



## Hutch Kids Board of Directors MINUTES

May 24th, 2018 | 4:30 – 6:00PM  
Room: J1-102, Yale Building

**Present:** Bill Kidder, Andy Firpo, Eddy Reif (departed 5.18pm), Lauren Young, Bruce Waltar, Jon Ladd, Lexi Harlow (departed 5.48pm), Eileen Rillamas-Sun, Mary Gardner (on phone)

**Not present:** Howie Houserman, Kate Ostbye, Shawna Rengli, Bob Karaban

**New Board Applicants present:** Lisa Ta, Anjana Thampuratty, Mary Minoo (all departed 5.13pm)

---

Regular session called to order at 4:33pm

- 1) Team Building Activity
  - a. Eddy presented on his eco friendly commuting and exercise routines
    - i. Shared his experiences with various bike set-ups for transporting his two children as they have grown over time.
  - b. Volunteer for June – Eileen
- 2) Approval of Consent Agenda
  - a. April meeting minutes reviewed and approved (no changes) at 4.42pm
    - i. Moved (Eddy), seconded (Andy), approved.
- 3) Board Applicants Meet and Greet (4.43pm)
  - a. Current Board members introduced themselves, indicated how long they had served on the Board, Committee involvement and if they currently held an Officer position. Bruce gave information about current members who were absent from the meeting.
  - b. Anjana Thampuratty – works at FH, 2.5yr daughter in Seahorses. Project Manager in Project Planning & Facilities Management Group. Been at FH for 5-6 years. Very persistent, worked very hard to obtain her current job. Managed the construction of the FH Cape Town & Uganda facilities. Architect by profession. Worked on construction of visitor center in Arnold building – managed multiple stakeholders to get this project achieved. No questions at this time, had a very long meeting with Andy and Jon.
    - i. Eddy – how long has your child been at HK?
      1. Anjana – started in infant room.
  - c. Lisa Ta – works at FH in HR. Son at HK nearly 2yrs old in Dolphin class. Born in NYC. Qualities she brings to the Board are organizational skills. No questions at this time.
    - i. Eddy – how long has your child been at HK?

1. Lisa – started in infant room.
  - d. Mary Minoo – Has two children who do not attend HK. One is a first grader and one attends a day care in West Seattle. Has worked at FH for approx. 18 mths. Manages Project Management Office for IT. Excited by opportunity to work on how HK ties into the mission of FH recruiting top talents. Beekeeper.
- 4) Executive Director Report (4.57pm – report presented by Bruce in Shawna’s absence)
- a. Staffing
    - i. Initial temp hire resigned, a replacement has been found.
    - ii. Summer Camp teacher and summer student staff positions have been hired
  - b. Budget
    - i. Requesting \$550 for End of Year Celebration musician cost
      1. Action – Jon to follow-up with Shawna about when she needs to have approval for spend.
    - ii. Replacement of classroom items/furniture during transition
      1. \$2000/month per classroom is usual. Extra spend will be \$1500.
      2. Bruce – are we under- budgeting for this line item? We should take a look at this for next budget.
      3. Bill – could this be considered a capital spend item?
        - a. Not really, this is more for things like classroom supplies, markers, etc.
      4. Eileen – could some of the potential items gained from the closure of Hutch School suffice for some of these needs?
        - a. Lexi – still a few months off and most likely won’t have things needed for the infant rooms given the age of the students at Hutch School.
      5. Action – Jon to work with Shawna to determine what is needed.
  - c. Field Trips
    - i. Field trips are being reinstated.
    - ii. Parent volunteers will need to undergo background checks.
    - iii. Shawna has registered with WATCH, which will enable free background checks annually.
    - iv. Information will be distributed to parents at Meet the Teacher night.
    - v. Andy – suggested item for future discussion is background checks for Board members.
  - d. Thank you from admin team for special one-time bonuses given in appreciation for the additional support they have provided during the transition period.
    - i. Eddy – was there any feedback from staff on general bonus rollout?
      1. Jon – generally positive response, but response from long-term staff was more mixed. Some felt that longevity could be better acknowledged.
      2. Eileen – Joyce was honored a few years back for 25yrs of service, is that the type of recognition they would like?
        - a. Jon – monetary compensation would be preferred.
      3. Anjana – is there a financial vision for the next year, 2-3yrs?
        - a. Andy – yes, but a complicated to get into
        - b. Bill – More effort has been put into forecasting future needs.

- c. Jon – the Board used to be much more reactionary. There has been shift in trying to employ forward thinking approaches for long term plans.

5) Departure of Board Applicants (5.13pm)

6) Executive Session (5.13pm – 5.20pm)

7) Pending Action Items from Prior Meeting(s) (5.20pm)

a. Board Retreat Planning

i. Doodle poll to select date (Lauren/Bruce)

1. Unable to find a date/time that worked for all, including Carmen.
2. Bruce – proposes to aim for date in July/August. Given that we will have a new ED and new Board members it might be more beneficial to have a work session when they are on boarded.
  - a. Eileen – a precedent needs to be set for expectation that Board members will be available for additional special meetings, perhaps on a quarterly basis.
3. Bruce - Work to do on how we position ourselves with the new ED. Gut feeling is to include Shannon in the retreat; Possible limitation of this approach is that Board was aiming to have refined our ideas and practices prior to our interactions with Shannon.
  - a. Lexi – original idea was to do some improvement work around how we function as a Board before Shannon started but not a reality due to scheduling conflicts. Carmen also expressed importance of doing some of these things before Shannon arrives.
4. Jon – suggests Retreat be structured to include Shannon for some, but not all portions.
5. Andy - the Board needs to work on these items regardless of having a new ED. Best experience with EDs has been when a skilled ED is working with a skilled Board. Goal should be to grow together with Shannon as she develops her skills working with a Board, and our effectiveness improves over time.
6. Andy – a Retreat-style meeting should be for items that we can't process in the time allotted to a normal Board meeting.
7. Lauren – should we ask Carmen to assist in tailoring a retreat for us?
  - a. Eileen – Board members should also participate in planning topics to be discussed. One topic discussed in smaller chunks may be a more feasible option.
8. Andy – are there additional topics not included on the list?
  - a. Bruce – outward partnerships; relationship with new ED - discussing who owns what; expansion.
  - b. Andy –Accountability
    - i. Bruce – “developing a dashboard for Board effectiveness” encompasses the accountability piece. The Board has a lot of discussions around decisions, but



- 9) Committee Updates (5.52pm)
  - a. IT/Communication (Andy)
    - i. Hutch IT Computing update
      - 1. Legal discussions around implementation of contract are ongoing
      - 2. Spend needed for Hutch IT to set up infrastructure for support (power lines, etc) will be \$2500.
      - 3. Bruce – timeline?
        - a. Andy – continuing to push for end of May for draft amendment to existing contract. Hutch IT implementation teams are ready to go as soon as contract is finalized.
  - b. Finance (Jon)
    - i. April/May review – nothing significant to report. Brief update due to time constraints.
  - c. Safety
    - i. Bill – is the tree at north entrance blocking the security camera views?
      - 1. Jon will check with Shawna.
  - d. SPC (Jon)
    - i. Latest committee meeting minutes are posted to Dropbox.
- 10) Action Items (new and carried over)
  - a. Board Retreat
    - i. Survey Monkey to rank retreat topics (Bruce/Eileen)
    - ii. Refine topics and plan sessions (Bruce/Carmen/Andy)
    - iii. Obtain quote and book venue (Bob)
  - b. Bylaws
    - i. Seek legal counsel on membership organization (Andy)
  - c. Hutch IT Contract
    - i. 3<sup>rd</sup> Party vendor contract review (Shawna to compile list; Board to review)
  - d. Babysitting policy mitigations
    - i. Gauge staff and parent interest; Hutch contract (Andy/Shawna/Eddy)
  - e. Nap mats
    - i. Determine when most recent air quality testing was performed and what did it test for (Shawna)
  - f. ED Budget Requests
    - i. End-of-year celebration item (Jon/Shawna)
    - ii. Additional funds for infant classroom items (Jon/Shawna)

**Meeting adjourned: 6.01pm.**

**Next Board Meeting: 21 June, 2018, 4.30pm (J1-102).**