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BOARD OF DIRECTORS MEETING MINUTES

Tuesday, September 8, 2026| 7 – 9pm

In-person: 3534 SE Main Street

Via Zoom: https://us06web.zoom.us/j/92334943945 | Meeting ID: 923 3494 3945

This meeting is for the Board of Directors to conduct organizational business. As such, only board members actively participate in discussions unless otherwise noted in the agenda or at the discretion of the President. Guests are welcome to observe.

ATTENDANCE

Board Members present:

- Brentwood-Darlington NA – Kimberly DiLeo
- Brooklyn Action Committee - Dandylion
- Creston-Kenilworth - Joel Spector
- Foster-Powell NA – Lori Day-Reynolds
- Kerns NA – Daniel DeMelo
- Montavilla – Adam Fiss
- Mt. Scott-Arleta NA – Daniel Portis-Cathers
- Mt. Tabor - Drew Hogan
- North Tabor NA - Ross Hiner
- Roseway NA - Ash Hester (President)
- Rose City Park NA – Don Levine
- Sunnyside NA – Chris Waldman
- Woodstock NA - Bene Foley
- 82nd Ave BA – Nancy Chapin
- HBBA: Dresden de Vera
- SOCCI - Roxanne Capparelli
- At Large: Rachel Davies
- At Large: Matt Lembo

Board Members absent:

- Madison South - Travis Saner-Hathaway
- Black + Beyond the Binary Collective – Mireaya Medina

Board Members sending regrets:

- Buckman - Rabecca Rose
- Hosford-Abernathy Neighborhood District (HAND) – Peggy McDaniel
- Laurelhurst - Steven Fisher
- At Large: Chris Hansen

Staff present:

- Nanci Champlin (Executive Director)

Guests:

- Adam Lyons, Office of Civic Life
- Allen Field (Richmond NA)
- Debbie Holchhalter (Richmond NA)

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BOARD DISCUSSION MEETING

7:02 **Call Meeting to Order -** *Ash Hester, President*

7:06 **Seating of New Board Members:**

- Ross Hiner, North Tabor NA
- Bene Foley, Woodstock NA

Seating of returning board members

- **At-large:** Rachel Davies, Chris Hansen, Matt Lembo
- **Business District Reps:**
  - Nancy Chapin (82nd Ave Bus. Assoc)
  - Dresden de Vera (Hawthorne Blvd Bus. Ass.)
- **NA reps:**
  - Kimberly DiLeo (Brentwood Darlington)
  - Joel Spector (Creston Kenilworth)
  - Lori Day Reynolds (Foster Powell)
  - Peggy McDaniel (Hosford Abernethy)
  - Steven Fisher (Laurelhurst)
  - Travis Saner-Hathaway (Madison South)
  - Adam Fiss (Montavilla)
  - Daniel Portis Cathers (Mt. Scott Arleta)
  - Don Levine (Rose City Park)
  - Ash Hester (Roseway)
  - Chris Waldman (Sunnyside)

Vote to seat new board members Ross Hiner and Bene Foley

Motion *(Ash)*	
Amended *(n/a)*	
Seconded *(Adam Fiss)*	
In favor	16
Opposed	0
Abstentions	0
Result:	**The motion passed.**

Vote to seat the returning At Large and Neighborhood Association board members:

Motion *(Ash)*	
Amended *(n/a)*	
Seconded *(Daniel Portis Cathers)*	
In favor	18
Opposed	0
Abstentions	0
Result:	**The motion passed.**

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7:11 Introduction to Adam Lyons, Interim District and Neighborhood Liaison, Office of Community + Civic Life – Nanci Champlin and Adam Lyons

- Adam Lyons has been the Liaison from Civic Life for the Neighborhood Coalitions for past 3 months.
- Formerly ED of NE Coalition of Neighborhoods (NECN) which is now District 2 Coalition.
- Subsequently worked for a City Commissioner, a city bureau dealing with issues related to unhoused Portlanders
- Recently, staffing in the Office of Civic Life has been very low, and engagement with the neighborhood system has also been low. Adam is working to increase engagement and has recently hired a staff member to support this effort.

Updates related to ONI standards:

- Background provided: 2004 there was some conflict that led the community to examine the ONI standards and identify ways to improve those. It was supposed to be updated every 5 years, and has not been done since 2005.
- When the form of City government changed in 2024, there were some changes to the city code 3.96 done without any community engagement that caused concerns about the requirement for community engagement around changes to the neighborhood program.
- Adam reported that will advocate that updates to the ONI standards be led by community and include a robust community engagement process.
- Adam explained that he is speaking directly with neighborhood coalitions and other interested parties, and holding a number of engagement events to gather community input on what a better partnership with the city could look like.
- Adam reported that the letter SE Uplift sent along with other neighborhood coalitions asking for a thoughtful community engagement process was well received and has been incorporated into their approach.

RFP process:

- Adam reported that he wants to enact longer contracts for district coalitions and is cascading that up to the city administrator.
- Adam would like to complete a new contract that is more than one year and satisfies state requirements without the need for an RFP process.
- He noted this would allow for some stability and building relationships in the existing system.
- Adam will be presenting to the City Council during a work session on 9/29 that includes background on Civic Life and the Neighborhood Program and discussion with Council on the future of it. While Executive Directors from all neighborhood coalitions will be attending in person, they are not expected to speak because public testimony is not taken during Council work sessions. They will all be available at the discretion of council should Council have a question.

Questions from the board covered:

- What is the history of the RFP conversation requesting proposals from organizations to do neighborhood coalition work? Adam explained that the RFP process seems to be brought up approximately every 7 years with the idea that other community organizations might be interested in stepping up and doing neighborhood coalition work. He noted that he feels the existing nonprofits are well suited to this niche work and will advocate that the RFP be removed from consideration.
- What does Adam see as the role of neighborhood associations in the city? Adam said he feels inspired by the connections between city government and grassroots organizations, especially when city commissioners go to neighborhood associations to reach their constituents, and that this has been re-energized with the new form of

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government. Adam also said he wants to hear from the community what people want to get out of the neighborhood association system and build that into the system.

- What does the city see as the continued benefit of maintaining neighborhood coalitions that are independent organizations instead of government running the program? Adam explained that independence allows for a more authentic advocacy role. He noted there are trade-offs with lower pay, shorter longevity of staff, and reliance on volunteer work, for example, but that it's a balancing act that also allows neighborhood coalitions to be watchdogs while being more nimble than a true governmental organization can be. Nanci added that the city is not able to provide insurance to Neighborhood Associations or fiscally sponsor any organization, which are two key services that District Coalitions provide.
- When the community is advocating for something (e.g. asking for a traffic study to request a new crosswalk), a board member suggested it would be helpful to have a standard for responses to help neighborhood associations know what a response will look like, including any reasons for denial or what the group could provide in addition to advocate for a different result.
- Role of new staffer: Title is Coordinator 2. Adam said he would like for them to work on updating the website because it is outdated and more complex than needed. Contact information for key individuals in city bureaus or Neighborhood Association board members. Nanci pointed out that District Coalitions used to have the ability to directly update neighborhood association information on the City's website but that is no longer the process.

Questions/comments from Adam to SE Uplift:

- What can the city do better for the neighborhood association system?
- The City used to contract with Resolutions NW to provide mediation services for dispute resolution but that no longer exists.
- Adam would like to be invited to events to see all the good work that is happening in the community

7:47 Committee Updates

7:48 Executive Committee – *Ash Hester, Chair*

- Discussed Officer elections
- Land use and transportation charter - the committee will reintroduce charter approval to the board
- Sunnyside shower project has grown and separated from Sunnyside NA. They became a nonprofit (not 501(c)3)/tax exempt) and we approved being their fiscal sponsor.
- We renewed fiscal sponsorships for Royal Rose Foundation.
- Discussed putting forth a bylaws update at the October board meeting regarding the timing and administration of board officer elections

7:52 Climate Justice Committee – *Nanci Champlin*

- Has been focused on the Yard Tree Giveaway partnership with Urban Forestry (for the second year). Community members are picking up trees now and through November (up to 3 per yard). SE Uplift worked through NAs to conduct outreach to help the urban forestry department advance its goals of increasing tree canopy in the city. Portions of SE Portland were high priority areas and got first choice of trees, and trees are now available to anyone in the city.

7:54 Community Care + Safety Taskforce – Travis Saner-Hathaway, Co-chair (absent; update given by Nanci Champlin)

- Looking to do an in person personal safety workshop. Requires a minimum of 10 people to participate. Planning is underway to identify a date.

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7:57 Land Use + Transportation Committee – Matchu Williams, LUTC Chair (absent; update given by Matt Lembo, VP)

Proposed LUTC Charter Updates:

- The last conversation was tabled because there were questions about a 501(c)4 organization included on the list of members. Further examination of the charter revealed that committee composition is determined by the committee and an updated list of members was not required, so it was removed.
- The board could adopt a policy about whether 501(c)4 organizations may be allowed to participate on a community committee. The hesitancy is around the ability of 501(c)4 organizations to make political endorsements and engage in lobbying activities, though c3 groups may also lobby within certain constraints.
- Membership of the committee is decided by the committee, not the board. Therefore the list of the committee members does not need to be approved by the board.
- Next meeting is on Monday, 9/21 @ 7 pm hybrid. PBOT will attend and talk about improving traffic safety on neighborhood greenways for children using the bike bus.
- Updates will also be provided on a partnership between SMILE and PBOT that gives permission to offer street striping in uncontrolled intersections to encourage drivers to be aware. It would allow neighbors to paint yellow sections on corners to mark where legal parking space is (not within 10 feet of a stop sign).

8:05 Finance Committee – *Nanci Champlin, ED*

- Nanci reviewed the Balance Sheet submitted by the Finance Committee. She walked the board through the various accounts and line items to assist new board members in understanding the document, accounts we have and reserve funds that we maintain.
- Items of note:
    - A large movement of funds left the Black and Beyond the Binary Collective account because they officially become a tax exempt 501(c)3 organization and no longer need fiscal sponsorship. They spent down funds from grants in their account, and the remaining funds were transferred to them to manage independently.
    - Our financial reserves are intact, and SE Uplift's finances have been stable. Sources of income aside from the City grant include rent from tenants and meeting space users, fiscal sponsorship services, contracts (like Urban Forestry) and interest from reserve funds held in interest-bearing money market accounts.
    - SE Uplift has applied for a PCEF grant to install solar panels, convert to heat pumps on the third floor and insulate the building among other efficiency measures. The process is competitive and we will find out in November if we are approved.
    - Our Tabor Commons property on Division is still for sale. There has been some interest, but no offers have been made. Nanci is in early stages of discussing potential development options with a few other organizations, including cottage cluster developments or senior housing.

8:20: Executive Director Updates – Nanci Champlin, ED

- Community Small Grants: Applications Open / How to apply to serve on the Grant Review Committee
    - Opens today, apps accepted through 10/18. Details and link to application available on the SE Uplift website. There are workshops available for applicants to learn about the process and how to complete a competitive application. Criteria are listed on the website.

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    - Staff are accepting applications for community members (or board members) to review and recommend winning applications. The committee has approximately a two week time commitment during which they attend an orientation, review and scored applications against an evaluation matrix, and recommended projects to the board for award.

- Election season Dos and Don'ts reminders:
    - Guidelines for neighborhood associations were reviewed. The Office of Neighborhood Involvement (ONI) standards outlines acceptable and prohibited activities related to public elections.
    - Do: be neutral, allow equal time to opposing candidates or political parties, educate public about issues and candidates, encourage voting, assist with voter registration, host debates and forums, educate on ballot drop site locations, voting deadline
    - Don't: endorse any candidates, rate candidates, use resources for or against any candidate, publicize which candidates share or don't share the values of the organization
    - Important: if NA invites 1 candidate, it must invite all candidates for that position. They do not all have to accept the invitation. If a sitting elected visits during an election cycle, it is important to clarify that they are speaking as a current elected official and not as a candidate.
    - Ballot measures: Neighborhood Associations are allowed to take an official position on ballot measures.
    - Clarification will be sought about when all candidates must be invited. If a candidate asks to attend a meeting, does that mean that all candidates then need to be invited? Or do all candidates only need to be invited if the NA is inviting candidates?
    - A suggestion was made for SE Uplift to provide a toolkit for NAs and a contact list for candidates. Nanci is working with District 4 and Civic Life to develop a script for NAs to read that clarifies their neutrality.
- Candidate Mixer + Board Involvement (w/shift sign-up sheet)
    - Saturday, 9/26, from 1 pm - 4 pm
    - Block-party style! The street will be blocked off. There will be candidate remarks, booths for non-profits, agencies, and candidates. There will be an ice cream social, games, voting education, and a selfie station.
    - Volunteer support is requested from board members to help the event run smoothly.
    - Tables and chairs will be rented. There will be tables set up in the parking lot, there will be microphones for candidate statements.
    - Registration is requested to help with predicting the number of attendees

8:51 Discuss Board Officer Elections – *Ash Hester, President*

- Elections will be held in November. Anyone who wants to run can be nominated between the September and October board meeting.
- Roles and time commitments for the officer roles were reviewed
- Current candidates include Matt Lembo for president, Rachel Davies for secretary, and Steven Fisher for Treasurer but additional candidates were welcomed.

8:56 The board discussion meeting adjourned.

BOARD BUSINESS MEETING

8:56 The board business meeting was called to order. – *Ash Hester, President*

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Vote to Accept the August Meeting Minutes

Motion *(Ash)*	
Amended *(n/a)*	
Seconded *(Joel Spector)*	
In favor	13
Opposed	0
Abstentions	5
Result:	**The motion passed.**

Vote to Adopt Updates to the Land Use and Transportation Committee Charter

Motion *(Ash)*	
Amended *(n/a)*	
Seconded *(Daniel DeMelo)*	
In favor	18
Opposed	0
Abstentions	0
Result:	**The motion passed.**

Vote to accept the July balance sheet as Presented

Motion *(Ash)*	
Amended *(n/a)*	
Seconded *(Joel Spector)*	
In favor	18
Opposed	0
Abstentions	0
Result:	**The motion passed.**

8:59 **The meeting adjourned** – Ash Hester, President

Next Board Meeting Monday, October 5, 7-9pm.

Minutes Approved (Date) 10/30/2026

Secretary Signature Signed by: Rachel Davies