



## EXECUTIVE COMMITTEE MEETING MINUTES

June 20, 2023 | 5:30-6:30pm | Via Zoom

### ATTENDANCE

<b>ExComm Members Present</b>	Dave Weaver (Chair) Kat West (Vice Chair) Doug Waugh (Treasurer)
<b>Staff Present</b>	Nanci Champlin (Executive Director)
<b>Guests Present</b>	Sharon Wynde (SEUL Board Administrator, consultant)
<b>ExComm Members Excused</b>	Kim Bandy (Secretary)

### EXECUTIVE COMMITTEE MEETING

**5:32** Call the meeting to order (*Dave Weaver, Chair*)

**5:35** Review Fiscal Sponsorship Renewals and New Application (Nanci)

Nanci sent out the rubric with the Exec Comm agenda along with the link to where the applications are. She presented the details for the fiscal sponsorship renewals for Mt Scott-Arleta NA and AFREEC, and the new fiscal sponsorship application for Empower House PDX. Please see attached for details.

#### **ACTION**

**Motion** (*Dave*): Motion to approve fiscal sponsorship renewals for Mt Scott-Arleta Neighborhood Association and AFREEC, and new fiscal sponsorship for Empower House PDX

Seconded (*Doug*)

In favor 3

Opposed 0  
Abstentions 0  
Result: **The motion passed.**

**5:45 Adopt Updated Land Use & Transportation Committee Charter (Nanci)**

Nanci presented the attached Land Use & Transportation Committee Charter.

**ACTION**

**Motion (Kat):** To adopt the updated Land Use & Transportation Committee Charter.

Seconded (*Dave*)

In favor 3  
Opposed 0  
Abstentions 0  
Result: **The motion passed.**

**5:55 New Board Member Orientation and Election (Kat West, Vice Chair)**

- BD Committee met and is working on the new board member orientation which will be on August 22<sup>nd</sup>.
- The timing of Officer elections, historically held in November, leads to a potential gap between elections of board members and officers. At the August board meeting, we'll be asking board members to nominate themselves for board officer positions, or someone else. The plan will be to have officer elections at the September board meeting.
- Doug said he plans to run for Treasurer again. Dave plans to run as board Chair. Kat plans to run as Vice Chair. Nanci will check with Kim to see if she plans to run as Secretary again.
- We'll be seating new board members at the August meeting. There are a few Neighborhood Associations (Brooklyn & Laurelhurst) who have elected their reps and are in the process of completing their paperwork.
- We'll need to get a copy of a proposed bylaws update out to the board 14 days in advance of the August 7 meeting. The update proposes to incorporate into the Grievance section of the bylaws the "Standing Rules for Grievances" that the board adopted at the June 5 board meeting. We'll need a 2/3 majority vote of the directors present (provided quorum is met) to pass the bylaws update.

**6:05 Executive Director Updates (*Nanci Champlin, ED*)**

Programs:

- A week from tonight, 6/27 from 6-7:30, is the Commissioner Ryan event at PCC – SE Campus (in the grand Hall in Mt Tabor Hall. Nanci encourages folks to show up in person.

Finances:

- Doug brought up the issue that depreciation is a non-cash expense so shouldn't be included in the budget. He'll bring this up with the Finance Committee.
- Our Q3 payment and the insurance reimbursement from the city posted to our account and is expected to be released in the next day.
- We can request a pre-payment for the first quarter of fiscal 23-24.

**6:15 The meeting adjourned.**

**Next Executive Committee meeting: Tuesday, August 15, 2023, 5:30–6:30pm, via Zoom.**

Scoring Key. 1: Big red flag 2: Some concerns 3: Meets expectations 4: Achieves best practice

Organization: Mt. Scott-Arleta Neighborhood Association

Tier: 2

Date: 6/13/23

CRITERIA	POINTS	NOTES/COMMENTS
<b>Alignment and Impact</b>		
Project furthers SE Uplift's mission	4	
Project exemplifies SE Uplift's organizational values	3	
Project aligns with SE Uplift's goals of: 1: Increase the number of meaningful partnerships with SE Portland community groups that have been historically marginalized and underrepresented in city decision making through strategic outreach and equitable programming. 2: Increase SE Uplift support to neighborhood associations in the areas of diversity, equity, inclusion and access.	4	Seek to actively maintain and improve our neighborhood for current and future residents, to foster community, and keep neighbors up to date on events and happenings both locally and on a city-wide level.
<b>Location</b>		
Project serves community members predominantly in the SEUL district area	4	
<b>Risk Assessment</b>		
Project is current on its state nonprofit registration status (registered with SOS)	3	
Project is not party to a lawsuit or ordered mediation process	3	
Project has a governing body to oversee the Project's overall success	3	
Project is not set up for partisan political or religious reasons	3	
Project's activities are consistent with our 501(c)(3) limitations	3	
Project does not benefit a private party	3	
Project has a positive reputation in the community	3	Active since 1984. <a href="#">Website</a> . <a href="#">Facebook</a> . <a href="#">Twitter</a> .
Project does not engage in activities that could injure or harm participants	3	
Project has the capacity to fulfill funder requirements	3	
Project's leadership has sufficient expertise and experience to manage the project	3	Principal Coordinator has 5 years of experience in this role
<b>Equity Assessment</b>		
Project works to advance the leadership or voice of historically marginalized communities	4	Prioritize the voice and vision of BIPOC neighbors. Values and issues brought by BIPOC and disabled neighbors are centered in advocacy and proposals.
Project includes individuals from marginalized communities in leadership roles	3	Many committee members and advocates are Section 8 housing recipients.
Project demonstrates a commitment to DEIA	4	
<b>Capacity Assessment</b>		
Project intends to seek funding through: grants, financial donations, in-kind donations of goods or services	3	
SE Uplift has the internal capacity to oversee and support the Project in a safe and responsible manner	3	Arleta Triangle Project. Vendor markets, site maintenance work parties, performances (dance, music), rallies, clean-up events.
Project plans to seek 501(c)(3) designation	3	Not planning to apply

**Scoring Key.** 1: Big red flag 2: Some concerns 3: Meets expectations 4: Achieves best practice

**Organization:** African Heritage Education and Empowerment Community (AFRHEEC) **Tier:** 3 **Date:** 6/13/23

CRITERIA	POINTS	NOTES/COMMENTS
<b>Alignment and Impact</b>		
Project furthers SE Uplift’s mission	3	
Project exemplifies SE Uplift’s organizational values	4	
Project aligns with SE Uplift’s goals of: 1: Increase the number of meaningful partnerships with SE Portland community groups that have been historically marginalized and underrepresented in city decision making through strategic outreach and equitable programming. 2: Increase SE Uplift support to neighborhood associations in the areas of diversity, equity, inclusion and access.	4	Provide services & programs centered in ancestral cultural connections from the motherland, by and for Black & African American families, through education, culture, arts, storytelling. AFRHEEC’s guiding principles are inspired by a Traditional Village Model where elders & youth come together to build capacity, transfer knowledge, and strengthen community.
<b>Location</b>		
Project serves community members predominantly in the SEUL district area	3	Serves a statewide geographic area
<b>Risk Assessment</b>		
Project is current on its state nonprofit registration status (registered with SOS)	3	
Project is not party to a lawsuit or ordered mediation process	3	
Project has a governing body to oversee the Project’s overall success	3	
Project is not set up for partisan political or religious reasons	3	
Project’s activities are consistent with our 501(c)(3) limitations	3	
Project does not benefit a private party	3	
Project has a positive reputation in the community	4	Active 1 ½ years. Website in development.
Project does not engage in activities that could injure or harm participants	3	
Project has the capacity to fulfill funder requirements	3	
Project’s leadership has sufficient expertise and experience to manage the project	4	Experience in community development & engagement, education & youth empowerment, DEI, accounting & finances.
<b>Equity Assessment</b>		
Project works to advance the leadership or voice of historically marginalized communities	4	Target communities: African-American, Black and African from the diaspora
Project includes individuals from marginalized communities in leadership roles	4	Leadership is representative of the communities we strive to serve. Intergenerational board: elders, middle age, and young members of our communities.
Project demonstrates a commitment to DEIA	4	Target audience: youth, families of diverse cultures/backgrounds, refugees, immigrants
<b>Capacity Assessment</b>		
Project intends to seek funding through: grants, financial donations, in-kind donations of goods or services, business sponsorships	3	Has received grants from Meyer Memorial Trust and Black United Fund of Oregon.
SE Uplift has the internal capacity to oversee and support the Project in a safe and responsible manner	3	Discussion sessions, field trips, webinars, conferences, cultural exchange program.
Project plans to seek 501(c)(3) designation	3	Has applied for 501c3 status (pending)

Scoring Key. 1: Big red flag 2: Some concerns 3: Meets expectations 4: Achieves best practice

Organization: Empower House PDX

Tier: 2-3

Date: 6/13/23

CRITERIA	POINTS	NOTES/COMMENTS
<b>Alignment and Impact</b>		
Project furthers SE Uplift's mission	3	
Project exemplifies SE Uplift's organizational values	4	
Project aligns with SE Uplift's goals of: 1: Increase the number of meaningful partnerships with SE Portland community groups that have been historically marginalized and underrepresented in city decision making through strategic outreach and equitable programming. 2: Increase SE Uplift support to neighborhood associations in the areas of diversity, equity, inclusion and access.	4	Provides rental assistance and online courses in financial literacy, job development, and special education services to eligible households with disabilities and BIPOC identifications.
<b>Location</b>		
Project serves community members predominantly in the SEUL district area	3	Serves the Portland metro area
<b>Risk Assessment</b>		
Project is current on its state nonprofit registration status (registered with SOS)	2	Does not appear to be registered yet.
Project is not party to a lawsuit or ordered mediation process	3	
Project has a governing body to oversee the Project's overall success	3	
Project is not set up for partisan political or religious reasons	3	
Project's activities are consistent with our 501(c)(3) limitations	3	
Project does not benefit a private party	3	
Project has a positive reputation in the community	3	<a href="#">Website.</a>
Project does not engage in activities that could injure or harm participants	3	
Project has the capacity to fulfill funder requirements	3	
Project's leadership has sufficient expertise and experience to manage the project	4	Ran another successful charity. Experience in activism, working with marginalized communities. Special Education teachers.
<b>Equity Assessment</b>		
Project works to advance the leadership or voice of historically marginalized communities	4	Will set a target % of clients that will: a) be African American, b) are disabled or have a disabled family member.
Project includes individuals from marginalized communities in leadership roles	4	Principal Coordinator is African American. Board members are BIPOC.
Project demonstrates a commitment to DEIA	4	All clients: identify as BIPOC or have BiPOC household members.
<b>Capacity Assessment</b>		
Project intends to seek funding through: grants, financial donations, in-kind donations of goods or services, business sponsorships	3	
SE Uplift has the internal capacity to oversee and support the Project in a safe and responsible manner	3	Plan to host community events and partner with other local organizations.
Project plans to seek 501(c)(3) designation	3	Planning to apply for 501c3 status

# FISCAL SPONSORSHIP PROGRAM: TIERS & ADMINISTRATIVE FEES

FISCAL SPONSORSHIP LEVEL	<p>TIER I Grant Fiscal Sponsorship Organizations 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.</p>	<p>TIER II Full Fiscal Sponsorship Organizations 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.</p>	<p>TIER III Full Fiscal Sponsorship Organizations 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.</p>
ACCOUNT BALANCE	Amount of SE Uplift Grant Award		\$25,000 or more
ADMIN FEE	\$0	\$50/year (assessed annually)	<p>Once revenue reaches \$25,000, a 10% fee is assessed on income as it is received. No fees on revenue exceeding: \$150,000 (2022-23 FY) or \$250,000 (2023-24 FY onward)</p>

# Fiscal Sponsorship **NEW** at SE Uplift: Empower House PDX

**About:** Empower House PDX focuses on providing rental assistance and online courses in financial literacy, job development, and special education services to those in need. They aim to create a more equitable and just society through their work.

**Events:** Empower House PDX will organize events that are relevant to the community's interests and needs, such as financial literacy workshops or job fairs.

**History:** New organization

**Planning to apply to become a 501(c)(3):** Yes

**Bookkeeping Line items:** General Funds

**Types of Fundraising:** Grants, financial donations, in-kind donations of goods/services, business sponsorships

**Expected fundraising amount:** Over \$25,000 (Tier 3)

**Website:** <https://empowerhousepdx.com>



# Fiscal Sponsorship **RENEW** at SE Uplift: African Heritage Education and Empowerment Community (AFRHEEC)

**About:** AFRHEEC serves youth as well as families who self-identify as African American, Blacks and African from the diaspora. We provide services and programs centered in ancestral cultural connections from the motherland, by and for Black and African American families, through education, culture, arts, storytelling. AFRHEEC's guiding principles are inspired by a Traditional Village Model where elders and youth come together to build capacity, transfer knowledge, and strengthen our community. Partnering with existing organizations across the state exemplifies our commitment to unity, solidarity and our drive to build a stronger Black community in Oregon.

**History:** Active for 1 ½ years

**Planning to apply to become a 501(c)(3):** Yes (has applied – pending status)

**Bookkeeping Line items:** General Funds, Grants

**Events:** Fundraising events, Workshops, Youth Program, Civic Leadership Program

**Types of Fundraising:** Grants, financial donations, in-kind donations of goods/services, business sponsorships

**Expected fundraising amount:** Over \$25,000 (already Tier 3)

**Website:** In development

# Fiscal Sponsorship **RENEW** at SE Uplift: Mt Scott Arleta NA

**Mission:** Our Neighborhood Association seeks to actively maintain and improve our neighborhood for current and future residents, to foster community and keep neighbors up-to-date on events and happenings both locally and on a city-wide level.

**History:** Active since 1984

**Planning to apply to become a 501(c)(3):** No

**Bookkeeping Line items:** General Funds, Arleta Triangle Project

**Events:** Vendor markets, site maintenance work parties, performances (dance, music), rallies, clean-up events.

**Types of Fundraising:** Grants, financial donations, in-kind donations of goods/services

**Expected fundraising amount:** Under \$25,000 (Tier 2)

**Website:** <https://mtscottarleta.com>

**Social Media:** <https://www.facebook.com/Mt.Scott.Arleta.Neighborhood>

<https://twitter.com/MtScottArleta>

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## LAND USE & TRANSPORTATION COMMITTEE CHARTER

1. Purpose and Scope. The purpose of Southeast (“SE”) Uplift Land Use & Transportation Committee (the “Committee”) is to promote sustainable, equitable land use and transportation for the SE Uplift Neighborhood Coalition area (the “District”) and to create a space for community engagement and collaboration on land use and transportation issues.
2. Charge. To aid and support SE Uplift in the above purpose, the Committee will provide advice and recommendations to the Board of Directors (the “Board”) on land use and transportation issues both in and affecting the SE Uplift area, with a focus on:
  - a. Community Engagement:
    - i. Facilitate community input and participation in land use and transportation planning processes.
    - ii. Organize forums and workshops to educate and inform community members about relevant issues and initiatives.
    - iii. Collaborate with community-based organizations to address shared concerns.
  - b. Policy Advocacy:
    - i. Review and provide feedback on proposed land use and transportation policies, plans, and projects.
    - ii. Advocate for the inclusion of community-driven solutions and equitable outcomes in land use and transportation decision-making processes.
    - iii. Monitor and respond to emerging trends, opportunities, and challenges related to land use and transportation.
  - c. Capacity Building:
    - i. Support the development of resources, tools, and training to enhance the capacity of community members to engage in land use and transportation planning processes.
    - ii. Foster partnerships with academic institutions, nonprofits, and other organizations to leverage expertise and resources.
  - d. Sustainability and Equity:
    - i. Promote environmentally sustainable and equitable land use and transportation practices.
    - ii. Advocate for policies and initiatives that address climate change, reduce greenhouse gas emissions, and promote active and public transportation options.
    - iii. Encourage inclusive planning processes and policies that prioritize the needs of underserved and underrepresented community members.
3. Committee Type. The Committee will be a Community committee, and will be a Standing committee.
4. Committee Authority. The Committee will be an Advisory committee to the Board of Directors.

5. Composition of the Committee<sup>1</sup>. The Committee shall strive to ensure that its membership, activities, and recommendations are reflective of the diversity of the District. The committee shall seek to engage and represent the perspectives of underrepresented and historically marginalized groups. The Committee will initially consist of the following members and their affiliations / voting status:
  - a. Each community group is limited to one (1) vote. Community groups with more than one representative shall determine voting rights ahead of the meeting.
  - b. At-Large members with specialized expertise or interests.
6. Responsibilities. The Committee will perform such actions as necessary and appropriate to exercise the purposes set forth above. The Committee will:
  - a) Establish a Committee meeting schedule;
  - b) Create an annual work plan;
  - c) Inform SE Uplift staff of upcoming meeting topics and agenda items to promote and inform the public;
  - d) Develop recommendations or proposals for action for Executive Committee or Board review and approval;
  - e) Committee participants will bring a spirit of community and collaboration;
  - f) Committee participants will share information between the Committee and their community group.
7. Committee Meetings<sup>2</sup>. The Committee will convene on the 3rd Monday of each month at 7:00pm. In the event of federal holidays the committee shall vote on an alternate date or skip the month if an agreement cannot be reached on an alternate date. The Committee may hold additional meetings as needed.
8. Non-Discrimination. The Committee is committed to creating a welcoming and inclusive environment, free from discrimination, harassment, and bias. The Committee shall not discriminate against any person on the basis of race, ethnicity, gender identity, sexual orientation, age, ability, socio-economic status, or any other protected status. The Committee shall seek to ensure that all voices are heard and respected, and that all members are able to participate fully and meaningfully in its work.
9. Bylaws. The Committee shall operate in accordance with the bylaws of SE Uplift and the policies and procedures established by the SE Uplift Board of Directors.

The Committee may appoint a Chair through a majority vote of the committee present for the term of one (1) year. Advance notice at the prior meeting shall be given on the election of a Chair. The Chair, in collaboration with any staff liaison, shall be responsible for establishing agendas for meetings. The Chair, or designee, shall be responsible for submitting regular

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<sup>1</sup> Board Committees must be composed primarily of SE Uplift Board Directors, contain at least two Board Directors and be Chaired by a Board Director. Community Committees must be composed primarily of community members elected by their neighborhood association or community groups, and can be Chaired by any committee member. Each organization on a Community Committee may have only one voting member.

<sup>2</sup> Advisory committee meetings are not subject to ONI Standard open meeting or public records requirements.



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progress reports to the Executive Committee and recommended actions to the Executive Committee or Board of Directors for consideration and final approval.

This Charter shall be reviewed and reassessed by the Committee at least annually, and any proposed changes shall be submitted to the Executive Committee for approval. The Chair shall be responsible for communicating any changes in leadership to the Executive Committee within three (3) business days.

This Charter was approved by the Board of Directors on: \_\_\_\_\_  
\_\_\_\_\_.