **The motion passed.**

6:00 Review of Final Draft Vision Statements

Discussion: Nanci will send out these vision statements in advance of the board meeting and request any last comment on the wording of these statement options.

ACTION

Motion (*Kim Bandy*): To advance two final drafts of the vision statement to the board

Seconded (*Dave Weaver*)

In favor 5

Opposed 0

Abstentions 0

Result: **The motion passed.**

6:22 Fiscal Sponsorship Renewal: Brentwood Darlington NA

ACTION

Motion (*Kat West*): To approve the fiscal sponsorship renewal for Brentwood Darlington NA

Seconded (*Kim Bandy*)

In favor 5

Opposed 0

Abstentions 0

Result: **The motion passed.**

6:25 Committee Next Steps (Kat West, Vice Chair and Sharon Wynde, Board Administrator)

- Sharon Wynde sent a poll to Climate Justice Action, Civic Engagement and IDEA committee members to identify their meeting date availability for initial committee meetings.
- In the past, no committees had staff people unless they were specifically interested in being part of it or invited. Typically chairs would check in with Executive Director.
- It was suggested that for our board break-out session on 3/6, we break into committees and welcome board members who may not be identified as serving on a committee.
- Each committee will have a shared Google Drive folder where they can keep their collaborative documents.

6:30 Committee Updates

Board Development: This committee has a workplan now, which includes specific timelines when board recruitment will be happening. This will be shared at the next Ex Comm meeting.

Land Use and Transportation: This committee will meet tonight following the Ex Comm meeting, and Multnomah County representatives will be attending. The committee is working on its committee charter document.

6:35 Set Agenda for February Board Meeting (Dave/Nanci)

- Pregame Presentation (6:30-7:30)
- Montavilla and Foster-Powell NAs have selected their representatives, so they will be ready to be seated.
- ED and Committee updates
- Board networking – Committees solidify the date of their first meeting. Ideally board members could switch from one breakout room to another during the 15 minutes.
- Learning topic: How to provide suggested agenda items to the board.

6:55 The meeting adjourned.

Next Executive Committee meeting: Monday, March 20, 2023, 5:30–6:30pm, via Zoom.