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

EXECUTIVE COMMITTEE MEETING
Tuesday, February 20, 2024 | 5:30-6:30pm
Via Zoom https://zoom.us/j/99810113751 Meeting ID: 998 1011 3751

*Reminder: The purpose of this meeting is for the SE Uplift Executive Committee to conduct organizational business. Guests are invited
to attend or listen in, however only committee members actively participate in these meetings unless otherwise noted in the agenda.*

ATTENDANCE

ExComm Members Present: Dave Weaver, President
                                  Kat West, Vice President
                                  Doug Waugh, Treasurer (Not Present)
                                  Kim Bandy, Secretary

Staff Present: Nanci Champlin, Executive Director
                                  Lindsey Johnson (Fiscal Sponsorship and Communications Manager)

Guests Present: Lisa Sloan, Board Administrator (Consultant)

EXECUTIVE COMMITTEE MEETING

5:39   Call the meeting to order (*Dave Weaver, President*)

    Welcomed everyone

5:40   Executive Director Update *(Nanci Champlin, Executive Director)*

- Nanci travelling through March 1 - available by cell phone while away. Lisa will be pulling together the March Board Meeting packet to distribute to the Board one week ahead of the next meeting: February 26th. Nanci will attend the March Board Meeting
- SEUL has not pursued the PCEF grant for this year and will look
- Awaiting city approval and issuing of permit to finish heat pump work in the building
- District 3 Informational session will be recorded and posted to SEUL website for the public to listen to afterward. SEUL is encouraging the Mayor to review and reconsider the proposed budget reductions for District Coalitions.
- Willamette Week article published covering budget revisions

5:52   Fiscal Sponsorship Program Updates (Nanci Champlin, Executive Director)
This section has been amended to provide greater detail about the proposed and adopted program changes
- Lindsey presented a well-researched proposal to update the fiscal sponsorship program fee structure effective July 1, 2024.

Why change SEUL's fiscal sponsorship fees?

- Current tier system is unclear and confusing
- It's based on account balance (which fluctuates) rather than revenue received
- Many FSOs have been receiving small grants of $1k - $15k
- Does not account for reimbursable grants
- Tier 2 $50 fee is only charged if funds are available in the account
- The cap on fees arbitrarily limits revenue gain (FSOs can outgrow SEUL)
- Industry standard is to charge a fixed percentage on revenue (usually 6-8%)
- Local fiscal sponsors are charging 3%-15%. Several are charging 10%-15%.
- Some fiscal sponsors are charging an onboarding fee (one-time) for new FSOs.
- Fiscal sponsors have discretion over whether FSOs are allowed to pursue gov't or reimbursable grants. Oftentimes sponsors charge higher fees for these.

● Base funding from our city grant has long subsidized the nearly $100k that it costs us for staff and bookkeeper labor to make the program possible for three dozen community-based organizations. Facing a substantial budget cut from the city in FY 24-25 necessitates having a program that is more financially sustainable. Lindsey and Kris, our bookkeeper, calculated that if the proposed fee structure were in place in FY 22-23, the program's revenue would have been $69,191, instead of $25,281.

● **The current fee structure through June 30th is:**
  o Flat fee of $50 on account balances up to $25,000, assessed as funds are received
  o 10% on all funds received when account balance reaches $25,000
  o No fees on funds received when account balance reaches $250,000

● **The proposed fee structure effective July 1, 2024 is:**
  o Return to our previous flat fee of 7.5% from incoming revenue, except government and reimbursable grants will have a 10% fee.
  o There will no longer be an annual $50 fee for groups with no financial account activity.
  o There will no longer be a fee cap.
  o There will still be no upfront fees for becoming fiscally sponsored by SE Uplift.
  o We will continue to waive fees to organizations receiving fiscal sponsorship for the sole purpose of being eligible to receive a SE Uplift Community Small Grant.

● ExCom had a discussion, affirmed the recommendation by staff and concluded that it was a staff programmatic decision to determine fiscal sponsorship fees and that the significant budget cut SEUL is facing and the real costs to run the program make this a prudent business decision; additionally ExCom asked that staff keep the ExCom and board informed by continuing to provide regular reports to the Executive Committee, and sending each group's application, and evaluation rubric to the board/ExCom.

● Note: Other recommendations were presented, but that have not yet been decided by Nanci include:
  o Setting a deadline for releasing funds from a defunct FSO to a similar cause
  o Adopting updated language that changes "fees" to "administrative allocation" (This is an academic discussion in the sector right now, but could cause confusion with FSOs)
  o Adjusting Technical Assistance fees in a range from 3% to 3-6%

6:10   Upcoming Events *(Nanci Champlin, Executive Director)*

● District 3 Candidate Mixer - Nanci requesting Board and Exec Committee engagement to help make this an engaging event.

6:20 **Set Agenda for March 2024 Board Meeting** *(Nanci Champlin, Executive Director)*
- Vote to approve minutes
- Feature Organizations
- Executive Director Updates
- Board Discussion:
    - (30 min) breakout sessions for developing questions to ask at Civic Engagement Forum: District 3 Candidates
    - (30 min) group discussion on SEUL advocacy
- Committee Reports

6:30 **Adjourn** (*Dave Weaver, President*)

Next Executive Committee meeting: Tuesday, March 19, 2024, 5:30–6:30pm, via Zoom.