

Executive Committee Meeting
May 20, 2020, 6-8 PM Zoom
<https://us02web.zoom.us/j/84207355542>

Attendees

Present: Leroy Eadie (Executive Director), Tina Kimmey (Chair), Matchu Williams (Vice Chair), Ambar Solarte (Treasurer)

Guests: Kat West, Allen Field

Operations, logistics, committee updates

- Operations regarding Coronavirus COVID-19
 - Physical distanced meetings for groups with lower risk members a possibility on SE Uplift parking lot
- NA elections – avoiding election related grievances
 - Draft letter in support of elections and modifying bylaws when needed for outcomes towards increased civic engagement
- DEIA Workgroup
 - Progress is happening and a presentation to the full board is expected July
- Board Development Committee
 - Areas of development potential (e.g. gardening, environmental, homelessness)
- Filling Muz's Position
 - Leaving June 12th, 2019
 - Unpredictability around upcoming expenditure
 - Exploring options
 - Current staff may take on additional responsibilities
 - Discussion of bringing on support staff (e.g. updating website, checking mail, keeping calendar current)

SEUL Programming

- Use of remainder Community Cleanup Funds
 - \$7,000 available for pandemic responses in the community for current fiscal year
- Fiscal Sponsorship
 - (no new applications at this time)
- Strategic Plan
 - SWOT analysis underway with SEUL, Leroy will present some process options to ExComm
- Brooklyn/Albina Railyard Report Update
 - **Request update from Mo (Vibrant Portland LLC) to full board**

Finances

- Proposed 20-21 Budget from Finance Committee
 - total revenue \$562,253
 - 87% from city contract; City Life agreement to grow by \$11,132 - 2.5% COLA (cost of living adjustments)
 - *might change due to COVID-19 impacts to city budget*
 - Personal Costs is 61% of total expenses
 - Administrative Costs are 5% of total expenses

- Insurance Costs are 4% of total expenses
- Utilities Costs are 2% of total expenses
- Buildings & Maintenance Costs are 7% of total expenses
- Professional Services Costs are 8% of total expenses
- Program Expenses Costs are 11% of total expenses
 - Created LUTC Leadership Stipend Program
 - Flexibility around personal and programs
- ~31% of Civic Life budget goes to Neighborhood Association and Coalitions
- Expenses expected to grow 3.8% overall year-over-year

Ambar moves to adopt the proposed budget with provisions for adjustments, Reuben Seconds. Motion passes.

Next Finance Committee is June 18th, Zoom (3rd Thursday)

Advocacy Request

- Better/Healthier Hawthorne
 - Advocacy Request Packet from Zach & Healthier Hawthorne for a letter of support to Commissioner Eudaly & PBOT to include bike access to the scheduled Hawthorne Paint & Pave
 - **Invite Carla Kinsley (PBOT) to present at June meeting**
 - Background:
 - <https://bikeportland.org/2020/05/20/its-official-pbot-considering-bike-lanes-on-hawthorne-blvd-315086>
 - Letter of support?

June Board Meeting

- Logistics, Zoom etc.
 - Quick updates on elections
- Committee reports
 - Finance, Houselessness Action, Board Development
- Finance committee update
- Report from ED

Follow ups?

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Other items for discussion:

Minutes by Matchu Williams. 2020 May 20th.