BOARD MINUTES

### Wednesday, December 21, 2022

5:30 - 6:30 p.m.

Present: Deborah Jayne, Mary Sue, Curt, Mickey, Kevin, Eloise, Matt, Rob, Alicia, Julie

Staff: Jody, Robyn

Board Meeting Consent Agenda:

* December Agenda
* November Meeting Minutes
* November Financial Dashboard
* Finance Committee Report
* Policies Committee Report

Information Resources:

* Revised: Conflict of Interest Policy
* Revised: Bylaws
* Revised: Executive Director Job Description
* Revised: Executive Director Succession Planning

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| ***Time*** | ***Topic (lead)*** | ***Outcome*** |
| 5:30 | Convene (Deborah) | Connection |
| 5:32 | Consent Agenda (Deborah)   * Eloise moved, Kevin seconded * Approved | **Voting Action** |
| 5:34 | Policy Updates (Mary Sue)   * Nothing substantive changed; already approved committee report * Kevin moves to adopt policy changes, Curt seconds * Motion passes * Mary Sue: other DRCs have changed their names; out of scope of policy committee, but suggest we consider talking about this at a future board meeting or executive committee meeting | **Voting Action** |
| 5:42 | Executive Director’s Report (Jody)   * Financial celebrations; Chehalis tribes & community foundation of South Puget Sound. Grateful for continued support * Puget Sound energy grant $8k—new inroad, new relationship with them * Programming: ERPP cases are still high volume * CARES Act funding- tenants have more time to respond, we have more time to engage, but also more administrative work to figure out if folks qualify (ruling on 12/5 went into effect immediately) * Staying quite busy! Training team got to work with Gov’s office * We hit our annual goal to have 45 leadership circle households! * Our funding was in the Governor’s draft budget- good sign * Training manager Jill will start in early January and will overlap with Charlotte for 3 months to ensure transition * Volunteer recruitment and retention goals have been met! * ResWA work: creating education tools for centers and boards * Curt: has the court decision created stress, or has it been manageable? Jody: Stressor in that it’s change, but team has a rhythm. Other caseload usually wanes in mid-late December, which helps. * Grant work | Information Sharing |
| 5:53 | Committee Structure (Deborah)   * Mickey is “immediate” past president * Restructured, new membership based on the 2-1 conversations Joe and Deborah Jayne had this fall * Aligning board member skills and interests with committees, reducing workload for each individual member * Community Engagement work a full-board responsibility; absorbing that committee and Julie is moving to lead Strategic Planning * Curt handed off treasury to Alicia and Curt taking leadership of Board Development committee * Kevin: Worry about Jody’s workload; Jody: Current practice is to attend all except Community Engagement. It may be appropriate to tap a different staff member for some of these. * Kevin: “Jody and/or Delegate?” Deborah Jayne will update the document * Deborah Jayne will attend all committees at least twice in a year, more if she can. | Discussion |
| 6:02 | 2023 Budget Presentation & Adoption (Deborah/Jody)   * Jody did an awesome job; big push * Profuse thanks to Mickey for developing the methodology for determining the Executive Director’s salary - lots of work that really helped us formulate the budget * This budget is a bold step forward. Last year we hit the $1 million mark, and now we’re past that. * Jody: This looks very similar to what you saw in November, with some refinements * Pushing hard on individual donations again; Joe is going to spend more time with individual donors to build out donor pyramid more fully * On the grant side, housing stability money runs into June of 2023. Also includes grant/seed funds to restart or grow programs. Seeking to commit to keep growing business and organizational support. * Looking for other ways to expand business support * On government side, see ongoing funds from city, county, state * On the program side, you see fees raised through trainings, facilitation, etc. We haven’t stretched those goals too much because we’ve committed to equitable access to our programs (getting folks in at reduced rates). * Big portion of the budget is the people. Pay people first, then pay for our space (great space serving us well). Did make leap with tech support this year to maintain continued level of service. * More into the advancement line item to bring more of those expenses into the organizational budget so the funds are there when staff are planning events (rather than relying on board) * Pay equity goals are a priority- making leaps when we can to pay the team. * Important milestone to keep putting money towards our rainy-day fund (reserves). This year it’s part of the budget because we have a strategic goal to have 6 months of operating funds in reserves to be able to respond when something happens or say yes when an important opportunity arises. With rising budget, the 6-month goal also gets higher. * Mickey: We can be really proud of Jody and how the organization has grown in the past three years. Tremendous growth. We could always be paying our people more, but I don’t feel embarrassed now about how we’re paying people who do this work in the organization. * Deborah: Article shared about “just because you’re a nonprofit doesn’t mean you shouldn’t offer fair wages.” We’ve taken a pretty aggressive approach to paying people equitably. We invest in our people, processes, tools. * Matt: Motion to approve the 2023 budget as submitted; Kevin seconded. * Unanimous approval, motion carried | **Voting Action** |
| 6:17 | Closing (Deborah)   * Rob: Jody and Elizabeth came to Shelton Y, preliminary meeting on Monday; great representation, very hopeful to make significant progress on this issue. The folks at the Y- this isn’t their wheelhouse, and they will benefit from the help. This really inspired me! * Deborah’s closing statement: Today is the shortest day of the year; tomorrow is the return of the light. This has been such a successful year. New staff, expanded board… So grateful for what we can do together as a board. * Some people are struggling. Take time to enjoy the peace and quiet and love of everyone around you. The past is the past, the future’s still out there. Today is a gift—the present. Give yourself the gift of presence. Happy holidays! | Connection |
| 6:23 | Adjourn |  |