

## Executive Committee MEETING MINUTES

Tuesday, August 19, 2025 | 6:00-7:00pm

### ATTENDANCE

#### Executive Committee Members present:

- Ash Hester, President
- Kat West, Vice President
- Sharon Wynde, Treasurer

#### Board Members Present

- Amit (Creston-Kenilworth)
- Daniel Te (Buckman)

#### Staff present:

- Nanci Champlin, Executive Director
- Matchu Williams, Neighborhood Planning Liaison
- Sarah Burger, Board Administrator

**6:05: Called the meeting to order** - Ash Hester, President

#### **6:08: Executive Director Updates** – Nanci Champlin

- All District Coalitions will meet with Civic Life on 8/25. Directors will inquire about the grant agreement is, since we are already months into the new fiscal year.
- DCOs want to hear what Engagement Officer Amanda Garcia-Snell's priorities are and explore how District Coalitions can be leveraged more broadly for the greater good.
- Heather Knopf (new Digital Assistant) has helped with our newsletter, that went out on 8/18
- Councilor Tiffany Koyama-Lane has moved into her office in SE Uplift and prepaid 18 months until end of term.
- SEUL will collaborate with the City's immigrant and refugee program to offer a Welcoming Week event on Saturday, September 20 on the main level at SEUL. The staff will meet with the program director to explore event ideas.
- Urban Forestry and Yard Tree Giveaway (YTG) is in full force. Will be a central focus at Hawthorne Street Fair. Can come to 8/30 to SEUL if you want to get an expert's opinion on what kind of tree a person should get

#### **6:14: Update about Bruce Bikle's Passing** (Sharon Wynde)

- His family is not doing a memorial in Portland, but in Hawaii
- We will give his wife the Board Recognition Certificate
- Sharon will bring a card to the Ice Cream Social and the September board meeting for folks to sign and will explore a tree planting. She will connect with Friends of Trees to get more info.

**6:17 Tabor Commons Task Force (Sharon Wynde)**

- Task Force met on August 18<sup>th</sup>.
- July 22nd was the last email communication from BC3. They promised a response by 8/8, and as of yet there is no response, no counter proposal, no acknowledgement of the email or our follow ups. Our last email to them expressed concerns about their lack of adequate communication with us.
- TCTF will recommend to the Executive Committee to advance to the board that we list the property for sale.
- The Task Force will talk with our broker about next steps.
- BC3 can still bid with others on the open market if they are still interested.

**7:27 Review of Royal Rose Foundation Fiscal Sponsorship (Nanci)**

- The organization is growing very fast. They are also tenants on the Lower Level.
- They are currently no longer interested in pursuing being a 501c3. We'll be sponsoring them for the foreseeable future
- City of Portland will give RRF a \$50K grant for fentanyl awareness workshops for youth IF we can secure the sexual abuse and molestation insurance that the city requires SEUL to have. Nanci is working with our broker on that. Our current insurer cannot offer the coverage level we need and our broker is trying to find another source. Will likely cost \$3-\$5K, which will come out of the grant awarded by the city.
- A non-City funder has also notified us they are getting a \$50k grant. RRF also intends to apply for an Oregon Community Foundation Grant this month.

**Vote: Ash Hester motions to renew Royal Rose Foundation's fiscal sponsorship**

**Seconded:** (Sharon Wynde )

**In favor:** 3 (unanimous)

**Opposed:** 0

**Abstentions:** 0

**Result:** The motion passed.

**6:41 Land Use and Transportation (LUT) (Matchu Williams)**

- LUT Committee met on 8/18 and discussed PBOT's request for "3 wishes" (high level, 20-year plan type questions) for them to consider as they prep for finalizing the Portland Transportation System Plan in 2027.
- Each wish must be less than 350 words and submitted by 10/1/2025. Matchu presented the committee's recommendations.
- They used 2 key resources in drafting the wishes: Our D3 Community Priorities Survey results and "an appreciative inquiry process".

Recommendations:

- Wish 1: Prioritize Safety and Connectivity, specifically in crossings
- Wish 2: Connected network of neighborhood greenways citywide built for all ages and abilities
- Wish 3: Create an easily navigable and clearly signaled and illuminated system
- ExCom was supportive in advancing these wishes. Nanci will present them to the board for approval. Matchu will draft each one and Nanci will sign off. Suggestion to Matchu: please cite the D3 Priorities Survey as a source of how the wishes were created.

## **6:53: Set Board Meeting Agenda for September 2025**

ED updates

Officer Elections (Kat)

- Kat is rolling off the board, hopes to return in the future
- Kim will roll off as Secretary, staying on the board
- Sharon does not have bandwidth to continue as treasurer. Can offer mentorship of new treasurer.
- Ash will put her name in the hat for President, but welcomes any others interested. Ash has done some outreach and there are folks interested: VP: Matt Lembo. Secretary: Rachel Davies
- Treasurer? Steven Fisher of Laurelhurst? Sharon will reach out.

Committee updates

- TC Task Force: Consider recs/next steps
- Land Use and Transportation Committee: Three Wishes recommendations
- Finance: discuss/amend FY25-26 budget
- Climate Justice: Yard Tree Giveaway project update

Executive Session: Annual ED Evaluation

Side discussion: At-Large and Organizational reps should reapply as board members. Need to put a process in place

- Use a Google application form.
- May want to spell this out in the bylaws and vote on it at a future board meeting.
- October board meeting is the best place for the seating this year.
- Need a board date calendar item for this cadence in the future
- Applications need to be sent out right after the September meeting
- Have folks re-sign the board forms, so conflict of interest form is annually updated.
- Moving forward, let's get the re-seating done in August, since September is the meeting to elect board officers

**7:21: Ash adjourned the meeting**

*Next Executive Committee Meeting Tuesday, September 16, 2025, 6-7pm*