

**Executive Committee Minutes**  
**June 16, 2021, 6-7 pm**  
**Via Zoom**

## Agenda

- Operations & Logistics
  - ED Hiring Updates
  - Changing Committee Meeting Time
  - Surveys
- Committee Updates
  - Bylaws
  - Finance
  - HAC
  - Board Development
  - LUTC
  - DEIA Workgroup
- UCCO Fiscal Sponsorship Application
- Finances
  - Civic Life Grant Update
- Setting July Board Agenda

## Operations & Logistics

### ED Hiring Updates

- Agnes from Non-Profit Professionals Now joined the meeting
- Her and her staff conducted interviews with SEUL staff and board members, some differences across feedback
  - Staff in need of additional support, need a buffer from the board to be able to continue doing good work
  - The ED should be an advocate for staff
  - The board seems to be in a difficult position of not knowing what is going to happen next
- Wants to have conversation about splitting ED position in half – the potential of finding someone like Leroy who can move board through the changes it needs to go through to are slim to none
  - Could easily find consultants in the community to assist
  - Administrative director who could oversee all staff aspects and then someone to manage the board – these two folks would need to partner very closely together, but this isn't uncommon to see
  - The structure would not have to be this way forever, but does allow for increased flexibility
  - Too much conflict between values to be able to put together a job description and successfully find someone

- Tina: The Executive Director before Leroy recommended this, not surprised.
- Leah: Not surprised either, worries about organization becoming too top heavy.
  - Agnes: Will likely be increasing staff capacity by moving board support work off their plates.
- Lotus: This is a great idea, past executive directors have gotten totally burnt out. Breaking roles up so people can focus more on the tasks at hand.
- Allen: Current bylaws talk about one ED. This type of change should be run by the board and be approved by the board.
  - Agnes: Ultimately this would be sent before the board for their approval. From a bylaws standpoint there would be one ED, the person working with the board would be a contractor position
    - There will be increased ability to make decisions and move the organization forward
- Anna: Fully support what was summarized. Offices are changing towards horizontal ways of managing but it is difficult to get there
- Jim: Worried about unintended consequences, lack of clearly defined roles
  - Agnes: Strong clarity is required, but not unheard of. Could go awry or be extremely successful
- Lindsey: Is happy to support whatever staff feels – splitting the position makes sense.
- Allen: There has been a lot of EDs at SE Uplift. It would be nice if the board had a say in who is selected.
  - Agnes: This will happen.
- Lotus: Had a very different experience than Allen, felt very included in the process in the past.
- Anna: Did not feel included in hiring process.
- Tina: Past consultant was uncomfortable bringing all candidates before the board, so that is why there was not as much information distributed.
- Agnes would like time with Leah and Tina to develop 2 very different job descriptions, then come back to talk over details more
- Hiring timeline may be faster
- Want this job to be manageable, do-able, and interesting
- Could call special board meeting if interested
- Allen: Can the budget handle a new position?
  - Leah: Not as it is currently written, could come from reserves
  - Agnes: May not have as major of an impact, salaries will be smaller and one position will not be full time

### Committee Meeting Time

- Meeting time conflicts for Ex. Comm. and general board members. What are better dates?
  - 2<sup>nd</sup> Tuesday
  - 3<sup>rd</sup> Monday
- Can change meeting date, time, or both

- Anna: Open to 3<sup>rd</sup> Monday or earlier on Wednesday
- Lindsey: 5:30 or 5 on Wednesday, 3<sup>rd</sup> Monday also works
- Lotus: Schedule is flexible, tends to prefer something later
- **3<sup>rd</sup> Monday at 6:00 pm – 8:00 pm** seems to work best for now, only conflict is LUTC meeting

## Surveys

- Leah working on developing a survey for community input

## Committee Updates

- Bylaws – Tina: Not much progress
- Finance – Anna: easy goal is creating a reserve policy, also thinks talking about the fundraising issue for the future is important. Wanting to talk about communication and small grants structure along with fiscal sponsorship structure. Had a good check-in with Kris
  - Leah: Matchu will be giving presentation on proposed fiscal sponsorship program updates next month
- HAC – Ean: Meeting on the 28<sup>th</sup> - last meeting went over priorities organization should support. Will be finalizing and bringing to the board
- Board Development – Tina: Waiting for applications to come in for at-large positions, deadline is the 28<sup>th</sup>
- LUTC – Leah: Changing date of meetings, NACN will be taking over due to not having staff capacity at SEUL
- DEIA – on pause

## UCCO Fiscal Sponsorship Application

- United Congolese Community Association renewal application sent to Ex. Comm.
- Question about funding – we only care about the charitable contributions coming in for a project so they may have given too much detail
- Matchu would like to develop an evaluation matrix for applications
  - Encourages folks to approve, they are doing good work in the community
- Anna: Difficult to make decisions when we have little information, would like a matrix
- Tina: Main things we ask are that they are in line with our mission and if they serve the SE area
- Leah: In updating our fiscal sponsorship requirement we will be considering a lot more aspects than we do now, but for now we should not hold UCCO to a new standard that hasn't been finalized
- **Executive Committee approves the application**

## Finances

### Civic Life Grant Update

- City council approved Civic Life Grant today

- All coalitions have the due date of 7/24 to get all materials into Civic Life
  - Will be funded after 7/1
- Insurance is done! Leah applying for Abuse and Molestation Waiver

### Setting July Board Agenda

- Potentially calling a special meeting to discuss ED hiring updates before 7/13
  - Putting together a Doodle Poll?
  - Will check in with Agnes to see if there is an issue with waiting until the 13<sup>th</sup>
- Elections for At-Large/BA positions
- SNA dumpster discussion
- Cat D.'s presentation
- Possible continued conversation around white supremacy culture
- Networking opportunities