

# DISPUTE RESOLUTION CENTER

## BOARD OF DIRECTORS' MEETING MINUTES

FEBRUARY 20, 2020

**Meeting:** A meeting of the Dispute Resolution Center Board of Directors was called to order at 5:36 p.m. at the office of the Dispute Resolution Center.

**Board members present:**

Mickey Lahmann - Vice President  
Beth Hyer - Secretary  
Kitty Parker - Treasurer  
Mary Barrett - President  
Bob Butts  
Gina Rogers  
Matt Gerard  
Carla Carter  
John Skinder

**Board members excused:** Mary Sue Wilson, Barbara Harris

**Board members absent:**

**Staff present:** Jody Suhrbier, Executive Director; Joe Sanders, Community Engagement Manager

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

**SNACK PEOPLE:** Mary & Bob

**February Agenda Synopsis:**

**Consent Agenda:**

- **January 16 Meeting Minutes**
- **January Dashboard**
- **Policies Committee Report**
  - **Fee Schedule, updated**
  - **Accounting Policy, updated**
  - **Investment Policy, updated**
  - **Legacy Policy, updated**
- **Strategic Planning Committee Report**
- **DRAFT Strategic Plan 2020-2024**
- **Finance Committee Report**
- **Recruitment Committee Report**

1. Convene & Connection Moments - Mary
2. **Action Item:** Consent Agenda - Mary
3. **Action Item:** Treasurer Disc. Fund Signer Change
4. Financial Planning Annual Update - Bob Heck, Kiley Juergens
5. TOAST 2020 Planning Next Steps - Joe
6. Boards in Gear Self-Assessment - Mary/Mickey
7. March Food Providers: \_\_\_\_\_ & Adjourn

### **1. Convene & Connection Moments - Mary**

Mary asked people to share something about how they are engaged and excited about the DRC as they are filling their tables for the TOAST.

### **2. Action Item: Consent Agenda - Mary**

Mary reviewed the documents briefly in the consent agenda to make sure everyone had a chance to review the documents as there were an unusually large amount of items for this month.

BOARD ACTION: Mickey made a motion to approve the consent agenda; John 2nd. All in favor.

### **3. Action Item: Treasurer Disc. Fund Signer Change**

The current Olympia Federal Savings signatories on the DRC Board Discretionary Fund account, ending in #8924, are authorized to be: President, Mary Barrett, and Treasurer, Catherine (Kitty) Parker.

These two individuals are intended to be the sole signatories on the account, which means other prior officers and Board members are to be removed, including Mike Walsh and Robin Campbell.

BOARD ACTION: Gina moved to change the discretionary fund signer; Bob 2nd. All in favor.

#### **4. Financial Planning Annual Update - (handouts) Bob Heck, Kiley Juergens**

Bob introduced himself and his company, orienting us to what they do and what his background is. His company works through Schwab, meaning they are the fiduciary. We own our accounts, not them.

Bob handed out “Quarterly Market Review” for the 4th quarter of 2019. He reviewed with us in general what the trends were and where the growth was. He then gave us the second handout which was the information specifically for our two accounts, the Reserve Account and the Legacy Fund. He reviewed our progress on the accounts and was happy with where we are and where we are going. The Board members asked Bob questions and discussed some details regarding our investments, our history, and our progress. As a wrap up, Mary encouraged Board members to review the fiscal policy in their Board binder.

#### **5. TOAST 2020 Planning Next Steps - Joe**

Joe updated us on where we are as we move toward the TOAST. He spoke about the theme and program focus. He also let us know who is on our panel as presenters: Joel Green, Debra Jayne, Janelle Martinez and Logan Porter. Oriana will mediate, so to speak. We have 31 confirmed table hosts and a new vendor, Headless Mumby. O’Bee is coming on as a new sponsor and Kiley Juergens doubled their sponsorship.

#### **6. Boards in Gear Self-Assessment - Mary/Mickey**

Mary spoke briefly regarding the Boards in Gear self-assessment that was sent out to all Board members prior to the Board meeting in hopes of having everyone’s response in before this evening. All Board members who had not yet completed this task were asked to do so. We will be discussing this information in our March Board meeting.

Mary and Jody discussed the other assessment that was passed out at the meeting. This assessment is meant to see where members are at in terms of their ability and willingness to take on executive committee positions and committee chairs for future succession as well as elicit opinions in regards to

the structure and function of our Board currently. All Board members were asked to complete this in the last five minutes of the meeting and turn it in.

### **7. March Food Providers & Adjourn**

The March food providers are: Mary Barrett and Bob Butts.

Meeting adjourned at 7 p.m.

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