

# DISPUTE RESOLUTION CENTER

## BOARD OF DIRECTORS' MEETING MINUTES

MAY 16, 2019

**Meeting:** A meeting of the Dispute Resolution Center Board of Directors was called to order at 5:38 p.m. at the office of the Dispute Resolution Center.

**Board members present:**

Mary Barrett - President  
Robin Campbell - Treasurer  
Beth Hyer - Secretary  
Mary Sue Wilson  
Bob Butts  
Kitty Parker

**Board members absent:**

**Board members excused:** Niki Pavlicek-Wolden, Mickey Lahmann, Jennifer Pearson, Kalo Wilcox

**Staff present:** Jody Suhrbier, Executive Director

**Guests present:** Bob Heck of Kiley Juergens

**May Agenda Synopsis:**

**Consent Agenda:**

- April Meeting Minutes
- Dashboard
- Policies Committee Report
- Recruitment Committee Report
- 2019 Internal Operations Plan Q1 Resport
- ED Performance Review

1. Convene & Connection moments - Mary
2. **ACTION:** Consent agenda - Mary
3. **GUEST:** Bob Heck, Kiley Juergens Wealth Management
4. Toast Update & Debrief 2.0 - Jody
5. Treasurer's Report - Robin
6. **ACTION:** Discretionary Fund - Robin
7. Discussion: Intercultural Assessment - Jody
8. Discussion: Indemnification - Mary
9. Adjourn

### **1. Convene & Connections - Mary**

As a Board member what is your greatest financial concern about the DRC?

- Programs in general - additional programs re landlord/tenant, good renter certification
- Revenue won't keep up and we will need to cut back
- Expenses more than income
- How much money do we have for expansion?
- Creating a train the trainer program

### **2. ACTION: Consent Agenda - (documents in DRC portal) - Mary**

Briefly reviewed the documents. Talked about ED review giving kudos to Jody re cross-training, institutional depth and blending. Jody has been accepted to Leadership Thurston County and will attend beginning in August.

BOARD ACTION: Kitty moved to approve April's meeting minutes; Mary Sue 2nd; all in favor.

### **3. GUEST: Bob Heck, Kiley Juergens Wealth Management (handout)**

Mary gave a brief overview about our two accounts, Reserve and Legacy, with KJ. They were started two years ago with Evan Ferber's retirement for the purpose of long-term building. The money in the reserve account earns more interest. It states in our policies when we can tap into these funds.

Bob discussed his company's work with other non-profits. He is an individual donor. Kiley Juergens does not donate but provides a discounted fee to work with us and other non-profits.

Although our accounts and business are with KJ, Charles Schwab is the custodian. Accounts were started to help us with cash needs.

Reserve Account: investment goal is conservative, timeline is 1-3 months with cash, short-term fixed income.

Legacy Fund: investment goal is moderately aggressive, timeline 5-10 years; investment in balanced funds, equity funds and Schwab MMF.

All funds are liquid, meaning we could get to the money in three days.

In 2018 there was a 12% drop; 2019 year-to-date is up \$2818 (10.56%).

Discussion about moving cash to MMF from reserve. Discussion re green/sustainable investing - no funds re alcohol, tobacco, weapons, abortion.

### **4. Toast Update & Debrief 2.0 - Jody (handout)**

Jody handed out the updated 2019 DRC Toast Analysis dated 5/9/19. DRC hit financial and program goals. Website traffic in April was the highest we've ever had. DRC has asked staff, volunteers and now our Board to state what worked, what needs to be changed, and questions.

What worked: Informality of Blue's speech, ease with flowers, cider and distillery, more savory food, program was right length, announcing winner in advance.

What needs to be changed: No shows. Majority of these are single RSVP's, not people invited by table captains. Solution: personal reminders by phone.

Questions: Always include a youth related thing; should award winner be selected due to their connections.

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Jody informed the Board that Thurston County DRC has received a special request for an internal investigation at a partner center regarding an employee issue. They will be doing fact finding, giving a report, and maybe recommendations for no charge. The support will be short-term, most likely concluded by the end of May or sooner. There is nothing in the by-laws for a practice and protocol for these circumstances.

#### **5. Treasurer's Report - Robin (handout)**

Robin went over the DRC Discretionary Fund Four Year Summary as of 4/30/19. The initial amount each Board member contributed was \$50 a year. In 2016 it was increased to \$75. We are spending \$36 a year in fees with our current bank. The account will be moved to Oly Fed in June as they will carry our account for no monthly fee.

This account has been used to pay for both events and gifts of appreciation. Discussion re whether is it appropriate to spend money on appreciation gifts as opposed to a thoughtful card. There was feedback from a person who received an appreciation gift that they were not happy the Board was spending money on a gift when it should go to the organization.

In the June agenda we will discuss the picnic.

#### **6. ACTION: Discretionary Fund - Robin**

No action was taken at this time.

#### **7. Discussion: Intercultural Assessment - Jody**

Jody is in the process of seeking testimonials or direct feedback from YWCA. This will be carried over to next month's agenda. Job reference/positive statement re community school's director at TOGETHER. They have completed Phase One of the assessment.

Also Tambra (Monarch), a statewide group, is committed to both Phases and in process. There is a commitment for an individual donor supplement of \$1100 for four Board members in Phase One. There is the possibility of grants to pay for Phase 2. There is a volunteer who has said they will pay their own way. Cost for 15 people is \$5000. Full Board, all staff and 2-3 volunteers cost is \$7325.

### **8. Discussion: Indemnification - Mary**

This discussion is related to Article 6, which consists of seven paragraphs about policies and procedures regarding indemnification. Mary briefly discussed each of the paragraphs and asked us as a Board to review them so we could discuss them at the next Board meeting and vote.

### **9. Adjourn**

Meeting adjourned at 7:18 p.m.

**NEXT MEETING: JUNE 20, 2019 at 5:30 at the DRC office.**