



EXECUTIVE COMMITTEE MEETING MINUTES

May 16, 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)

Guests Present

Sharon Wynde (SEUL Board Administrator, consultant)
Allen Field, Richmond NA

EXECUTIVE COMMITTEE MEETING

5:33 Call the meeting to order (*Dave Weaver, Chair*)

Dave read the SE Uplift Executive Committee welcome statement and the recording policy.

5:35 Review Draft FY 23-24 Budget (*Nanci*)

- Nanci presented two scenarios for draft SEUL Operating Budget and noted Scenario II is most likely to go into effect. It is dependent upon the city budget including increased grant amount being passed.
- Scenario I:
 - 2% decrease in OCCL (city) budget from 22-23 level.
 - Remaining revenue items are mostly flat year-over-year.
 - 4% COLA increase in salaries over 22-23.

- Admin, insurance, utilities categories remain relatively flat.
- Building and maintenance decreased \$2k, mainly in landscaping.
- Professional Services decreases \$8k, coming from bookkeeping, accounting, legal.
- Program Expenses decrease \$9k, primarily in eliminating Land Use Leadership Academy and donation (sponsorships, registrations)
- Scenario II:
 - OCCL (city) base grant increases 9% from last year's level (not including 2% COLA)
 - Revenue increases overall by \$56k (9%) via increased OCCL grant and 23% increase in Community Grant funding. Nanci spoke with the Bureau of Labor and Standards, and currently the Consumer Price Index reflects a 5% increase.
 - Personnel expenses increase 8.7% due to 9% salary and corresponding payroll tax increases for COLA and merit, cell phone stipend (\$33/mo.), which is offset by elimination of land lines and use of Voice over Internet (decrease in Admin category)
 - Admin increased \$1.5k due to monthly subscriptions increased to allow for a CRM to help with programs; and procurement of 2 replacement laptops in non-capital equipment.
 - Insurance remains flat; however, our building deductible will increase. Nanci spoke with our broker, and they were impressed with the changes we made following the water damage by investing in removing baseboard heating and 100% waterproof flooring.
 - Utilities: the water and sewage category was over-budgeted last year, so we've lowered it. Overall, about \$800 less for utilities. There is a budgeted increase in electrical expenses for heat pump, but this is offset by reduction in natural gas expense for heat pump installation, lower water/sewage expenses.
 - Overall building and maintenance expense is flat year-over-year.
 - Professional Services: Event accessibility services will be reduced by \$2k, and professional service expenses will increase by \$7k. Overall, Professional Services budget increases \$5k. The Board Admin position is included in this scenario, as opposed to coming from Excess Reserves.
 - Program Expenses: increasing overall by \$18k (21.5%), primarily due to Community Grants increase of \$14.4k (this is the offset to revenue in this category). NA Communication funds will increase by \$5k to provide \$750 per NA.
- Staff are working on their workplans / scope of work. There's lots of synergy with staff, which has been great with staff stability. Doug commented that he's supportive of the increases in Scenario II.
- Ex Comm members discussed staff compensation. One benefit which doesn't require compensation increase would be to have the July 4th week as paid leave and closing the

office. This would be a summer closure, in addition to the holiday closure / paid leave. We would need to adjust our policy.

- No amendments to the budget were recommended by ExComm.

ACTION

Motion (Dave): Motion to advance the budget to the board for vote in June meeting

Seconded (*Doug*)

In favor 4

Opposed 0

Abstentions 0

Result: **The motion passed.**

5:58 Executive Session: Consideration of Allen Field’s Grievances (Kat/Kim)

Dave read the Executive Session language as to who may attend per ONI standards. Guest were moved to the waiting room.

6:27 Vote to Approve Findings and Recommendations from Allen Field Grievances as presented in the Executive Session.

ACTION

Motion (Dave): To approve the findings and Grievances Findings and Recommendations

Seconded (*Kat*)

In favor 3 (Kim left the meeting prior to the vote)

Opposed 0

Abstentions 0

Result: **The motion passed.**

6:28 Review Draft Standing Rules for Grievances (Nanci)

Nanci walked through the Draft Standing Rules for Grievances (see attached).

There are 3 sections: (1) if grievance is filed against an NA, (2) against SEUL, or (3) against Civic Life.

Nanci reviewed what is outlined in the attached document. That which is in black text is from the existing procedure in the ONI standards. Orange text signifies SEUL Standing Rules for operational clarity.

The plan is to have the board vote on the standing rules in June, and we can advance it to include in the Bylaws in August. David Atkin said it’s common practice to reference another document. But it is a good practice to add to the Bylaws.

6:42 Vote to Advance Draft Standing Rules for Grievances to the Board of Directors for Adoption at the June Board Meeting

ACTION

Motion (Dave): To advance Standing Rules for Grievances to the Board.
Seconded (Doug)
In favor 2 (Kat & Kim had left the meeting prior to the vote)
Opposed 0
Abstentions 0
Result: **The motion passed.**

6:45 Executive Director Updates (Nanci Champlin, ED)

Programs:

- Nanci reached out to the independent district commission to see if they're able to attend the June meeting, but they've been very busy. They'll be recommending at the end of May what they're proposing. We hope to be able to include them on the agenda, but we're not sure if that'll be possible. If they can't come to the June meeting, we'll find another time. In July, they'll hold 2 public hearings in each of the proposed districts. Then the recommendations become fully adopted in August. If someone from the commission isn't able to come, we can still have board learning topic on this issue.

Operations:

- The repairs have proceeded well. Now that we've had a heat wave, and we have A/C in the fireside room, it's been great for the groups who have rented that space.

Finances:

- Nanci has focused on the budget and scope of work.

6:50 Set Agenda for June Hybrid Board Meeting (Dave/Nanci)

- Grievance Standing Rules.
- Minutes from May meeting.
- Scope of Work.
- Present & pass the 23/24 budget.
- Board Elections
- Board learning topic / independent district commission presentation.

7:00 The meeting adjourned.

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

Minutes Approved (Date) June 16, 2023