



EXECUTIVE COMMITTEE MEETING MINUTES

June 22, 2022 | 5:30-7pm | Via Zoom

ATTENDANCE

Committee Members Present

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

Staff Present

Nanci Champlin (Executive Director)
Matchu Williams (Community Liaison & Land Use/Transportation Coordinator)

Guests Present

Sharon Wynde (Board Administrator)
Midge Pierce

DISCUSSION

5:33 Tina Kimmey called the meeting to order.

Executive Director Updates | Nanci Champlin, ED

Program:

The Hey Neighbor flier is out. It has a lot of interesting information about upcoming elections. We're incentivizing NAs to send minutes via portal. All who do will be entered into a drawing for \$250 for communications. Will do the drawing this Friday.

Nanci has been invited by City to do highlights in mid-July at their meeting.

Partnerships. We've received outreach from NW Health Foundation. They have a pool of grants pertaining to the intersection between disabilities and health. When we looked at grantees for last year, BBBC and another FSP were grantees. We're talking to NWHF about taking on the new grantees. It would probably about \$5,000 to support our program. Tina asked if the grantees are located in Southeast or do they serve individuals in SE? That is a requirement. Nanci will look into that.

We're partnering with the Bureau of Environmental Services to submit a grant that they'll support us in writing to gather artists to paint the utility boxes in SE Portland.

There's another grant opportunity that we'll apply for by 7/15 through New Pluralists. They will spend \$10 million nationwide to increase a sense of belonging. <https://newpluralists.org/healing-starts-here/>

Partnership with City of Portland and BBBC to get neighborhood watch signs to be replaced by signs that are inclusive. SE Uplift could facilitate community conversations. The city has taken a new view of inclusion and belonging. The opportunities include sizeable grants with support projects. Nanci is meeting with Sam Adams. This program is moving from the Civic Life Bureau to the Mayor's office.

Matchu Williams shared some information from Brentwood-Darlington Community Center. A Multnomah County Commissioner, Tanya Collier, deceased, in 1994 helped create this. Built on PPS land and the NA shared the original lease with PPS. There's a sublease with Impact NW. The original lease was with a nonprofit that no longer exists. What's key is there isn't a title, and a series of agreements, which have resulted in a lack of accountability. Brentwood-Darlington has approached SEUL to seek assistance in going forward. No action required today but it might be coming forward from either Mult Co or PPS. There's a letter to Jessica Vega -Pederson. It's an active conversation in the community. The land is owned by PPS. The building itself is in question as to what is going to happen. Nancy shared that this property is a wonderful community resource. Matchu doesn't believe there would be any financial requirements by SEUL.

Operations:

SEUL is investing in DocuSign. It will be used for all contracts and agreements going forward.

SEUL has been doing work for years on backyard habitat. We received the Gold Status on Certified Backyard Habitat. There are only a couple things keeping us from Platinum status. SEUL will be able to collaborate with the backyard habitat community.

Finance:

We'll be asking for the board to approve funding for the board administrator position. We'll also be asking for some funds from this year's budget to be used for things that were planned for the 2021-22 budget.

Committee Updates:

Finance Committee. Lindy said the committee will meet tomorrow. There was a meeting with the auditor about the fixed asset list.

Board Development Committee. Tina hasn't scheduled a meeting. She is expecting additional applications. We have 6 applications. This includes Tina who is switching to At Large so someone else will be coming from her NA.

Houselessness Action Committee. Nanci reports that there will be a district-wide summit on 8/1, 6-8pm at SEUL. Looking to include the hybrid (ZOOM/in-person) option. We will highlight some success stories of what's happening in the district. Will be working to disseminate information for those who need resources.

Land Use Committee. Matchu said they are working on a new schedule for the beginning of the fiscal year. Working with neighborhood safer streets. There wasn't a meeting on June 20th due to the Juneteenth holiday.

Fiscal Sponsorship Applications and Updates (see attachments) | Nanci Champlin, ED

Nanci shared the rubric and excel spreadsheet as attachments.

Updates: We connected with Ardenwald-Johnson Creek NA. They have had about \$10,000 earmarked for a park. The Milwaukee Parks Foundation has a fund as well, so we will transfer the funds to them, once we have the W-9 from them.

Refresher on the tiers:

Tier 1: they apply but no admin fee.

Tier 2: where most of our fiscally sponsored projects are. They plan to raise less than \$25,000

Tier 3: full fiscal sponsorship, orgs raised \$25,000 or more per year, and there's a 10% fee assessed. Stone Soup said they applied for 501c3 status and \$800,000 grant from the State of OR Health Dept. The person who founded the organization is stepping back. We've had a challenge getting anyone to respond from that org. Nanci sent a note that communication is vital. If we don't get a response, we will cancel the contract within 30 days. We have let them know their fiscal sponsorship is in jeopardy. We need to think ahead/develop a policy in the event that we have a project whose budget exceeds our capacity.

Nancy covered the applications:

1. MSANA (tier 2). They have a number of events planned. They will do grants and in-kind donations. Not expected to exceed \$25,000.
2. S. Tabor NA is renewing (tier 2). They have various events planned.
3. Brooklyn Mutual Aid Gardening (Tier 1). Very simple request, just one grant, no fee.
4. African Heritage Education and Engagement Community (Tier 3). This is a new grant request. They expect to fundraising \$25,000 to \$150,000. They've applied for 501c3 status. If we have them they wouldn't be a long-term fiscally sponsored project. They would like support from SEUL to connect to NAs.
5. Farmland Produce Distribution Project (Tier 3). They're a tenant of SEUL's. They expect to raise over \$25,000. They'd like assistance in getting board members and aren't yet registered with the SOS and need to get out of their LLC status.

All of the above are located in SE Portland. The rubric scores the applicants.

Finalize Code of Conduct Policy | Sharon Wynde, Board Administrator

Sharon reviewed the language that has been added to the Code of Conduct Policy to include Cyberbullying.

Mediation Update | Nanci Champlin, ED

Started mediation on Monday. Learned on Tuesday that the mediator has Covid. So, Wednesday's planned mediation was postponed and will need to be rescheduled to a date to be determined based on everyone's availability. The second session should be 3 hours instead of 2.

Develop Agenda for July 5th Board Meeting + Review Action Items | Tina Kimmey, Co-Chair

ED Report

Committee reports

ED evaluation Survey

Fiscally sponsored project requests.
Networking time. Tina would like to have a speaker of some sort.

6:31 The meeting adjourned.

DECISIONS

Motion (*Tina*) To approve new and renewing fiscal sponsorship applications.

Seconded (*Lindy*)

Yesses: 3

Nos: 0

Abstentions: 1 (Tina Kimmey abstained due to conflict).

Result: **The motion passed.**

Motion (*Nancy*) To approve the Code of Conduct Policy

Seconded (*Lindy*)

Yesses: 4

Nos: 0

Abstentions: 0

Result: **The motion passed.**

Next ExComm meeting: Monday, July 18, 2022, 5:30pm – 7pm, via Zoom.

Minutes Approved (Date)

July 5, 2022

Secretary Signature

Nancy Chapin

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| Fiscal Sponsorship Evaluation Rubric |

This Evaluation Rubric is used to help guide the process of evaluating new projects for the SE Uplift Fiscal Sponsorship Program (FSP). It serves as a guide during an initial intake conversation with an organization/project to ensure a proper match with our FSP, and it is completed by staff to be presented to the Executive Committee to support them in evaluating organizational fit, risk and capacity during approval considerations.

Baseline Considerations

Applications for FSP must support and further SE Uplift's mission and values:

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

* SE Uplift also joyfully supports Northeast neighborhoods south of I-84

Values: Relationship-Building, Community Involvement, Grassroots Democracy, Sharing, Teaching and Learning, Diversity and Inclusiveness, Building Capacity

Additional Considerations

Preference will be given to applications that:

- Have well defined programs and goals
- Advance the leadership or voice of historically marginalized communities
- Are led or staffed by individuals from the marginalized communities they serve
- Show a commitment to collaboration
- Demonstrate financial stability and capacity to sustain project/activity.

Organizations that will not be considered for Fiscal Sponsorship are:

- Organizations set up for partisan political or religious reasons.
- Organizations that participate in hate speech, have inequitable practices and are unwelcoming.

Scoring Key.

1: Big red flag 2: Some concerns 3: Meets expectations 4: Achieves best practice

Applicant Organization (“Project”): African Heritage Education and Engagement Community

Anticipated Fiscal Sponsorship Tier: Tier 3

Criteria	Points	Notes/Comments
Alignment and Impact		
The Project furthers SE Uplift’s mission	4	AFRHEEC's mission is to build partnerships to uplift BIPOC comm
The Project exemplifies SE Uplift’s organizational values of <i>(listed on page 1)</i>	4	BIPOC led organization, focused on building comm
The Project aligns with SE Uplift’s goals of: 1. Increase the number of meaningful partnerships with SE Portland community groups that have been historically marginalized and underrepresented in city decision making through strategic outreach and equitable programming. 2. Increase SE Uplift support to neighborhood associations in the areas of diversity, equity, inclusion and access.	4	BIPOC led organization, focused on uplifting Black communities. Is looking for guidance on connecting with neighborhood associations.
Location		
The Project serves community members predominantly in the SEUL district area	3	Serves Oregon but is looking to do programming in
Equitable practices		
Does the organization primarily work to advance the leadership or voice of historically marginalized communities?	4	Black led organization
Does the organization include individuals from marginalized communities in leadership roles?	4	
Risk Assessment		
The Project is current on its state nonprofit registration status	4	
The Project is not party to a lawsuit or ordered mediation process	4	
The Project has a governing body to oversee the Project’s overall success	4	AFRHEEC has a board - name and contact provide
The Project is not set up for partisan political or religious reasons	4	
The Project’s activities are consistent with our 501(c)(3) limitations	4	
The Project does not benefit a private party	4	
The Project has a positive reputation in the community	4	
The Project does not engage in activities that could injure or harm participants	4	
The Project has the capacity to fulfil funder requirements	4	
The Project Coordinator has sufficient expertise and experience to manage the project	4	
Equity Assessment		
The Project primarily works to advance the leadership or voice of historically marginalized communities	4	
The Project staff or volunteers reflect those from marginalized communities (BIPOC, LGBTQIA, immigrant/refugees, youth)	4	
The Project demonstrates a commitment to DEIA	4	
Capacity Assessment		
The Project intends to seek funding through (delete those which don’t apply): Grants / Donations / In-kind Contributions	4	all of the above
SE Uplift has the internal capacity to oversee and support the Project in a safe and responsible manner	4	
The Project plans to seek 501(c)3 designation	4	Project has applied for 501(c)4

Applicant Organization (“Project”): Farmland Produce Distribution Project Anticipated Fiscal Sponsorship Tier: Tier 3

Criteria	Points	Notes/Comments
Alignment and Impact		
The Project furthers SE Uplift’s mission	4	Neighborhood Association support by SEUL
The Project exemplifies SE Uplift’s organizational values of <i>(listed on page 1)</i>	4	
The Project aligns with SE Uplift’s goals of: 1. Increase the number of meaningful partnerships with SE Portland community groups that have been historically marginalized and underrepresented in city decision making through strategic outreach and equitable programming. 2. Increase SE Uplift support to neighborhood associations in the areas of diversity, equity, inclusion and access.	4	
Location		
The Project serves community members predominantly in the SEUL district area	4	SE Portland neighborhood association
Equitable practices		
Does the organization primarily work to advance the leadership or voice of historically marginalized communities?	3	
Does the organization include individuals from marginalized communities in leadership roles?	3	
Risk Assessment		
The Project is current on its state nonprofit registration status	4	
The Project is not party to a lawsuit or ordered mediation process	4	
The Project has a governing body to oversee the Project’s overall success	4	
The Project is not set up for partisan political or religious reasons	4	
The Project’s activities are consistent with our 501(c)(3) limitations	4	
The Project does not benefit a private party	4	
The Project has a positive reputation in the community	4	
The Project does not engage in activities that could injure or harm participants	4	
The Project has the capacity to fulfil funder requirements	4	
The Project Coordinator has sufficient expertise and experience to manage the project	4	
Equity Assessment		
The Project primarily works to advance the leadership or voice of historically marginalized communities	4	
The Project staff or volunteers reflect those from marginalized communities (BIPOC, LGBTQIA, immigrant/refugees, youth)	4	
The Project demonstrates a commitment to DEIA	4	
Capacity Assessment		
The Project intends to seek funding through (delete those which don’t apply): Grants / Donations / In-kind Contributions	4	in kind donations, financial donations
SE Uplift has the internal capacity to oversee and support the Project in a safe and responsible manner	4	
The Project plans to seek 501(c)3 designation	4	No

Applicant Organization (“Project”): Mt. Scott Arletta Neighborhood Association Anticipated Fiscal Sponsorship Tier: Tier 2

Criteria	Points	Notes/Comments
Alignment and Impact		
The Project furthers SE Uplift’s mission	4	Neighborhood Association support by SEUL
The Project exemplifies SE Uplift’s organizational values of <i>(listed on page 1)</i>	4	
The Project aligns with SE Uplift’s goals of: 1. Increase the number of meaningful partnerships with SE Portland community groups that have been historically marginalized and underrepresented in city decision making through strategic outreach and equitable programming. 2. Increase SE Uplift support to neighborhood associations in the areas of diversity, equity, inclusion and access.	4	
Location		
The Project serves community members predominantly in the SEUL district area	4	SE Portland neighborhood association
Equitable practices		
Does the organization primarily work to advance the leadership or voice of historically marginalized communities?	3	
Does the organization include individuals from marginalized communities in leadership roles?	3	
Risk Assessment		
The Project is current on its state nonprofit registration status	4	
The Project is not party to a lawsuit or ordered mediation process	4	
The Project has a governing body to oversee the Project’s overall success	4	
The Project is not set up for partisan political or religious reasons	4	
The Project’s activities are consistent with our 501(c)(3) limitations	4	
The Project does not benefit a private party	4	
The Project has a positive reputation in the community	4	
The Project does not engage in activities that could injure or harm participants	4	
The Project has the capacity to fulfil funder requirements	4	
The Project Coordinator has sufficient expertise and experience to manage the project	4	
Equity Assessment		
The Project primarily works to advance the leadership or voice of historically marginalized communities	4	
The Project staff or volunteers reflect those from marginalized communities (BIPOC, LGBTQIA, immigrant/refugees, youth)	4	
The Project demonstrates a commitment to DEIA	4	
Capacity Assessment		
The Project intends to seek funding through (delete those which don’t apply): Grants / Donations / In-kind Contributions	4	in kind donations, financial donations
SE Uplift has the internal capacity to oversee and support the Project in a safe and responsible manner	4	
The Project plans to seek 501(c)3 designation	4	No

Applicant Organization (“Project”): South Tabor Neighborhood Association Anticipated Fiscal Sponsorship Tier: Tier 2

Criteria	Points	Notes/Comments
Alignment and Impact		
The Project furthers SE Uplift’s mission	4	Neighborhood Association support by SEUL
The Project exemplifies SE Uplift’s organizational values of <i>(listed on page 1)</i>	4	
The Project aligns with SE Uplift’s goals of: 1. Increase the number of meaningful partnerships with SE Portland community groups that have been historically marginalized and underrepresented in city decision making through strategic outreach and equitable programming. 2. Increase SE Uplift support to neighborhood associations in the areas of diversity, equity, inclusion and access.	4	
Location		
The Project serves community members predominantly in the SEUL district area	4	SE Portland neighborhood association
Equitable practices		
Does the organization primarily work to advance the leadership or voice of historically marginalized communities?	3	
Does the organization include individuals from marginalized communities in leadership roles?	3	
Risk Assessment		
The Project is current on its state nonprofit registration status	4	
The Project is not party to a lawsuit or ordered mediation process	4	
The Project has a governing body to oversee the Project’s overall success	4	
The Project is not set up for partisan political or religious reasons	4	
The Project’s activities are consistent with our 501(c)(3) limitations	4	
The Project does not benefit a private party	4	
The Project has a positive reputation in the community	4	
The Project does not engage in activities that could injure or harm participants	4	
The Project has the capacity to fulfil funder requirements	4	
The Project Coordinator has sufficient expertise and experience to manage the project	4	
Equity Assessment		
The Project primarily works to advance the leadership or voice of historically marginalized communities	4	
The Project staff or volunteers reflect those from marginalized communities (BIPOC, LGBTQIA, immigrant/refugees, youth)	4	
The Project demonstrates a commitment to DEIA	4	
Capacity Assessment		
The Project intends to seek funding through (delete those which don’t apply): Grants / Donations / In-kind Contributions	4	in kind donations, financial donations
SE Uplift has the internal capacity to oversee and support the Project in a safe and responsible manner	4	
The Project plans to seek 501(c)3 designation	4	No