

DISPUTE RESOLUTION CENTER

BOARD OF DIRECTORS' MEETING MINUTES

NOVEMBER 11, 2019

Meeting: A meeting of the Dispute Resolution Center Board of Directors was called to order at 1:05 pm at the Thurston County Public Health Department offices.

Board members present:

Mary Barrett - President
Mickey Lahmann - Vice President
Beth Hyer - Secretary
Robin Campbell - Treasurer
Barbara Harris
Niki Pavlicek-Wolden
Gina Rogers
Kitty Parker
Carla Carter
Bob Butts

Board members excused: John Skinder, Mary Sue Wilson, Matt Gerard

Board members absent:

Staff present: Jody Suhrbier, Executive Director

Guests present: Terry Teale

November Agenda Synopsis:

Consent Agenda:

- Retreat Board Meeting Agenda
- October Board meeting minutes
- Dashboard (October 2019)
- Policies Committee Report
- Role of the Treasurer
- DRAFT 2020 Budget

1. Annual Review: Confidentiality (handouts) - Mary
2. **Action Item:** (Elect officers) - Mary
3. **Action Item:** (adopt Treasurer Job Description) - Mary
4. **Action Item:** (adopt October minutes) - Beth
5. 2020 Budget Review & Discussion - Finance Committee
6. Meeting Schedule Opening Discussion (optional) - Mary/Mickey
7. Adjourn

1. Annual Review: Confidentiality (handouts) - Mary

This review is to make sure that all Board members understand our obligations and role. We reviewed and signed the Volunteer Agreement. Reviewed our role as Board members and the Expectations of Board members.

2. ACTION ITEM: (elect officers) - Mary

Mary reviewed the slate of officers for 2020: Kitty Parker will be serving as Treasurer for what would have been the rest or end of Robin Campbell's term, Beth Hyer as Secretary, Mickey Lahmann as Vice President, Mary Barrett as President. There has been a reconstitution of the Finance Committee to help bring in a new Treasurer in 2020.

BOARD ACTION: Robin moved to adopt the officers as stated; Kitty 2nd. All in favor.

3. ACTION ITEM: (adopt Treasurer Job Description) - Mary

Mary reviewed the Treasurer job description with the modifications. Robin reviewed the job description along with a fiscal audit to conform practices to the job description. She attended to the details, providing oversight and guidance regarding our fiduciary responsibility to make sure we have best practices in place.

Financial Committee is not in the bylaws. It has been re-instituted on an ad hoc basis to review the budget and financial processes.

BOARD ACTION: Kitty moved to adopt as is; Carla 2nd. All in favor.

4. ACTION ITEM: (adopt October minutes) - Beth

Corrections discussed and given to Beth.

BOARD ACTION: Robin moved to approve minutes as amended; Mickey 2nd. All in favor.

5. 2020 Budget Review & Discussion (handout) - Finance Committee

Robin presented the draft of the 2020 budget. Robin explained that there were three options for us to discuss with regard to the budget. Option A represents the budget without the financial and cultural audits. Option B represents the budget with both types of audits. Option C represents the budget with the financial audit and Phase 1 of the cultural audit.

There was a discussion about how the 2020 draft budget is different than last year. There was a review of the revenue part of the budget.

After presenting the revenue part of the budget, there was a check-in to see if anyone had questions. There was some discussion about the two types of audits, cultural and financial, the pros and cons and costs involved.

Regarding personnel expenses, there was a review and discussion about proposed changes to salaries and medical benefits. There is some shifting in the FTE's proposed regarding losing the financial person and shifting those responsibilities as well as shifting regarding training and adding a new project support position.

The Board discussed the three options for the proposed 2020 budget and came up with an Option D, which would involve only doing the financial audit. We would add specific information to the Strategic Plan regarding building reserves to pay for the intercultural audit in 2021, remove \$4000 out of the budget to be moved to staff development, and take the intercultural audit off the table for 2020.

BOARD ACTION: Mary moved to adopt Option D for the proposed 2020 budget; Kitty 2nd. All in favor.

6. Meeting Schedule Opening Discussion (optional) - Mary/Mickey

Mary and Mickey led a discussion around changing the structure and purpose of our meetings as a board, as committees, and as the executive board. Is there a different way to structure all the meetings we attend so that we may use our time more productively and meet less often?

There was a suggestion of having the committees doing work monthly and that that would allow us to stretch out full board meetings to every two months or quarterly. In the executive committee we would be able to get to more substance in our meetings.

We decided to discuss the meeting structure further at our December meeting. What are the possibilities and what would each committee do?

7. Adjourn

Meeting adjourned at 3:23 p.m.

NEXT MEETING: DECEMBER 19, 2019, 5:30 P.M. at the DRC offices