



## EXECUTIVE COMMITTEE MEETING

December 19, 2022 | 5:30-7:00pm | Via Zoom

### ATTENDANCE

**ExComm Members Present**

Dave Weaver (Chair)  
Kat West (Vice Chair)  
Kim Bandy (Secretary)  
Doug Waugh (Treasurer)  
Tina Kimmey (Past Chair)

**Staff Present**

Nanci Champlin (Executive Director)  
Lindsey Johnson (Fiscal Sponsorship & Communications Manager)  
Phoebe Gildea (Operations Specialist)

**Guests Present**

Sharon Wynde (SEUL Board Administrator, consultant)  
Nancy Chapin, 82<sup>nd</sup> Avenue Business Association rep.

### EXECUTIVE COMMITTEE MEETING

**5:32** Call the meeting to order | Dave Weaver, Chair

**5:35** Review New Fiscal Sponsorship Applications | Nanci Champlin, ED

Nanci sent a fillable PDF to the Executive Committee for review.

Three categories of fiscal sponsorship were re-introduced to the committee.

Brooklyn Bloom Club is pursuing a Tier I fiscal grant.

Woodstock Farmers Market is pursuing a Tier I fiscal grant.

The SEUL staff reviewed both applications and are recommending this group receive requested funding.

There was a side discussion about fiscal sponsorships: Government related grants are harder to administer. Organizations such as PUAH, B&BB are tier III fiscally sponsored programs; which require additional staff effort to administer. This tier also charges a 10% fee that helps to support the additional staff hours.

**ACTION**

**Motion (Dave):** Moved to approve the fiscal sponsorship applications for Woodstock Farmers’ Market and Brooklyn Bloom Club.

Seconded (Kat)

In favor 5

Opposed 0

Abstentions 0

Result: **The motion passed.**

Discussion after the vote: Kat requested consideration for event insurance for fiscally sponsored organizations and director member organizations. Nanci noted that SEUL has been interested in providing it to fiscal sponsors. Insurance is provided to neighborhood associations as required by the Civic Life grant contract; however, the insurers are unwilling to expand coverage beyond SEUL and the NAs as that many organizations would be deemed to be too high a risk. A non-perfect remedy for this is that an organization could partner with a neighborhood association on an event, and the coverage would be through the NA. SEUL could consider looking for other insurers who may be willing to support expanding coverage to fiscally sponsored programs.

**5:51 Executive Director Updates | Nanci Champlin, ED**

Staff are meeting the week, before the holiday break next week.

Lindsey and Nanci will be working to onboard new fiscal sponsorship applications.

Alex is working on getting the new grant contracts out.

A leak in the office roof a week ago was discovered. Three contractors came out to assess the condition. As of now, we have a dehumidifier in the space. There is consideration of filing an insurance claim; however, for now the space will be monitored for signs of mold and will otherwise be allowed to dry out.

Phoebe and Nanci are working on applying for a \$5k PCEF Grant, due in January, which will assess the building for a solar panel system. SEUL will look into understanding if SEUL’s building could utilize a solar system to help power certain mechanical systems in the building.

Kat noted that the board would like to send gift baskets to the staff for their hard work this year. Nanci will take on procuring these for the staff ahead of their December holiday check-in.

#### **6:04 Committee Updates:**

##### **Board Development Committee. (Tina Kimmey)**

- Looking to get the application active to help fill in open positions for 2023. The plan is for the committee to meet in January to have candidates to recommend at the February board meeting. Kat is also part of this committee and is looking to expand the scope of the committee:
  - Education, training for board members

There is a concerted effort to meet a goal of diversifying the board. Nanci noted that SEUL is looking to better understand what tools and technology should be utilized to help with meeting this goal. It would be valuable if the board members were comprised of memberships with other organizations to help build connections that are valuable to partner with.

##### **Land Use & Transportation Committee (LUTC).**

- No report out; Matchu did not attend EXComm Meeting
- This committee's meetings are well attended. It may be helpful to split up the EXComm meeting and LUTC meeting dates/times
- Here is a link to the December LUTC website with updates:  
<https://w5p5k9x4.stackpathcdn.com/wp-content/uploads/2022/12/SEUL-December-LUTC-No-Meeting.pdf>

##### **Houselessness Action Committee (HAC).**

- 2022 Annual Homeless Assessment report (Jan 2023 census of houseless people in Portland)
- HAC encouraged contributing to Sunnyside clothing drive
- HAC is generally looking to be more proactive about developing engaging activities

##### **Finance Committee**

- No meeting in December. Will meet again in January and will plan to share a finance report out in February.
- Doug noticed some payments to board members – it would be helpful for having a policy to track and clearly identify when and why board members are getting paid any funds for any reason. Documentation for this is acceptable, but it would be important to consider if there is a need. The Conflict of Interest Policy applies in this area.
  - Nanci reviewed the process for check requests, and the checks and balances that are in place. NA's or organizational member groups have certain fund accounts that are always available to them. One way to receive this funding is to issue a reimbursement to utilize that fund. Documentation of what the request is for and what fund the money comes from is always provided. There are multiple eyes on the process.
  - Discussion was helpful to confirm that the executive committee is aware of the standard process and feels confident in the documentation and policy around payouts
- Payment for Q1 expenses from the city grant were finally received, albeit delayed.
- In January it would be valuable to talk through whether it would be helpful to relocate the reserve funds to a new account scenario that will gather better interest rate returns.

- Doug noted that if we can identify reserve funds that are likely not to be needed short-term, they could be more aggressively invested to support larger growth in the fund.

### **6:22 Discuss Committee Administrative Logistics (Nanci)**

- Nanci proposed using Microsoft TEAMS as the meeting software for the Executive Committee. This may reduce the email volume by utilizing TEAMS.
- For public record keeping, anything placed in the TEAMS folders could be subject to public record review. We need to be mindful of this in how we're submitting documentation.
- Decisions cannot be made electronically outside of meetings that have been noticed and a quorum of attendees. TEAMS would be used to suggest items for a meeting agenda, review agendas before they go out, and other administrative tasks.
- A SEUL board roster is saved in SharePoint.

### **6:35 Set Agenda for February Board Meeting (Dave/Nanci)**

- Agenda:
  - Pregame (a consulting firm to help with the Portland Engagement Project) is rescheduled for the Feb board meeting. The purpose is to Q&A with the board on how they can be more engaged with SEUL. (30 min)
  - Adopt final vision statement
  - Adopt committee charters
  - Personnel policy changes to the manual (mostly logistics-focused updates) will be reviewed (this can be decided by ExComm at the January meeting and communicated to the full board)
  - ED report and committee reports (30 mins)
  - Adopting minutes
- Kat asked about how to add recommended topics for ExComm meeting. Tina noted that topics are typically introduced by email. There is a link on the website for an organization to solicit SEUL for support. There is a desire to provide a better way for ExComm members to introduce new topics for ExComm meeting; same for board members in the board meeting. Discussion to be continued in next ExComm meeting. This can be done in Teams.
- Tina noted that it would be good to schedule a networking opportunity for Executive Committee. Dave agreed and noted that it would also be nice to support a hybrid setup for the ExComm meeting
- Open Meetings training for the board. ONI standards set the regulations for Open Meetings. Sharon and Kat are able to support training opportunity for this and introduce it in March Board Meeting.
- Question: is this group willing to move the Executive committee meeting to Tuesdays? Nanci will issue the question via TEAMS for the committee members to respond to.

**6:45** The meeting adjourned.

**Next Executive Committee meeting: January TBD, 2023, 5:30–7:00pm, via Zoom.**

**Minutes Approved (Date)** 1/14/2023

**Secretary Signature** 