

**Executive Committee Minutes**  
**May 19, 2021, 6-8 pm**  
**Via Zoom**

## Agenda

- **Executive Session held from 5:30 pm – 6 pm**
- Operations & Logistics
- Finances
- Committee Updates
- Agenda for June Board Meeting

## Operations & Logistics

- Grant agreement needs to be ready to go for the board to approve by next meeting
  - Must be sent to Civic Life mid-June along with our insurance renewal
  - Submitted NA events to insurance and asked for a refund for events last year. Any large events can cost us between \$50-\$500 – NAs should be 100% certain they are having an event for it to be included because of this
  - Shuk has asked Leah and Jessica from NACN to share information at city council meeting where funding is approved for districts
  - Grant contract – we are agreeing to do a handful of activities but are also developing goals and metrics for ourselves
    - Goals around inclusive structures, adaptive governance and decision making, culture of civic engagement – our goals are informed by Civic Life’s values along with our own
    - Staff has been helping fine-tune goals, we didn’t get our draft contract for Civic Life until after last board meeting so we weren’t able to bring to board this month – not an ideal process
  - Leah shared draft of goals with Executive Committee via screenshare and went over what has been talked about so far
    - Our scope of work must talk about how our goals align with Civic Life, also space for activities and deliverables
- Budget update: lots of changes but we are on track to spend our grant funds as we said we would
  - Extra staffing funds due to Alexander leaving and contract with Muz not working out, will be contracting with someone from NACN to help out with Land Use work
  - Funds going to We All Rise to help with recruiting participants for Land Use program
- ED Hiring process: moving forward with different consulting agency (Nonprofit Professionals Now)

- Board Feedback Survey: goal is to have it completed by end of this month and sent out with June agenda
  - Need to collect feedback on folks' experiences since we are losing a handful of board members
  - Ex. Comm can review

## Finances

- Grant year budget discussion. Leah shared screen and showed draft 2021-2022 SE Uplift Budget document
  - There is a requirement for a financial audit, but it is extremely minor (someone who is not on the board or staff needs to look at our budget/finances to see that we spent the money on what we said we spent it on). This can be Kris (our bookkeeper). We have a choice next year – do we want to do a financial review still? We cannot bill to Civic Life and would need to be funded through our reserves
  - We don't current have any money budgeted for small grants. Do we want to move money around or pull from reserves to fund this program?
  - Tina: Does this budget include funds in our reserves?
    - Leah: No
    - Tina: If we use money from reserves, shouldn't that show up someplace?
    - Leah: Yes, but this does not to be sent to Civic Life so that is not as urgent to include. This budget is specific to funds from Civic Life
      - Leroy felt strongly that we have a large reserve for an organization of our size, so he recommended that we create a reserve policy/consider reducing the amount that we have now
  - Leah: How do folks feel about the small grants not being in the budget?
    - Tina: The small grants are how we network, so they feel important to keep. Lotus agrees
    - We can put it as a line item as "communication and small grants" to build in flexibility
    - Ambar: Making a distinction between what is a fund and what is a grant
    - Anna: To make a decision it would be helpful to know what grants are used for and the impact of those
    - Bringing this up at June board meeting: value of funds vs. grants, sharing information about how other Coalitions use their communications funds, etc.
  - Leah: Gave further budget overview around places where largest amounts of money are spent (insurance, staffing costs, etc.)
    - Set aside \$4,000 for event accessibility services – helping partners create more meeting accessibility an option
    - Dedicated funding for strategic planning, DEIA work, Land Use Leadership Program, etc.
  - Ambar: Was an increase in salaries added?

- Leah: No, we have significant increased salaries from last couple years, keeping at same rate for now
  - Anna: Once the insurance policy is straightened out, could the board get a policy to read to see what is covered for directors/board members?
    - Leah: Yeah, definitely. Our broker has said other non-profits should not be on our policy. It only costs us \$25 to add NAs to our policy, but we should check in with NAs that are non-profits to see if they want to stay on. Insurance is ambiguous with what is covered or not but she's happy to share with the board
      - Increasing umbrella policy if we are insuring other NAs
    - Leah still would like to shop for new insurance next year
  - More discussion at finance committee

## Committee Updates

- Bylaws – no updates
- Board Development – Tina is writing a letter to send out so committee can begin recruitment. Ean updated application
- HAC – meeting on Monday to discuss committee priorities, update from Stop the Sweeps
- LUTC – cancelled
- Finance – meeting next Thursday and will be discussing the budget further
- DEIA – cancelled
  - Tina: request for committee/Cliff to identify books for folks to borrow from SE Uplift
  - Lotus: folks need to actually do the work in their real life and choose to put themselves in situations they normally wouldn't be in – need lived experience. Books are great but there needs to be additional action

## Agenda for June Board Meeting

- Needing to move July meeting to the 6<sup>th</sup> or 13<sup>th</sup>
- ED hiring update
- Approving grant agreement + budget
- Sharing information from board orientation on May 26<sup>th</sup>
- Breakout sessions

## Final Updates

- Tonight is Ambar's last meeting. She has taken the Director position at the Portland Mercado!
  - Ambar: thank you for all the time spent working with this organization. Learned a lot from each person on the Ex. Comm. It has been an honor.
  - Tina: Ambar has put in so much work, especially on the finance committee