



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

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## **EXECUTIVE COMMITTEE MEETING**

**Monday, May 16, 2022 | 5:30-7:00pm | Via Zoom**

### **Attendance**

#### **Committee members present**

Ash Hester (Co-Chair)  
Tina Kimmey (Co-Chair)  
Dave Weaver (Vice Chair)  
Nancy Chapin (Secretary)  
Lindy Walsh (Treasurer)

#### **Committee members absent**

#### **Staff present**

Nanci Champlin (Executive Director)

#### **Guests present**

Sharon Wynde (Board Administrator)  
Allen Field, Richmond N  
Jim Pierce, Mt Tabor NA  
Anne Tillinghast, Reed NA

#### **Welcome (Tina)**

5:35 The meeting was called to order.

#### **ED Update (Nanci)**

#### Program

The Mayor's office said that there will be full funding for DCO's so the budget will be restored. The Civic Life Bureau expects it to be passed by City Council this month. Budget for Small Grants funding is in there too. The bureau miscommunicated that the small grants program was on the chopping block. We did a good job of demonstrating how important it is.

- **FY 22-23:** The city provided very positive feedback on the draft scope of work. They commented that it was "specific, ambitious, clear" on how it aligned with the City's goals, especially around equity measures. Lindy said to convey good work to staff. Nanci will do more work on the deliverables. Staff planning to

finalize scope of work offsite will be later this month. Once the budget is passed by the Finance Committee, then it'll go to the full board and contract with City in July.

- **Liaison program.** Staff has been busy, with a mix of in-person & hybrid elections, and double duty with multiple staff members. Presentation to go over SE Uplift and the type of support we can provide. We have packets. Staff new trainings on 6/7 for the new NA board members. After elections are over, we will do a debrief on voter turnout and develop a set of best practices.
- **The Grantee Mixer** will be on Thurs 6/2 from 6-8. We hope everyone can be there, and please remember to RSVP by 5/27. We are looking for volunteers to help at the event. Everyone will get a raffle ticket. If anyone has business connections for raffle items, please contact Nanci.
- **Workshops:** There will be two communications workshops coming up for neighborhood associations, presented by Albert Kaufman. The Northeast Portland DCO is inviting other DCOs to attend their workshop on DEI. Nancy recommends using facilitators for the sessions that Cliff Jones does.

### Operations

- **Tenants:** Farmland Produce Distribution Project is a new tenant. They support immigrants with food insecurity. All of our office spaces are now rented.
- **Heating update:** we need to get through the next year. There is a ductless option offered through Energy Trust. We are eligible to apply for Portland Clean Energy Fun in November. We'll get through until then. There's also a federal infrastructure bill, and there will be some funding with that. But we're not sure what the timing is.
- **Landscaping:** We plan to implement the project to complete some work in front of the office. We plan to get it going before the end of month. We're getting bids from landscapers and will bring that to the finance committee.
- **Hybrid-ready conference rooms:** Equipment has arrived and will be tested. Ash asked what the timing is and said Sunnyside NA would love to be a guinea pig for that. The fireside room will be the place for virtual meetings- probably starting in July.

### **Committee Updates**

- **Board Development Committee** (Tina): There is a deadline for applications, which is June 20<sup>th</sup>.
- **Finance Committee** (Lindy): The committee will meet in the next couple of weeks. They're working on a budget to present to the board in June.
- **Houselessness Action Committee** (Nanci): Richard Bruno, Alex & Nanci will meet to talk about goals to jumpstart the process.
- **Land Use + Transportation Committee** (Matchu): this committee will meet later tonight.
- **Bylaws Committee** (did not meet)

### **New Board Member Onboarding Procedures and updated Nomination Form**

Nanci reviewed the New Board member onboarding process. Discussion followed around timing if it's an At Large position and there are 2 people being considered. This process aligns the NA representatives with the same process that the At Large, BDA and Org representatives have.

Ash asked about the process. We currently follow processes 1-3. Process items 4&5 have been added to reflect changes that came out of the revised Bylaws. In the past, we've not voted on NA reps. We need to

make changes because the Bylaws reference an “onboarding process”. We need to spell out the onboarding process so we can follow it and have equity between NA and Non board member processes. Any changes that are needed, we must vote on at the June board meeting. Everything we’re voting on tonight will go to the board. We need to discuss & fine tune it. Nanci reminded us that we keep Bylaws high level and policies that back those up. This is to codify what’s in the Bylaws.

Feedback that Nanci will integrate:

- Site sections of the Bylaws that reference onboarding
- Include equity

#### **Nomination Form:**

- Nanci walked through page 2 of the nomination form and the background.
- Lindy suggested that there could be a hyperlink in the Certification document. Ash suggested whatever the NA process is, they must follow their rules. They certify that they followed their written process.
- Ash asked if we are asking for a copy of the NA’s process? No, we’re not asking for a copy. We’re just asking that they certify that they followed their process as required by ONI.
- There is a typo in the Certification second section.

#### **Motions to approve an updated Board Member Onboarding Procedures and Nomination Form**

**Motion (Ash)**                      *To forward the Board Member Onboarding Procedures with amendments as discussed to the board.*

**Seconded (Lindy)**

**Yesses:**                      **5**  
**Nos:**                              **0**  
**Abstentions:**                **0**  
**Result:**                        **Passed.**

**Motion (Ash)**                      *To forward the Nomination Form with amendments as discussed to the board.*

**Seconded (Lindy)**

**Yesses:**                      **5**  
**Nos:**                              **0**  
**Abstentions:**                **0**  
**Result:**                        **Passed.**

#### **Policy Review (Sharon)**

- **Code of Conduct:** Sharon went over the draft Board Member Code of Conduct Policy. Lindy offered to work with Sharon on some revisions to the draft Code of Conduct. All executive committee members will be asked to review and opine on the draft changes prior to its going out to the board. There were suggestions for changes:
  - Align with the DEIA Code of Ethics policy.
  - Highlight the compliance with Duties of Care, Loyalty, and Obedience as bullet points.
  - Include in examples of bullying behavior Microaggressions.

- Expand the recourse section the responsibilities of bystanders, so that the onus is not solely on the person who experiences a violation of the code of conduct.
- **Conflict Resolution:** Sharon reviewed the draft Conflict Resolution Policy
  - Tina commented that she doesn't like the "hearing and ruling" language as it seems too legal and formal. She prefers using the terms "interview and decision" instead.
  - It was suggested to add language to include "formal" investigation by the Executive Committee.

**Motions**

- **To advance the Code of Conduct Policy to the Board of Directors**

**Motion (Ash)** To advance the Code of Conduct Policy to the Board of Directors, with amendments as discussed.

**Seconded (Lindy)**

**Yesses:** 5  
**Nos:** 0  
**Abstentions:** 0  
**Result:** Passed

- **To advance the Conflict Resolution Policy to the Board of Directors**

**Motion (Ash)** To advance the Conflict Resolution Policy to the Board of Directors with amendments as noted.

**Seconded (Lindy)**

**Yesses:** 5  
**Nos:** 0  
**Abstentions:** 0  
**Result:** Passed

**Items for Board Meeting Agenda (Tina)**

- Fiscal sponsorships
- Budget
- Scope of Work
- Small Grants Mixer
- Onboarding Procedures and Nomination form
- Policies – Code of Conduct and Conflicts Resolution
- Breakout sessions – discuss Civic Engagement Committee

**Minutes Approved (Date)**

June 6, 2022

**Secretary Signature**

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