

## EXECUTIVE COMMITTEE MEETING MINUTES

Monday, December 15, 2025 | 6:00-7:00 pm | Via Zoom

### ATTENDANCE

ExCom Members Present: **Ash Hester**, President  
**Matt Lembo**, Vice President  
**Rachel Davies**, Secretary  
**Steve Fisher**, Co-Treasurer

ExCom Members Excused: **Dave Weaver**, Past President (Advisory Role)

Staff Present: **Nanci Champlin**, Executive Director  
Guests: **Amit Zinman**, Board Member

### EXECUTIVE COMMITTEE MEETING

**6:02 PM** Called the meeting to order and welcomed everyone - Ash Hester, President

- Quorum is met

**6:03 PM** Executive Director Updates- Nanci Champlin, Executive Director

- **SE Uplift staffing update:** Alex's last day was on Tuesday, December 9.
  - **Next steps:** His tasks will be redistributed. Sarah will likely go full time taking on additional work for the grants program and operational work (meeting and equipment rentals, bills). The social media work will shift entirely to Heather, who is doing some social and the e-newsletter.
- **Legal Counsel search:** Sharon and Nanci have interviewed 2 real estate attorneys, and plan to interview 1 more.
  - **Next steps:** they will present a recommendation to the Executive Committee in January.
- **Civic Life/Neighborhood Program Concerns:**
  - Civic Life leadership has requested input from District Coalition EDs on changes the ONI standards, but did not send the file by 12/12 as promised. Their target deadline is 12/29 when most District Coalition Offices are closed for the holidays.

- The Coalitions asked Civic Life to explain the process and timeline they intend to follow since it seems to differ from the existing ONI standards which specify the stakeholders in a community committee to undertake revisions and include a robust public input process. No response has been received for over one week.
- Continuous staffing reductions at Civic Life have created barriers to smooth operations, collegiality, and support for DCOs. Civic Life is not fulfilling its obligations to the Neighborhood Program. For 2026, the program is expected to have only one staff person.
- Discussion focused on the potential impact of reduced staffing on District Coalitions and a watering down of the program that is concerning.
- **Next steps:** ED to follow up with Civic Life regarding ONI standards and request additional information about program goals.

**6:20 PM Fiscal Sponsorship Program Updates: New applications and Evaluation Rubrics for Oregon Unplugged, By Hand Seeds, and Black Bulb Magazine** - Nanci Champlin, Executive Director

- Nanci reviewed parameters and goals of our Fiscal Sponsorship program, which can comfortably steward approximately 35 organizations. Diane vets organizations and provides them with guidance during the application process. After the application submission, Diane scores the group using a rubric to ensure organizations align with SE Uplift's mission, does not pose an unacceptable risk, and is organizationally sound. Approved organizations are educated about the program's logistics and requirements. Groups are monitored by the finance committee via the balance sheet for activity or dissolution, removing inactive organizations as needed.
- **Motion: Ash Hester moved to approve the new fiscal sponsorship applications for Oregon Unplugged and By Hand Seeds**  
 Second: Steve Fisher seconds  
 Yes: 4  
 No: 0  
 Abstain: 0  
 Motion Passed unanimously
- **Motion: Ash Hester moved to renew the fiscal sponsorship application for Black Bulb Magazine**  
 Second: Steve Fisher seconds  
 Yes: 4  
 No: 0  
 Abstain: 0  
 Motion Passed unanimously

**6:35 PM Review Timeline for External Communications Policy** - Nanci Champlin, Executive Director

- Updates needed: Policy language updates that replace “Chair” and “Vice Chair” with “President” and “Vice President” and add “tax exempt” to “501(c)3 status”.
- The intent of the policy is to clarify hierarchy and responsibility for speaking on behalf of the organization in an official capacity.

**Next steps:** Executive Committee members will provide feedback on the policy prior to the January ExCom meeting where it will decide on any additional changes to present to the Board for a vote at the February board meeting.

**6:45 PM Debrief Community Small Grants Process** - Nanci Champlin and Ash Hester

- Some Board members expressed interest in being more informed about the Community Small Grant Program applications prior to the grant review committee’s final recommendations.
- Suggestions discussed included:
  - Providing staff updates on applications was suggested (noted concern: this would be a significant workload with over 50 applications).
  - Board members who want to be involved in the decision-making process can join the Grant Review Committee so long as their organization, if they belong to one, is not part of the applicant pool.
  - Having Nanci present and discuss the grant review process with the Board before final recommendations are brought to them.
  - Extending the application review period (currently about two weeks). Applications could potentially open in August, though not earlier due to the fiscal calendar. This would allow more time for the board to hear about the program and its processes, and more time for the grant review committee to score the applications. It's important to keep the grant period to a Jan-Dec calendar year.
  - Having the Board approve grant review criteria before the application process opens should be discussed further.
  - Presentation to the board of a slate of grantees is a lot for the board to absorb all at once. A suggestion was to provide Board members with a list of recommended grant recipients one week prior to the approval vote, allowing time for any major concerns to be raised. However, it was noted that by the time recommendations come to the board, due diligence has already been done by staff and the grant review committee.
  - Since it is important to ensure that grantees learn about the outcome of their application from SE Uplift and not the grape vine, any release of

recommendations prior to the board meeting must emphasize confidentiality to prevent premature disclosure.

**Next steps:** The ExCom will continue this discussion at its January meeting.

**6:55 PM 2026 Board Development** - Nanci Champlin and Ash Hester

Nanci shared recommendations to improve new board member orientation:

- Emphasize the importance of RSVPing in advance, coming prepared and attending meetings regularly.
- Ash recommended Executive Committee members attend orientation sessions to build community and rapport with new Board members.
- Nanci suggested formalizing that we host a second orientation in January (in addition to the August session), suggested for the final week of January (date TBD).
- Sarah (as board administrator), will help schedule one-on-one meetings between Nanci and new Board members to build rapport and learn about their interests.

**Next Steps:**

Matt Lembo will send out a scheduling tool to identify a January orientation date when all Executive Committee members can attend. Once confirmed, Sarah will send an invitation to Board members before the December break. Nanci asked Matt to include Sarah's [operations@seuplift.org](mailto:operations@seuplift.org) email so she can run with it.

**7:06 PM Adjourned** - Ash Hester, President

**Next Executive Committee meeting: Monday, January 19, 2026, via Zoom.**