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
  o Need to collect feedback on folks’ experiences since we are losing a handful of board members
  o Ex. Comm can review

Finances
• Grant year budget discussion. Leah shared screen and showed draft 2021-2022 SE Uplift Budget document
  o 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
  o 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?
  o 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
  o 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.
  o 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.
  o 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. Eaan 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 6th or 13th
- ED hiring update
- Approving grant agreement + budget
- Sharing information from board orientation on May 26th
- 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