



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, August 20, 2024 | 6:00-7:30 pm | 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
Ash Hester, Past Chair
Doug Waugh, Treasurer
Kim Bandy, Secretary

Staff Present: Nanci Champlin, Executive Director

ExComm Members Excused: Kat West, Vice President

EXECUTIVE COMMITTEE MEETING

6:00 Called the meeting to order - Dave Weaver, President

- Welcomed everyone

6:05 Land Use and Transportation Update - Matchu Williams

- Matchu presented background on the Inner Eastside for All proposal and ways that different agencies could fund further study on the proposal.
- The Committee Adopt [updates](#) the Land Use and Transportation Committee charter:
 - Clarifies affiliations rights and one group/one vote
 - Names organizations that have voting power/are part of the committee
 - Clarifies purpose of committee
 - Amended to show approval by ExCom

6:25 Motion for SE Uplift support the examination of a rezoning proposal being advanced by Portland Neighbors Welcome

Motion: (Dave)To approve a Land Use & Transportation Committee recommendation that SE Uplift support a formal study and public engagement process be undertaken by applicable agencies to examine a rezoning proposal being advanced by Portland Neighbors Welcome.

Seconded: (Doug)

In favor: 4

Opposed: 0

Abstentions: 0

Result: The motion passed.

6:20 Motion to approve updated Land Use and Transportation Committee Charter proposed by Matchu

Motion: (Dave)

Seconded: (Doug)

In favor: 4

Opposed: 0

Abstentions: 0

Result: The motion passed.

6:25 Employee Personnel Manual Updates - Nanci Champlin, Executive Director

- Nanci presented the following proposed Manual updates:
 - Cover sheet updated to add SE Uplift's vision statement, and core values and beliefs
 - Job Performance section updated to include expectation that uphold SEUL's vision and values
 - Cell Phone Use section updated to communicate cell phone stipend policy
 - Hours of Operation and In-Office Hours updated to reflect hybrid operations and full-time employee expectations
 - Break durations for waged and hourly staff were updated
 - Mileage standard updated to reflect federal policy
 - Updated preferred method for submitting reimbursement requests
 - Retirement plan eligibility updated to use monthly terminology rather than days
 - Re-affirmed employer-paid accident, long-term-disability and life insurance will be added back to SEUL insurance plan that was accidentally cancelled in 2018. Cost of coverage to be approx. \$30/month.
 - Holidays updated to reflect holiday closure dates and a summer break the week of July 4th.
 - Paid Time Off policy updated to require staff use the Microsoft Teams "Approvals" app to submit requests
 - Added the Paid Leave Oregon policy as mandated for all Oregon employers
 - Drug Free Workplace language was updated to replace outdated vernacular

6:42 Motion to approve suggested amendments to the SEUL Personnel Policy Manual

Motion: (Ash)

Seconded: (Dave)

Amendment: Replace "Starting in September 2023, employees became eligible to apply..." with "Employees are eligible to apply..."

In favor: 4

Opposed: 0

Abstentions: 0

Result: The motion passed.

6:47 Fiscal Sponsorship Program Update - Nanci Champlin, Executive Director

- New fiscal sponsorship was approved for Roseway Neighborhood Association
- Renewal was approved for Congo Peace Project
- Rose City Park NA received their tax-exempt status
- Madison South NA has not completed onboarding process
- Roseway Cutting Crew will seek approval from the board of the Roseway Neighborhood Association to be a project under the NA to spare them the need to incorporate separately when their needs are so minimal.

Fiscal Sponsorship **NEW** at SE Uplift: Roseway NA

Mission:

The Roseway Neighborhood Association is a group of neighborhood residents which strives to maintain and enhance the livability of our neighborhood by making Roseway a better place to live, work, and play.

Bookkeeping Line items: General Funds

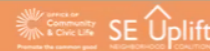
Types of Fundraising: Grants, donations, in-kind donations, business sponsorship

Expected fundraising amount: Under \$25,000

History: Active for 5 years in latest iteration

Planning to apply to become a 501(c)(3): No

Website: <https://roseway.org>



Fiscal Sponsorship **RENEW** at SE Uplift: Congo Peace Project

Planning to apply to become a 501(c)(3): No

Expected fundraising amount: Under \$25,000

Types of Fundraising: All: Grants, contributions, in-kind donations, business sponsorship

Diversity:

- Leadership team includes BIPOC, Immigrants or Refugees, those with English as a second language, youth, and low-income
- Serves low-income individuals

Accomplishments: Organization was dormant past year, looking to start again in summer 2024

Challenges:

- Organizational capacity

Events: Congo Benefit Fashion Show

Training Requests: Communications, development, finance and budgeting, effective fundraising, donor engagement

Online Presence: [Website](#), [Facebook](#), [Instagram](#), [Mastodon](#).



7:00 Upcoming SE Uplift Events - Nanci Champlin, Executive Director

UPCOMING EVENTS

- Sunday, August 25: Hawthorne Street Fair
- Thursday, September 5: 6-8pm Open House and District 3 Candidate Mixer at SEUL: requires as many hands as possible to design a positive experience for candidates visiting the SEUL space.
- Thursday, September 26, 6-8pm: District 3 Candidate Forum on Housing + Houselessness

7:12 Discuss September Board Meeting Agenda - Nanci Champlin, Executive Director

- Will request board members be in-person if possible
- 45-60 minute Board Discussion topic: How would SEUL like to engage with future District-3 Commissioners (idea generation, break-out sessions)
- Board Member elections
- Re-review the financial budget to vote on updates
- Minutes from previous meeting
- Committee Updates
- ED Update

7:20 Discuss December Board Meeting Agenda + Activities - Nanci Champlin, Executive Director

7:30 Adjourned - Dave Weaver, President

Next Executive Committee meeting: Tuesday, September 17, 2023, 6:00–7:30pm, via Zoom.

Minutes Approved: _____

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