



Hutch Kids Board of Directors MINUTES

June 21st, 2018 | 4:30 – 6:00PM
Room: J1-102, Yale Building

Present: Lauren Young, Jon Ladd, Bruce Waltar, Shawna Rengli, Howie Houserman, Lisa Ta, Anjana Thampuratty (departed 5:00pm), Andy Firpo, Eileen Rillamas-Sun, Bill Kidder, Eddy Reif (arrived 5:06pm, departed 5:41pm)

Not present: Kate Ostbye, Bob Karaban, Mary Gardner, Lexi Harlow

Regular session called to order at 4:41pm

1) Team Building Activity

- a. Eileen presented a reflection on her time as a Board Member.
 - i. Finishing up 4yrs on Board.
 - ii. Suggested there is value in Members performing an annual self-assessment of motivation and passion for being on Board (Example -Has motivation changed? If so, why?).
 - iii. Eileen will add slide deck to DropBox.
- b. Volunteer for July – Bill
- c. Welcome to Lisa and Anjana

2) Approval of Consent Agenda

- a. May meeting minutes reviewed and approved at 4.52pm
 - i. Moved (Bill), seconded (Jon), All approved (passed).

3) Pending “Action Items” from prior meeting(s)

- a. Board Retreat
 - i. Survey Monkey to rank retreat topics (Bruce/Eileen)
 1. Done. Email sent to Board members on 21Jun18 (may have gone to spam folder). Aim to respond within a week.
 - ii. Refine topics and plan sessions (Bruce/Carmen/Andy)
 1. Will occur once survey results collated. Carry forward to next month.
 - iii. Obtain quote and book venue (Bob)
 1. Will occur once survey results collated. Carry forward to next month.
- b. Bylaws
 - i. Seek legal counsel on membership organization (Andy)
 1. Carry forward to next month. Focus has been on Hutch IT Contract.

- c. Hutch IT Contract (Andy)
 - i. FH legal team drafting contract modifications. FH contact will be Scott Rusch.
 - ii. In meantime, Hutch IT has continued to move forward with assumption this will be signed off on – two new electrical circuits installed last week & standard desktops will either be taken from a recent campus-wide order placed by Hutch IT or HK will be place their order directly with vendor using FH pricing.
 - 1. Jon – monitors being replaced as well?
 - a. AF – Bob can confirm but no, just boxes.
 - iii. 3rd Party vendor contract review (Shawna to compile list; Board to review)
 - 1. This item was to address the security considerations what type of data is being stored and what rules apply to the type of data.
 - a. Shawna – is this only for IT-related items?
 - i. AF – services related, so items such as payroll would be included.
- d. Babysitting policy mitigations (Shawna/Andy)
 - i. Gauge staff and parent interest; Hutch contract
 - 1. Audrey has been working on this. Informal staff survey performed to gauge interest. Still need to survey parents to ensure there will be interested users. Question will be included on larger parent survey currently being prepared to go out later this year.
 - 2. Once interest and format has been determined, Andy will approach FH with details.
- e. Nap mats (Shawna)
 - i. Test mat fits into storage cubbies. Mats will be replaced as they naturally deteriorate over time. No large swap out of mats planned.
- f. ED Budget Requests (Jon/Shawna)
 - i. End-of-year celebration item
 - 1. Jon – community events will be added as a new line item for next budget.
 - a. Eileen – where had previous spends come from?
 - i. JL/SR – Likely program or kitchen items. Had previously been marked under areas where there was a surplus.
 - ii. Additional funds for infant classroom items
 - 1. Jon – will be allocated in future budgets to reflect times during year when need is greatest.

4) Executive Director Report (Shawna; 5.07pm)

- a. Staffing
 - i. New ED
 - 1. Shannon starts 26JUN18
 - 2. Finalized onboarding plan with Carmen.
 - ii. Lead Toddler Teacher
 - 1. Job offer has been extended. Hope to hear in next few days.
 - 2. Search process has taken 3 months.
 - a. Recruiting Committee was formed
 - b. Jon – Sue had tried to develop inroads at UW, etc, has that continued?
 - i. SR – yes, reached out to contacts but still yielded very little.

- ii. Goal will be for recruiting committee to have regular presence at Early Learning Conferences.
 - b. Budget
 - i. Still need to purchase some small items (example baskets for cubbies)
 - 1. Eddy – is there no budget for this? Why is treasurer being consulted on these spends?
 - a. SR – typically a large order of supplies needed for new school year is done in July. This will push us over budget for the month, so have looped in Jon to ensure these spends are accounted for.
- c. Field Trips
 - i. Field trips are being reinstated. Consent forms handed out at Meet the Teacher Night and are due back to Shawna this week.
 - ii. Children need to be at least 2yrs old to attend field trips.
 - 1. Bill/Andy – standing question if Board members should undergo background check. Will be discussed at later time.
 - 2. Jon – what is plan for parents whose family joins HK mid-year?
 - a. SR – may need to pool together and do in groups; will check on fees, may be minimal.
 - 3. Bruce – what is the outcome if the check flags something?
 - a. SR – will check licensing guidelines to see what certain flags mean.
 - b. Eileen – what is plan for dealing with parents who are surprised when they are flagged and rejected from fieldtrips?
 - i. Eddy – tell parent result and then they should deal directly with the agency to work it out.
- d. Staff bonuses given out (separate from raises).
- e. Reminder of upcoming HK community events:
 - i. End of Year Music Concert 26JUN18
 - ii. Ice Cream Fundraiser at Full Tilt 02JUL18
 - iii. Aquasox Game 15JUL18
 - iv. Community Picnic 21JUL18

5) Committee Reports

- a. Board Development (Andy; 5:22pm)
 - i. Presented slide deck on renewal process for existing members.
 - 1. Currently no set procedure up until this point for renewing a member whose term is expiring but who wishes to stay on for an additional year.
 - 2. This year, current renewing members, Eddy, Lexi and Bill, submitted renewal applications.
 - 3. Board Dev recognizes that we do not have a fully formed project yet. Board Dev proposes that there is no Board specific action taken at this time and will approve these members renewing.
 - 4. Board Dev will continue to work on formalizing the renewal process.
 - a. Howie – are you going to develop a list of attributes?
 - i. AF - accountability and effectiveness will be discussed at the retreat, which will feed into this project.
 - b. Jon – For officers whose term expires mid-way through the year they have committed to the officer role (which naturally builds in a 6 month extension), would it make more sense to shift the

officer renewal timing to align with the start of the new Board year? That way the desired 6 month mentor period for the next person in the officer role is accounted for?

- i. Bill – will also need to update Officer role descriptions
 - ii. AF – potential for grooming of the next person prior to end of term
 1. Eileen – that person may not end up being elected though.
 - c. Eileen – the intention is to send out an email to all members approx. 2 months prior to the new member election so that Board Dev can get a sense of how many members will be exiting and what the composition of the Board looks like. Refining and formalizing the process of renewal is related to this action, and a lot of thought has been put into what this means for approving renewals.
 - d. Jon – is there a mechanism for terminating a member’s term?
 - i. AF –yes, written in Bylaws. Totally separate from elections and renewals.
- b. Ad Hoc ED Onboarding (Bruce; 5:37pm)
- i. Onboarding from Board perspective. Slide deck presented.
 - ii. Ad hoc committee consists of Lexi and Bruce.
 - iii. Aim to develop performance goals and leadership expectations.
 1. Eddy – it would be good if Shannon could develop goals for herself
 - a. AF – 30, 60, 90 day goals? It would be helpful to add some nuance to items such as “strategy”, it should be called out that these would be worked on in conjunction with the Board.
 - b. HH – should include item about the financial responsibilities of the ED role, budget preparation, etc.
 - i. Bruce – will add under Operations umbrella
 - c. Bill – from PTC perspective, things like community building is an important theme
 - i. Eileen – this could fall under external relationships.
 - ii. AF – Should PTC be added as an item that Board thinks Shannon should be accountable for?
 - d. Andy – expansion is quite a large topic, could again be more nuanced as shared responsibility with the Board.
 - e. Bruce – this list is intended to be “themes and buckets”, not an assigned/final list that will go directly to Shannon; guidelines. Intended to be collaborative process.
 2. Andy – is it reasonable to ask Shannon to develop her own 12 month roadmap? We may miss out on the value of her own creativity.
 - a. AF – suggestion to have Shannon present her 30, 60, 90 day cadence points to the full Board. Not with intent of full feedback loop, just to report out.
 - iv. Meeting cadence with Shannon as part of onboarding
 1. Plan is for her to meet with Exec committee members individually in the first month.
 2. Meet monthly with Exec committee.

- 3. Continue regular meetings with onboarding committee over the first 12 months.
- v. Shawna, Carmen and Admin Team have been working on staffing and operational onboarding.
- c. Finance (Jon; 5:54pm)
 - i. Support staff salaries have been higher than budgeted.
 - 1. Not sure exact cause; may have been over-hiring while Shawna on leave.
 - 2. General shift across all salaries.
 - 3. Committee will check to make sure this won't track into FY19, will report back.
- d. SPC (Jon; 5:55pm)
 - i. Meeting cadence has been increased to monthly.
 - ii. There has been Board turnover and a new ED since Strategic Plan written. SPC will look at opening up their meetings to all to avoid using the monthly meeting for larger, circular discussions around items such as Expansion.
- e. IT/Communication (Andy) 5:58pm)
 - i. Reported above.
 - ii. Work on getting the meeting minutes posted for public consumption (Lauren)
 - iii. Dropbox – Eileen to remove Howie's access and give Lauren passwords for access.

6) No Executive session held

7) Action Items (new and carried over)

- a. Board Retreat
 - i. Refine topics and plan sessions (Bruce/Carmen/Andy)
 - ii. Obtain quote and book venue (Bob)
- b. Bylaws
 - i. Seek legal counsel on membership organization (Andy)
- c. Hutch IT Contract
 - i. Legal discussions (Andy)
- d. Babysitting policy mitigations
 - i. Gauge parent interest; Hutch contract (Andy/Shawna/Eddy)

Meeting adjourned: 6.00pm.

Next Board Meeting: 26 July, 2018, 4.30pm (J1-102).