



We collaborate with the District 3 community to build informed, inclusive, and participatory neighborhoods that support our social and ecological well-being.

EXECUTIVE COMMITTEE MEETING

Wednesday, October 16, 2024 | 5:00-6:00 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: Ash Hester, President
Dave Weaver, Past President
Kat West, Vice President
Kim Bandy, Secretary

Staff Present: Nanci Champlin, Executive Director

Members not present: Doug Waugh, Treasurer

EXECUTIVE COMMITTEE MEETING

5:03 Called the meeting to order - Ash Hester, President

- Welcomed everyone

5:05 Adopt Process for Conducting an Annual Executive Director Performance Review - Kat West, Vice President
Process has been adhoc in the past. There is a desire to implement a standard policy in SEUL bylaws to address review of the Executive Director. Proposal for bylaw language was reviewed with the Executive Committee.

- Review will occur by April 1 each year
- November: add performance to EC agenda, designate task responsibilities
- March 15-30: verbal evaluation (conducted by President or a designee)
- April 1-7: determine and communicate any raise to the finance committee for incorporation into budget.

ED currently keeps confidential information as a physical copy in office. There is an email account that the Board President has that is confidential. Sharepoint is not confidential.

Action items:

- Dave to confirm what the most secure option is for this review process to occur through.
- Revise "Chair" to "President" in the policy language
- Finalize policy language for review and approval in November Executive Committee meeting

5:12 Discuss Adopting a Rolling Board Member Application Period for At-large, Business District + Community-Based Org Board Seat - Kat West, Vice President/Board Development Committee Chair

Traditionally, Board member applications, nominations and votes occur once per year. The EC discussed whether to allow rolling nomination or application for an open Board Member seat - at large, Business Organization or for a Neighborhood Association.

Discussion:

- Open Application period to allow open spots to be filled.

- Kat to draft policy language for EC review in November. Language, if accepted by EC, will be submitted to the Board for review and approval.
- Best to bring this to the Board's attention

Action Items:

Kat to (1) develop a summary proposal for Rolling Board Member Application process and policy updates for Board's input, (2) present summary to Board in November Board meeting. If accepted, language will be developed and reviewed in December Board meeting for vote to incorporate.

5:38 Discuss Treasurer Recruitment - Kat West and Nanci Champlin

- Lindy or Sharon may be able to help for the interim and identify candidates.
- OnPoint is purposeful about community volunteering and is around the corner from the office. Nanci will ask if they have anyone.
- Responsibility may be about 5-6 hours per week. Will require attending Finance Committee Meeting, Review Bank Statement with Accountant (Kris)
- Could be a learning opportunity.

5:48 Fiscal Sponsorship Program Updates - Nanci Champlin, Executive Director

- Applications and evaluation rubrics have been sent out
- Approval of new and renewing of applications is a staff role, but staff will keep ExComm informed
 - Renewed: Royal Rose Foundation, Friends of Good Rain*, Black and Beyond the Binary Collective*
 - New: Life to Launch*, Black Bulb Magazine*, Gym Space Equity*
**has pending tax exempt application with IRS*

5:50 Discuss Tabor Commons Property Assessment Timeline - Nanci Champlin

- SEUL owns the property at 5633 SE Division Street
- Been maintained as a community space but SEUL is not in the property management businesses
- Black and Beyond the Binary Collective are in the space now and want to purchase the building. They will work with Rose City Philanthropy to launch a capital campaign (in January?). They need a price point for their fundraising efforts.
- SEUL needs a professional commercial property realtor to help identify the value so the board can decide on the purchase price and negotiate from there.
- A realtor would develop a Purchase Sales Agreement that outlines a timeline and milestones that a buyer must meet.
- Kat and Nanci can reach out to commercial real estate agents to determine sale price and options and select an agent to recommend to Board
- EC will gather best practices and process and create a timeline to share with the Board
- Mention at the November board meeting and include an update on this and put out an ask for board members to join a board committee that will lead this process and join EC meetings for planning

6:26 Discuss November Board Meeting Agenda - Ash Hester and Nanci Champlin

- Proposal for rolling Board Member Application Period Policy and Procedure updates (Kat)
- Adopt Process for Conducting an Annual Executive Director Performance Review (Kat)
- Committee reports
- Discuss Tabor Commons
- Continuation of board round table discussion - phase 2: identify other stakeholders

6:29 Adjourned - Ash Hester, President