



## Hutch Kids Board of Directors MINUTES

January 25, 2018 | 4:30 – 6:00PM

Room: J2-108, Yale Building

**Present:** Kate Ostbye, Lexi Harlow, Bruce Waltar, Bill Kidder (4.42pm), Andy Firpo, Howie Houserman, Lauren Young, Bob Karaban, Mary Gardner, Jon Ladd, Eddy Reif (4.52pm)

**Not present:** Eileen Rillamas-Sun

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Regular session called to order at 4:34pm

- 1) Team Building Activity
  - a. Suggested ice breaker format for 2018
    - i. Personal reflection – arts/culture (ex. Favorite book, movie)
  - b. Bruce shared passion for music
    - i. Inspirational artist – Meshell Ndegeocello
    - ii. Goal for the year is to provide a supportive environment where we can do our best work.
  - c. Volunteer for February - TBD
  
- 2) Approval of Consent Agenda
  - a. December minutes reviewed and approved 4.46pm
  - b. Meeting schedule for 2018 has been distributed
  
- 3) Pending Action Items
  - a. HK Computer Inventory & Hutch IT Contract (Bob/Andy)
    - i. No major progress to report
    - ii. More meetings to occur in coming weeks
      1. (See IT/Comm Committee Update below for further discussion)
  - b. Meeting Minutes Template (Lauren/Bruce)
    - i. Initial goal to maintain a reliable record of motions moved, seconded and passed
    - ii. Keep items on Actions list until resolved
    - iii. This item will move under IT/Comm Committee updates

#### 4) Executive Director Report

- a. Carmen submitted report, presented by Bruce
- b. HK Internet Issues
  - i. Intermittent internet access reported
    - 1. Difficult for Audrey to perform her job
  - ii. Hutch IT only provides physical connectivity
  - iii. Service provided by Comcast
  - iv. Audrey has quote for improvements
    - 1. \$6000 for re-wire
      - a. Current hardware more suited to residential set-up
    - 2. Andy – if considering Hutch IT support in future, this cost would provide an immediate fix but would be undone in future
      - a. Bob – how quickly can Hutch IT provide services/quotes
      - b. Andy – Hutch IT needs more spec info
  - v. Action – Bob/Andy to meet w/ Audrey asap to assess
- c. Staff Updates
  - i. Nicole Snow (admin) has resigned
  - ii. Back pay for 2017 student employees
    - 1. Carmen has taken action to resolve this
- d. New WESCU bank account
  - i. Bruce will be point person for Audrey
  - ii. Payroll will be transferred in February
  - iii. Followed by ACH (bill payments)

#### 5) Committee Reports

- a. Finance (Jon)
  - i. Mid-year review
  - ii. Income is as expected; biggest changes are in personnel costs
  - iii. Capital budget removed from Operating Budget
  - iv. Sound Credit account – need to transfer money from here
  - v. Bank accounts
    - 1. Signatory resolution needed every time BoD Exec. Officers change or ED changes
      - a. Motion proposed to give the four current Executive Officers (Bruce Waltar, Andy Firpo, Jon Ladd and Lauren Young) signatory authority and co-account ownership
        - i. Moved (Howie), Seconded (Eddy) and Passed.
      - b. Will be amended when new ED begins
- vi. Upcoming items:
  - 1. Midyear refresh
  - 2. FY19 budget planning
    - a. Aim to send out for comment in March to vote on at March BoD Meeting

- b. Jon taking ownership with Audrey assisting on operational pieces
  - b. Board Dev (Andy)
    - i. Bylaws
      - 1. Board Dev presented updated Bylaws that incorporate all documented changes that had previously been moved, seconded and passed, but had not yet been added to Bylaws.
      - 2. Board asked to approve document; Secretary to sign
        - a. Before the next Board meeting, there will be an additional set of items added, including the change to move away from being a membership organization
        - b. Discussion about whether it was better to wait for all items to be included in the document (membership organization piece), or if it was more useful to have a signed set of Bylaws to present to ED search candidates.
        - c. Decided that Bylaws from 2012 are more out of compliance than a set that temporarily omitted the changes to membership organization status.
        - d. Moved (Howie) that Bylaws presented by Board Dev incorporating changes that had already been moved seconded and passed be approved by the Board; Seconded (Mary), Passed (5.39pm).
    - ii. New Member Election Process
      - 1. Initial emails have gone out to current members to determine number of spots to fill
  - c. SPC (Jon)
    - i. Three work groups:
      - 1. Curriculum (Tiara, Carmen & Shawna)
      - 2. Professional Development (Tiara, Carmen & Shawna)
      - 3. Facilities
        - a. Working with architects to get drawings for lighting and interior updates
        - b. Changing table depths need to be increased (licensing)
        - c. Howie – reminder that SPC proposes facilities budget for FY19 Budget
    - ii. Working groups will meet at full committee meeting Feb 8<sup>th</sup> 2018
  - d. IT/Communications (Bob)
    - i. Andy and Bob to meet to coordinate HK computer inventory and IT specs needed for Hutch IT assessment
    - ii. Board will need to weigh in on any costs associated with upgrades/changes
    - iii. Andy spoke with Sandi Clarke to assess if SCCA would be a better option than Hutch IT for support. Outcome – probably not
    - iv. Bob to confirm committee membership

1. Mary has not been receiving invites

e. Executive Committee (Bruce)

i. Executed contract for Carmen to continue in a limited capacity (coaching, etc)

1. Same basic terms; to be reevaluated month-over-month

ii. Thank you to Lexi and Mary for their service in 2017

6) Action Items

a. Computer inventory/Hutch IT contract (Bob/Andy)

b. HK Internet issues (Bob/Andy)

Executive session: 5.49pm. Meeting adjourned: 6:04pm.

Next Board Meeting: 22 February, 2018, 4.30pm