



EXECUTIVE COMMITTEE MEETING MINUTES

July 18, 2023 | 5:30-6:30pm | 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)
Lisa Sloan (Page Two Partners, consultant, candidate to become SEUL Board Administrator)

ExComm Members Excused

N/A

AGENDA

5:44 Call the meeting to order (*Dave Weaver, Chair*)

Welcome and Chair's Report (*Dave Weaver, Chair*)

Lisa Sloan and Executive Committee Members introductions.

Dave noted that this year's Budget for SEUL is looking solid, there are major events such as the redistricting discourse, which has the capacity to impact SEUL's boundary, but we will look forward to seeing the outcome. Dave noted that he is excited about conversations about how to improve SEUL's relationship with community organizations and members.

The Houselessness Action Committee will hold its second annual Summit on Houselessness on September 7th. Kat requested that the Houselessness Action Committee (HAC) consider recommending to the SEUL Board to endorse the Save Portland Street Response initiative. Nanci will bring to July HAC meeting for recommendation.

5:40 Executive Director Updates (*Nanci Champlin, ED*)

Programs:

- Planning to present all program plans and report outs to the Board in September.
- A lead testing and awareness event was held this past Saturday.
- HONK!PDX is holding a free music event Saturday July 23, 12-6pm at Revolution Hall.
- Black Futures Farm is scaling up and hosting a networking event next weekend for grantees to attend and connect with a program that is growing and seeing success in food sovereignty.
- Alex is working on the Community Grants application process for this year. The budget this year is \$76k, up from \$62k this past year. SEUL is looking at adding an arts focus to a portion of the grant funds available.
- SEUL will have a table at the Hawthorne Street Fair on August 27th.
- Nanci and Lindsey are working on a Fiscal Technical Assistance Program for former fiscally sponsored projects who have their nonprofit status, but who need limited bookkeeping assistance. Center for Nonprofit Law has provided consultation on the contract.
- Hawthorne Boulevard Business Association (“HBBA”) learned that Prosper Portland will be administering American Rescue Plan Act (“ARPA”) grants, to provide funds to small businesses most impacted by Covid-19, but which are not available to businesses located in inner SE. Website: <https://prosperportland.us/portfolio-items/restore-grant/> HBBA is looking into how eligibility was determined and are asking SEUL for support in requesting greater transparency in the process for establishing eligible areas for receiving grant funds. Transparency would be the driving goal for SEUL to support HBBA in this effort.

Operations:

- Building construction is still underway. Plumbing upgrades are the next improvement under consideration for the SEUL Building. SEUL has requested input from current contractor on the potential to utilize the current Plumbing subcontractor to perform building-wide plumbing upgrades. This work needs to be prioritized so we don’t have any major plumbing issues.

Finances:

- Total budget approved by the City was “Budget Scenario II” presented to the Board in June, which is a total budget of \$676k, which includes base funding from the City of \$531k, Community Grants (\$76k), Tenant Rent (\$54k) and Fiscal Sponsorship Funds (\$11k).
- The contract with the City is moving forward. Nanci is sending them proof of insurance, and after that the contract will be finalized and communicated to the board.

- Kris (Bookkeeper) is closing out FY 2022-2023 – a summary of this will be shared with the Board in August.
- Treasurer, Doug, asked whether the Finance Committee will have an opportunity to consider plumbing accounting into the final budget recommendation to the Board in August. Nanci confirmed this should be addressed in the upcoming July 27 Finance Committee Meeting.
- Kat recommended the SEUL Committees have a grant fund that they can apply for. Nanci and Doug noted there may be buckets from which to develop this fund source.

6:09 Draft Agenda for August Board Meeting (Dave/Nanci)

- 2022-2023 budget update with summary of staff planning
- New candidates to seat for Neighborhood Associations; one organizational representatives: Mireaya Medina (Black and Beyond the Binary Collective); and 2 at-large Board Members: Sharon Wynde and Agha Zain. Kat states that the Board Development Committee is recommending all of these candidates for seating at the August Board meeting. We will allow time in the meeting for the introduction of these new members.
- We will incorporate the Standing Rules for Grievances, approved at the June board meeting, into our Bylaws. Nanci will be sending out the revised Bylaws two weeks in advance of the August board meeting.
- The budget will be shared with the board. We need to move funds from reserves to the building reserve fund to make that fund “whole” again.
- Committee Updates
- ED Report
- There was a request for a presentation to the board by Laurie King who is part of a coalition of groups which includes several climate justice organizations. They would like to present on the environmental risks related to oil well fields along Hwy 30 in N Portland. We will consider this for the September meeting. Related: there’s a film called Once a Braided River, and we’re looking into the possibility of hosting an event where that film is shown in a movie theater in SE Portland.
- Upcoming Events:
 - Aug 22: New Board Member Orientation; Ice Cream Social afterward in the parking lot

Additional Discussion:

- Jurisdiction on selection of Board Administrator role. It is currently a consultant role that’s approved each year, a 4 hr/wk expectation.
- Thank you to Sharon Wynde for her exceptional work in the Board Administrator Role.

6:30 The meeting adjourned.

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