



EXECUTIVE COMMITTEE MEETING MINUTES

April 18, 2023 | 5:30-7:00pm | Via Zoom

ATTENDANCE

ExComm Members Present

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

Staff Present

Nanci Champlin (Executive Director)
Lindsey Johnson (Fiscal Sponsorship & Communications Manager)

Guests Present

Sharon Wynde (SEUL Board Administrator, consultant)

EXECUTIVE COMMITTEE MEETING

5:36 Call the meeting to order (*Dave Weaver, Chair*)

5:37 Executive Director Updates (*Nanci Champlin, ED*)

Programs:

- Events:
 - Equi Institute Harm Reduction Fair, 12-4, Thursday, 5/20 at SEUL. There will be workshops, food, and activities.
 - Saturday, April 22nd from 3-4:30, Welcome Home Coalition; housing justice. In the SEUL Fireside room.

Operations:

- Sprinklers will be replaced by April 27th
- Lower-level restoration: now have a contract and scope of work confirmed with a contractor for removal of damaged flooring, drywall and baseboards
- Flooring upgrade out-of-pocket cost will be \$1,700, which is about a third of the original estimate. At the April board meeting, the board approved allocation from the building reserve fund to cover the upgrades. After allocating \$1,700, about \$9,100 of the allocation will remain.
- Allen Field filed more grievances against SEUL on April 10th. Deadline to respond is May 30th. SEUL will allocate staff to review grievances and develop findings and recommendations to submit to the board for review on May 1st board meeting or May 16th Executive Meeting.
- The SEUL Staff retreat last week was successful. We spent time on an elevator pitch on SEUL programming, completed a SWOT analysis, and rightsizing of goals. Staff are completing their workplans, which will culminate in June.

Finances:

- \$9,100 approved for building upgrades, which the executive committee will vote on to confirm agreement that remaining funding may be allocated toward a heat pump in the “Fireside Room”
- Kris & Nanci will be meeting this week to review Q3 financial statements and develop a base for next fiscal year’s budget. By June, we’ll be able to present this to the Board for approval, which means it’ll go through Finance and Ex Comm in May.
- We’ll present the Q3 financial report at the May board meeting.
- Our houseless neighbor, John, will be departing the property by the end of the month as agreed. We will be providing him with \$200 to support his move, as previously agreed. Nanci has been in contact with immediate neighbors to coordinate other ways in which they can support John with his move.

5:50 Vote to use already allocated funding for building upgrades to install a heat pump in the “Fireside Room”

ACTION

Motion (*Kat West*): Motion to use board approved and allocated funding for building upgrades to install a heat pump in the “Fireside Room”

Seconded (*Dave Weaver*)

In favor	3
Opposed	0
Abstentions	0
Result:	The motion <u>passed</u>.

6:00 Review Fiscal Sponsorship Applications (Nanci and Lindsey)

Comments:

- We will work with Samewave Radio to get registered as a Nonprofit Organization. This is their first renewal.
- There was discussion about Ardenwald-Johnson Creek NA since this district is located partly in Portland and partly Milwaukie.
- Staff has reviewed each of the five fiscally sponsored project renewal application, and recommends renewal for all.

ACTION:

Motion (Kat West): Motion to renew fiscal sponsorships for:
Ardenwald-Johnson Creek Neighborhood Association (AJCNA)
Buckman Community Association
Kitchen Share Southeast
Portland Through a Latinx Lens
Samewave Radio (SWR)

Seconded (*Doug Waugh*)

In favor 4

Opposed 0

Abstentions 0

Result: **The motion passed.**

6:10 Q3 Finance Report (Doug Waugh, Treasurer)

- Looking for ways to re-balance funding amongst banks to reach a \$250k FDIC insurance limit.
- Doug met with SEUL’s bookkeeper, Kris, on 4/18 and determined the budget is in a good place
 - \$260k 6-mo operation budget
 - Goal is to keep balances under the \$250k FDIC insurance limit
 - Current operating bank is First Interstate Bank

6:15 Review process for handling grievance effort (Nanci)

- At May 2 Board meeting, we’ll hold a Board vote whether to hold a Special Meeting of the board to have executive session to review grievance findings and recommendations, or to have the Executive Committee handle the review of findings and recommendations for response to the Civic Life Bureau.

6:20 Identify Board Learning Topics (Nanci)

- Networking Topic and Board learning topics review

- Topics already in the works:
 - Civic Engagement Committee: Charter Change rollout <https://districtr.org/>
 - Civic Engagement Committee: How to Testify, write a Letter to the Editor, written Testimony, etc.
 - Events Committee: Successful Engagement Strategies: *Committees and Events*
 - May Board meeting topic: Successful Engagement Strategies
 - Bylaws Refresher & Best Practices – David Atkin will present and we'll include other DCOs. Likely in May (separate from the board meeting).
- Potential topics (from the board retreat in November):
 - Changes in the City of Portland and their impact on SEUL
 - Neighborhood Livability Challenges & Projects
 - How do we connect / affect change at Metro?
 - Chinook National Tribal Recognition – Federally recognized tribe under Clinton & Bush took that away. Alex is working on helping get their status recognized.
 - Creating Safe and Welcoming Space
 - Make sure Board is prepped for a decision – allow enough time and materials / background
 - How to use music to create community
 - VIP Guests (Mayor, etc.)
 - Natural Hazard / Climate Disaster Training
 - Radon Abatement.
 - How to interrupt racism / sexism / harassment.

6:25 Set Agenda for April Board Meeting (Dave/Nanci)

- ED Updates
- Finance report: 3rd quarter
- Provide time limits for committee report-outs
- Grievance filing: vote on preference for full board to review and recommend in special board meeting or have the executive committee do the review and recommendations.
- May Board meeting topic: Successful Engagement Strategies

6:40 The meeting adjourned.

Next Executive Committee meeting: Tuesday, May 16th, 2023, 5:30–6:30pm, via Zoom.