



## EXECUTIVE COMMITTEE MEETING MINUTES

April 18, 2022 | 5:30-7pm | Via Zoom

### ATTENDANCE

<b>Committee Members Present</b>	Ash Hester (Co-Chair) Tina Kimmey (Co-Chair) Dave Weaver (Vice Chair) Nancy Chapin (Secretary) Lindy Walsh (Treasurer)
<b>Staff Present</b>	Nanci Champlin (Executive Director)
<b>Guests Present</b>	Sharon Wynde (Board Administrator) Allen Field (RNA) Chris Eykamp (HAND) Brian Hochhalter (RNA)

### DISCUSSION

**6:00** The meeting was called to order.

#### Executive Director Updates (Nanci)

##### Programs:

- Partnerships and Grantmaking Programs manager Alex Cherin started last week. He'll be prepping for the grantee mixer in early June. Save the Date coming soon.
- City Council voted last week to cut the budget for the Small Grants program. It's central to our efforts to uplift the most vulnerable members in our community. There was advocacy to restore budget with other DCs. Nanci testified on Saturday before City Council, and this evening Alex is testifying. Nanci will keep us all posted on the process. Our strategy was to focus on marginalized communities. The City's perception is that this budget has all be used for NAs. We want to make sure that the City Council knows it includes organizations that benefit marginalized communities. Nanci would be happy to share her testimony with the Board of Directors.
- Our draft scope of work for the City will be submitted later this week. Anyone on the call who is an NA member, please make sure you are receiving the Hey Neighbor newsletter. Hey Neighbor

newsletter was sent on 4/4 via Mailchimp to everyone on the board who is an NA member. It's called the "inaugural Hey Neighbor" newsletter.

#### Finance:

- On Friday 4/15, Nanci and Nancy went to the OnPoint CU branch on Hawthorne to open an account and deposit the operating reserve funds. This is to diversify SEULs cash and reserves to that it's not all at one institution, First Interstate Bank, and to remain at, or close to, the insurance limits.
- Kris & Nanci are meeting tomorrow to draft SEUL's fiscal 2022-23 budget. The Finance Committee will meet last Thursday of April. We underspent our budget in a few areas this fiscal year, mainly around pandemic-related expenses (hospitality, events, etc.) Only half of NAs have claimed communication funds (\$500 each). Paola has been reaching out to let NAs know the funds are available. Looking at total budget, it was pretty close to what we spent. We brought in extra revenue from BBBC rent, which went up in January. Peter Jacobsen room is now rented at \$400/month, plus fees from fiscal sponsor program having a couple of top tier orgs at over \$25,000 budget. We will end the fiscal year at \$25,000 above original expected budget. Nanci will work with the Finance Committee to determine recommendations for the excess income over budget. We may utilize David for a few more legal items.

#### Operations:

- HVAC issues continue in the building. A contractor said they'd need to tear walls apart to determine the issue. Pursuing Energy Trust funds that are available. One of their HVAC partners will visit to look at ductless heating and cooling. We would like to get grant support for this work without having to tap our building reserve funds. We're starting to get more inquiries about using the community meeting spaces.
- Landscaping: Nanci would like to get a bid on plans that had been developed for the front area along Main Street. Grass is coming up on the parking strip. The plan included other areas, but Nanci would like to focus on the parking strip and getting some plantings in there.
- Bike parking: Trimet installed bike parking in front of the building. The board previously approved covered bike parking in the back of the building. Structure was built and purchased the racks, but they weren't properly anchored. So there is work needed to securely imbed the racks in the concrete. We'll need board support for this. Right now it's open air (roof but no sides). Walls could be put in for a shed, as an alternative. It's in the SE corner of the property.
- Camper: The camper in the garden area's name is John. There had been funds raised for someone having a housing crisis, but the person moved out of state. We got a refund. John said he'd like to move on in the spring. Houselessness Action Committee can provide a stipend. We can provide a stipend for John and also for the HAC stipend.

#### Committee Updates:

Nanci suggested a Building Task Force. Bruce expressed interest in helping with the building. Would welcome others to get involved. We'd like to invest in hybrid-ready meeting conference spaces for in-person and virtual. We have 2 spaces and we need to invest in some amenities.

The other committee is a Civic Engagement Committee that would develop district-wide civics-focused programming and promote opportunities for the public to serve on City committees, advisory boards, etc.

Dave proposes a committee to look at communication systems. He suggests a “digital committee”, to make sure we’re using the technology at our disposal properly. Ash suggests incorporating the digital committee under the Building Task Force. Digital team incorporated into set up of a room.

We decided not to vote at this time to recommend establishing these new committees. Nanci will introduce to board in May for board discussion

Land Use and Transportation meeting cancelled tonight due to Matchu’s absence. There’s a video from Land Use academy that Nanci can share at the end of the meeting if there’s time.

Finance meets on the 4<sup>th</sup> Thursday of the month.

Board Development – Tina will get a meeting scheduled.

We looked at the calendar for the year, with so many federal holidays on Mondays, and other conflicts due to other holidays, there are board meetings and committee meetings that will need to be moved. Lindsey will be doing a doodle poll to determine how to reschedule the Board and Exec Committee meetings. The latter half of December the office is closed. Nanci will ask Lindsey to send calendar invitations.

### **Review and Decide Fiscal Sponsorship Applications (see slide deck below) | Nanci Champlin, ED**

Nanci presented each of the applicant’s basic information from their grant requests. Staff recommend the following FSP applicants be approved:

- PDX Through a Latinx Lens (renewal)
- Inner SE Action (renewal)
- Reed NA (renewal)
- Ardenwald-Johnson Creek NA (renewal) but with the caveat that they must provide a written plan for spending the funds that have been held in their account for years for Bafour Park.
- PDX Women of Color (new)
- Sneaks & Eats (new)

ExCom discussed that Sneaks & Eats requires more staff research to determine their geographic range, and Tina also noted that they hadn’t checked the box about having a board.

### **Policies to Advance to the Board | Sharon Wynde, Board Administrator**

- Board Meeting Recording Policy (updated). We need to discuss video vs audio recordings with David Atkin for a State legal perspective, then we’ll present the final draft to the Executive Committee via email for inclusion in May’s Board meeting.
- Board Member Code of Conduct. Paul Leistner provided a number of resource materials to help inform the Code of Conduct policy on 4/15. Sharon is in the process of reviewing these and completing a draft of the Code of Conduct policy to present for possible inclusion in the May Board packet.

## Discuss and Decide Grievance Review

Tina: We must be able to respond to the grievance in the 60-day timeline required. ONI standards / our bylaws allow the board or its designee (individual or committee) to review if the grievance meets criteria. The executive committee is empowered to make the decision as to who will handle and report to the board. She recommends that Nanci takes on the Grievance response as primary, with some help from Sharon and in consultation with attorney, David Atkin as needed. Nanci pointed out that staff inevitably are involved in any grievance because they hold organizational records, and that there is a neutral step-by-step tool for ensuring the process follows ONI standards for grievance review. Nancy wants to make sure we're ethical. Ash said Sharon would be a good person to have in the process as the board administrator.

## Develop Agenda for May 2 Board Meeting + Review Action Items

There was discussion on items to include for the May board meeting:

- Policies: Code of Conduct / Recording
- Grievance (recommendations will not be ready to include in board packet. Board will be walked through it step-by-step)
- New committee suggestions
- Board networking breakouts re: new committees
- YTD Budget v Actuals year-end projections (via Finance Committee)
- 2022 meeting calendar

**7:00 The meeting adjourned.**

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## DECISIONS

**Motion (Tina)** To approve the following new and renewing fiscal sponsorships for: PDX Through a Latinx Lens, Inner SE Action, Reed NA, Ardenwald Johnson Creek NA (with caveat stated above), and PDX Women of Color.

**Seconded (Ash)**

**Yesses: All voted Yes.**

**Nos: None**

**Abstentions: None**

**Result: The motion passed.**

**Motion (Nancy)** To authorize grievance review by Nanci and Sharon in consultation in David Atkin, Center for Nonprofit Law

**Seconded** (*Ash*)

**Yesses:**                   **All voted in favor**

**Nos:**                       **none**

**Abstentions:**           **None**

**Result:**                   **Passed.**

**Next ExComm meeting: Monday, May 23, 2022, 5:30pm – 7pm, via Zoom.**