



## Hutch Kids Board of Directors MINUTES

February 22, 2018 | 4:30 – 6:00PM  
Room: J1-102, Yale Building

**Present:** Kate Ostbye, Lexi Harlow, Bruce Waltar, Bill Kidder, Andy Firpo, Howie Houserman, Bob Karaban, Mary Gardner, Shawna Rengli

**Not present:** Eileen Rillamas-Sun, Jon Ladd, Lauren Young, Eddie Reif

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Regular session called to order at 4:34pm

- 1) Team Building Activity
  - a. Lexi shared passion for music
    - i. Inspirational artist – Josh Groban
  - b. Volunteer for March – Andy Firpo
- 2) Approval of Previous Minutes
  - a. January minutes reviewed and approved 4.45pm (no changes)
- 3) Communication/IT Update by Bob Karaban  
Investigation to summarize the technology issues and create a sustainable plan
  - i. Current Issues
    1. Network outages, desktop performance, broken monitors, software not maintained/updated, shared usernames/passwords, high risk environment (content stored, turnover rate, security practices, lack of software maintenance, non-technical staff).
  - ii. Options
    1. No plan – allow ED and Admin staff to self-service
    2. Fred Hutch IT Contract
      - a. Pro: Expands FH-HK partnership
    3. Third Party Service Contract (outside vendors)
  - iii. Comparisons between FHIT and Third Party options were presented (see slide deck from Bob Karaban)
    1. Added nuances/discussion points from Board

- a. Andy Firpo: Hutch IT does have some availability outside regular hours, also Hutch IT is located on site.
- b. Bruce Waltar: issue with cameras as part of the technology
- c. Mary Gardner: advocates for at least one 3<sup>rd</sup> party proposal for comparison and possible leverage with Hutch
  - i. Not leverage (Andy)
  - ii. Is there an agreement? (Bruce)
  - iii. Andy: discussion and agreement that it makes most sense from Hutch IT how they already work with business units within Fred Hutch.
  - iv. Kate Ostbye: her perspective from SCHARP as a business within Hutch IT – this makes sense and is a positive experience
  - v. Howie Houserman: another added benefit is the consistency and longevity of the Hutch IT service provider (vs. staff turnover, 3rd party vendors, etc.)
  - vi. Bruce Waltar: We have budgeted for hardware without acting year over year
  - vii. Bob: current replacement costs to hutch hardware standards is estimated at appx \$30,000 – if you expect upkeep costs of \$6,000/year for 5 years of life per computer setup.
  - viii. Howie: we depreciate the costs.
  - ix. Shawna’s perspective (Asked by Lexi): would love to move forward. Teachers are weighted down heavily. If not a cost, would like to have this assistance.
  - x. Bruce: what is the schedule if we say yes?
  - xi. Andy: not more than 2 months...
  - xii. Bill Kidder: questions on long term maintenance and operations... can be saved until March 1<sup>st</sup> meeting? Contract with FH is up in 2019 – we have a year to see if it works, so can come back at that time if needs to be readdressed.

iv. Proposed Questions to the Board:

- 1. Do we agree that this plan is needed and would agree to plan/budget? (Consensus: yes)
- 2. Would we want a 3<sup>rd</sup> party proposal for comparison or would we prefer to use Fred Hutch? (Consensus: no)
- 3. Should we commit HK to current technology/environment before we hire an ED or allow them to provide input? (Consensus: yes)

v. Next Steps

- 1. Request to email Bob ([bkaraban@gmail.com](mailto:bkaraban@gmail.com))
- 2. IT/Comm Meeting – March 1<sup>st</sup>, 2018 at noon
  - a. Open meeting for in depth discussion of specific topics/options

- b. Bob will send out email to board members
- c. Bob can reschedule if the time is too inconvenient

4) Executive Director Report – started at 5:15 (Shawna)

- a. Thrive (sponsor for CDA) no longer will provide scholarships
- b. Unexpected cost of appx \$4000 which we can absorb this year, but will need to budget or rethink going forward
- c. Admin Team met and discussed Nicole’s Program Coordinator position and replacement
  - i. Do not want to hire for this position and want to discuss with next ED if this role is what we want.
  - ii. Do we need a temp? Depends on start date of new ED. Will wait to see.
- d. Staff Development Day – good response
- e. PTC Rummage Sale made appx \$300
- f. ACH Payment system was test run by Audrey and Shawna
  - i. Took about a week (included holidays)
  - ii. Otherwise went great
  - iii. Bruce: when a note goes out – do mention that it could take 3 business days... Shawna agreed.
  - iv. Mary: 3<sup>rd</sup> party processor? Answer: Quickbooks (not HK)
- g. Upcoming Goals:
  - i. Cost analysis on stackable degrees through community colleges (vs CDA which is renewable every three years)
    - 1. Within next couple of weeks to address next budget
  - ii. Parent Survey next month to collect baseline data for our year-end survey (component of SPC subgroup measurable)
  - iii. Complete registration for 2018-2019 school year via early registration by mid-March
  - iv. First Recruiting Committee meeting (Nicole role) with Staff.
    - 1. Networks, colleges, interviewing process
    - 2. Plan to meet next week

5) Committee Reports – started at 5:24 (Bruce)

- a. Finance:
  - i. mid year budget refresh will delay to next month
  - ii. accounting firm suggested tracking payroll differently – in draft form right now, and will be included in budget refresh
  - iii. CDA cost will come from staff line item
  - iv. One ED Finalist is coming from outside area – so we had not included travel costs
    - 1. \$1,000 for airfare, hotel, meals - Bruce already approved
- b. Board Dev – started at 5:29 (Andy)
  - i. Put off by-laws discussion in favor of today’s agenda
    - 1. Howie: question about when will they be ready?
    - 2. Andy: at next board meeting

- ii. Carmen contract... idea: in March/April, Carmen to do some Board Dev training/retreat – added value to time and expense. Financially, Board Dev has resources to do this.
  - 1. Mary: would like to have better guidance on points of order
  - 2. Lexi: Carmen's background and leadership style is helpful.
  - 3. Bob: start with Carmen – if we need more we can address it as a next step.
  - 4. Howie: will see if his club can host
- c. IT – covered in special presentation above (5:44, Bob)
- d. SPC – (5:44 Bruce) in lieu of presentation Jon sent meeting minutes
  - i. Andy: Jon met with facilities reps. Looking at facilities near campus around appx 1 mile away – nothing came up as an option.

6) Action Items

- a. By laws for next board meeting (board dev, Andy)
- b. Bruce to follow up with Carmen regarding board retreat.
- c. Bob and Howie to seek places for retreat.

Executive session: 5.49pm. Meeting adjourned: 6:01pm.

Next Board Meeting: 22 March, 2018, 4.30pm