



Mission: To collaborate with the SE Portland community to build informed, inclusive, and participatory neighborhoods that support our social and ecological well-being.

BOARD MEETING MINUTES

May 2, 2022 at 7:00 pm – 9:00 pm | Via Zoom Conference Call

ATTENDANCE

Board Members present:

Brentwood-Darlington NA – Kimberly DiLeo
Brooklyn NA (BAC) – Stuart Zeltzer
Buckman NA (BCA) – Maren Boehmer
Creston-Kenilworth NA – Rachel Davies
Foster-Powell NA – Lotus Romey-Yu
Eastmoreland NA – Dianne Levinson
Hosford-Abernathy Neighborhood District (HAND) – Bruce Bikle
Kerns NA – Dave Weaver (Vice Chair)
Laurelhurst NA – Jan McManus
Mt. Scott-Arleta NA – Daniel Portis-Cathers
Mt. Tabor NA – Paul Leistner
North Tabor NA – Kimberly Bandy
Reed NA – Anne Tillinghast
Sellwood-Moreland Improvement League (SMILE) – Elaine O’Keefe
South Tabor NA – Tina Kimmey (Co-Chair)
Sunnyside NA – Ash Hester (Co-Chair)
Woodstock NA – Anna Weichsel
82nd Ave of Roses BA – Nancy Chapin (Secretary)
Inner SE Action – Kat West
Portland Community College (PCC) – Amy Bader
At Large – Shazia Abdulla
At Large – Cat Davila
At Large – Kimberléa Ruffu
At Large – Lindy Walsh (Treasurer)

Board Members absent: none

Board Members sending regrets: none

Staff present: Nanci Champlin (Executive Director)

Guests: Sharon Wynde (Board Administrator), Doug Klotz, Allen Field

BOARD DISCUSSION MEETING

7:00 The board discussion meeting was called to order.

Introductions + Announcements (Ash)

- SE Uplift’s mission statement and community agreements pertaining to behavior during board meetings were shared.
- Introductions and announcements were posted by board members in the chat.

Executive Session for Grievance Hearing (Ash)

The board went into Executive Session to discuss the grievances filed by Allen Field.

Return to Open Session

Vote to approve grievance recommendations (Tina Kimmey)

Motion	Tina Kimmey moved to approve the grievance recommendations as outlined by Nanci Champlin in Executive Session
Amended (/)	None
Seconded	Elaine O’Keefe
In favor	20
Opposed	2
Abstentions	1
Result:	The motion <u>passed</u>

Executive Director Report (Nanci Champlin)

- Nanci offered thanks for everyone on the Bylaws process over the last few months.

Programs:

- Alex Cherin began, is onboarded, very busy planning summer events including grantee mixer, likely the first Thursday in June. Also, SEUL staff and grantees urged City Council to preserve funding for small grants program. We’re hoping instead of counsel voting to cut, that it will remain in the budget for this year.
- Draft scope of work to City which outlines services, training, fiscal sponsorships has been submitted. Final scope of work will be shared when we hear back from the city.
- On the agenda in the business meeting, we had grantee, United Congolese grant, they weren’t able to use that grant. Staff discussed, as well as Exec Comm, we want to repurpose to put into the small grants program. Brooklyn Mutual Aid Garden for \$2300, DEIA communications grant, Creston-, we can kick in the other half. That leaves \$230 which will go to the grantee mixer.

Finance: A milestone was reached, transferring 6 months’ operating reserves to a separate account at OnPoint Community CU to diversify funds so they’re not all at First Interstate Bank. A draft budget will be presented in June.

Operations: Heating isn't working. A contractor to repair it would be very expensive. An Energy Trust partner in HVAC is looking at what could be done for individual offices and the conference room. We hope to be able to get grant funds for that. Energy Trust replaced our lights.

The covered bike parking area in back isn't bolted. We will try to get estimates of what it will cost to bolt it down.

New committees/groups: A Civic Engagement Committee would be great. – Discussion was truncated due to time and will be revisited at a future meeting. A couple of others that don't fall under a formal committee include forming a technology and building work groups for new FY.

Finance Report (Lindy Walsh, Treasurer)

Nanci sent out the most recent financial statements. Kris and staff members have done a lot of work. The last piece that needs to be finalized is the fixed assets (items valued over \$1500). We need to clarify what the assets are and what the depreciation is associated with those assets. By the end of May, it will be sorted. Lindy directed board members to the revenue and expense vs budget.

Elaine asked about fiscal sponsorship fees and who pays them. Nanci: there are 3 tiers.

- I. Community orgs. who apply for our grants and that's it- those are free.
- II. Groups fundraising raising less than \$25k (most NAs) - \$50/year.
- III. Groups raising \$25k+: fee is 10% of income raised up to cap of \$150k. Resets annually.

Nanci: the notes from the Exec Comm in the board packet have the fiscal tiers. We provide that summary to the Exec Comm.

NAs have a deadline by the end of the month to claim \$500 in comms funds.

Lindy: There's \$24,000 in net income. Staff have suggestions as to how to spend the funds. Extends invitation to all to talk about the financials. We'll use \$1500 to hire a communications expert to do a training webinar on building a newsletter. In addition, they'll provide the 9 grantees from the DEIA grants with an hour of expert consultation. There's about \$6,000 available for skill building training. Professional development, office 360 bootcamp, professional services budget, funds for DEIA that we have a plan for, as well as mediation. There will be a staff offsite at the end of May to finalize scope of work for city and build out workplans. For staff who have been there the longest, we are recommending they receive a cost-of-living increase so that it can be applied to all staff. Hybrid technology: as we emerge from the pandemic, we'll invest in technology, we'll develop a set of best practices for hybrid meetings. All of the officer rental spaces are rented.

Kimberléa asked about a cost-of-living increase and supports cost of living and merit increases for staff. We want to make sure that staff are recognized. Nanci clarified that cost-of-living increases will be retroactively applied to this FY, and COLI and merit raises are baked into the draft FY 22- 23 budget.

Board Administrator Report (Sharon Wynde, Board Administrator)

- Sharon reviewed the draft Recording Policy, and what has changed since February. Paul recommended in March that the policy be modified to distinguish between guests providing required notice of video recording, and audio recording. Nanci and Sharon sought legal advice with Stephanie Dolan, Center for Nonprofit Law. Stephanie provided suggested language regarding audio recordings which was incorporated into the draft policy in the board packet.

Committee Reports

- Executive Committee – Ash Hester, Co-Chair
 - Minutes included in the board packet
 - Updates: We had a healthy conversation about the committee opportunities. We reviewed and decided on fiscal sponsor applications. Code of Conduct and other policies will be forthcoming. Also discussed the Grievance process.
 - Next meeting: May 16 (3rd Mon at 5:30pm).
- Finance Committee – Lindy Walsh, Treasurer
 - Updates:
 - Next meeting: May 26 (4th Thu at 5:30pm).
- Board Development Committee – Tina Kimmey, Co-Chair
 - Updates: What the committee does: we have 20 board positions for NAs and 16 for others in the community. There is an application for At Large positions and will be recommendations at the July meeting. Ash suggested that it's a great committee to get involved with. It's very informative and a good way to get to know more about SEUL. Tina has been trying to recognize other organizations who would benefit by being on the board. Shazia would like to join the committee, and Anna will continue on the committee. The majority of the work will be wrapped up by the end of June.
 - Next meeting: TBD
- Bylaws Committee – Kat West
 - Updates: the only Bylaws Committee update: we're compiling a list of the policy recommendations and will provide that the Exec Comm.
 - Next meeting: NA
- Houselessness Action Committee (HAC) – Stuart Zeltzer
 - Updates: Met last week. Had someone from Cascadia Healthcare and their street outreach resources. We talked about having an inter-neighborhood summit. Looking for participants from all for the different NAs.
 - Next meeting: May 23rd (4th Mon at 5:30pm).
- Land Use + Transportation Committee (LUTC) – Matchu Williams
 - Updates: Matchu was ill this month so there wasn't a meeting in April
 - Next meeting: May 16 (3rd Mon at 7pm).

8:51 The board discussion meeting adjourned by Ash.

BOARD BUSINESS MEETING

8:52 The board business meeting was called to order.

Approval of the Board Meeting Minutes: April as presented

Motion Nancy Chapin moved to approve the April board meeting minutes.

Amended

Seconded (*Kat West*)

In favor 21

Opposed 0

Abstentions 1

Result: **The motion passed.**

ichsel moved to re-allocate UCCO's grant award funds that they weren't able to spend.

Re-allocation of UCCO's FY 21-22 Grant Funds Motion

Amended

Seconded

Amy Bader

In favor 18

Opposed 0

Abstentions 3

Result: **The motion passed.**

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Discussion: Stuart Zeltzer asked if the NAs we're proposing to reallocate the funds to were reviewed by the grants committee. Tina said that these were the next in line for funding in their scores on the list of grant applicants.

Addition of board members to the Board Development Committee

Motion Tina Kimmey moved to add the following board members to the Board Development Committee: Paul Leistner, Shazia Abdulla, Nancy Chapin, and Kat West. Anna Weichsel will remain on the committee, and Tina Kimmey will continue to chair the committee.

Amended

Seconded Ash Hester

In favor 18

Opposed 0

Abstentions 0

Result: **The motion passed.**

Acceptance of Q3 Finance Report and Year-end Projections

Motion Lindy Walsh moved to approve the finance report as presented by Lindy Walsh

Amended

Seconded Kat West

In favor 23

Opposed 0

Abstentions

0

Result:

The motion passed.

Adoption of Recording Policy

Motion Tina Kimmey moved to adopt the recording policy as presented in the board packet.

Amended

Seconded Kat West

In favor 23

Opposed 0

Abstentions 1

Result: **The motion passed.**

9:04 The meeting adjourned.

Next Board meeting: Monday, June 6, 2022, 7 pm – 9pm, via Zoom.

Minutes Approved (Date) June 6, 2022

Secretary Signature 
 DocuSigned by: E43CB738EBCD4DE...