



Hutch Kids Board of Directors MINUTES

November 29th, 2018 | 4:30 – 6:00PM
Room: J1-102, Yale Building

Present: Lauren Young, Bill Kidder (departed 5.50pm), Bruce Waltar, Anjana Thampuratty, Jon Ladd, Lexi Harlow, Shannon Nagy, Shawna Rengli, Mary Minoo, Eddy Reif, Lisa Ta, Andy Firpo, Kate Ostbye (arrived 4.37pm)

Not present: Bob Karaban

Regular session called to order at 4:34pm

1) Team Building Activity

- a. Bob absent so pushed to December meeting.

2) Board Retreat Survey (Bruce)

- a. 8 respondents as of today.
- b. Bruce provided a brief summary of the feedback received so far. Results will be posted to Dropbox once all responses received.
- c. Ask to have all outstanding responses submitted within next week as this will be used by the structural changes working group.

3) Approval of Consent Agenda & Off-Cycle Items (4.39pm)

- a. Off-cycle item – Exec. Committee approved a spend of ~\$5200 on architectural services to explore rooftop playground, and for treasurer to sign contract.
- b. Bill moved to approve October 2018 meeting minutes and to ratify Exec. Committee’s approval of initial playground design work.
 - i. Seconded by Eddy. Approved (n=11)

4) Pending Action Items from prior meeting(s) (4.41pm)

- a. Bylaws
 - i. Seek legal counsel on membership organization (Andy)
 - ii. No updates. Will remain as action item.
- b. Hutch IT Legal Contract (Andy)
 - i. There has been some progress. Estimates for support and hardware have been compiled. Andy will send to Shannon the work contract to ensure all has been accounted for.
- c. Expansion Committee (Bruce)

- i. Members of the Exec. Committee met with Lynne Kornblatt for further discussion on HK expansion.
- ii. Exec. is working on an “org chart” for the committee. Discussions around who will chair are still ongoing. Goal is to have initial planning completed by the end of 2018.
- d. Staff Transportation options
 - i. See Finance committee updates below.

5) Officer Elections (4.46pm)

- a. Board held the annual officer elections.
- b. Individuals listed below will serve in officer roles for the 2019 term:
 - i. President – Bruce Waltar
 - ii. Vice President – Lexi Harlow
 - iii. Secretary – Lauren Young
 - iv. Treasurer – Jon Ladd

6) Executive Director Report (Shannon, 4.51pm)

- a. Enrollment – two preschool slots remain open.
- b. Staffing – one resignation in last month, one internal promotion and a position is advertised.
- c. Closures – Lynne gave approval for HK to close on Christmas Eve due to low number of families needing childcare.
- d. Rooftop playground – architect and structural engineer consulted.
 - i. The rooftop space created could only support n=24 kids which does not really balance out with the amount of space gained vs the costs involved.
 - ii. Question – any value in obtaining a second opinion?
 - 1. The firm consulted has lot of experience with child care centers and this would also add additional costs.
 - 2. Shannon will be getting some more details on the limitations and possibilities identified in the current assessment.
 - 3. Suggested that Shannon reach out to either Scott Rusch or Mary McGeough to assist in discussions with the architect.
- e. Dashboard – Shannon presented the current dashboard. Only one yellow dot to report on.
 - i. External relationships
 - 1. Quarterly meeting with Lynne was cancelled.
 - 2. Lunch and Learn series – Shannon had reached out to Aiko Bethea for assistance with the series but no response.
 - a. Suggestion to look into ways to expand the series to non-HK attendees from both FH and SCCA.
 - b. Lisa Ta offered to assist in getting Shannon and Aiko together.
- f. Question for Shannon – any plans for the upcoming traffic issues in the area?
 - i. Response from FH Transportation is that individual departments will be making their own plans.
 - ii. Admin team have put together a staff zip code analysis and are working on plans for flexible work schedules for staff members most affected.

7) Committee Reports

- a. Board Development (Andy, 5.18pm)

- i. Action was taken to update the roles and responsibilities document that specifies that the Vice President is the chair of Board Dev.
 - ii. The committee is also working on a new cadence for meetings going forward.
- b. Finance (Jon, 5.22pm)
 - i. Prior to the meeting, Finance provided background on four motions that are being brought to the board today.
 - 1. Jon moved to contract with Clark Nuber for a fiscal audit at the cost of \$15k. Seconded by Eddy.
 - a. No discussion.
 - b. Vote - All in favor (n=11). Motion passed.
 - 2. Jon moved to pay the employee portion of the Washington Paid Family and Medical Leave (WPFML) premium beginning on January 1, 2019. Seconded by Lexi.
 - a. Discussion – Are there tax implications for staff members?
 - i. No, not seen as income.
 - b. Vote – All in favor (n=11). Motion passed.
 - 3. Jon moved to subsidize \$15/mo for transportation costs for eligible employees to be used toward either an ORCA pass or a Fred Hutch parking spot beginning on January 1, 2019. Seconded by Eddy.
 - a. Discussion – discussion around what will happen when/if the cost of an ORCA pass increases. Should the motion actually contain a non-dollar amount that is pegged to what FH is subsidizing.
 - b. Shannon moved to make an amendment to the recommended motion – New language - Motion to subsidize transportation costs for eligible employees to be used toward either an ORCA pass or FH parking spot in the amount as determined by Fred Hutch Transportations policy, beginning on January 1, 2019. Seconded by Eddy.
 - c. Board agrees that the intent of “amount determined by FH Transportation” pertains to ORCA passes.
 - d. Vote on motion as amended – All in favor (n=11). Amended motion passed.
 - 4. Jon moved to recast our budget for the second half of FY19 to more accurately reflect our FY19 tuition, FY19 payroll, and newly added benefits. Seconded by Eddy.
 - a. No discussion.
 - b. Vote – All in favor (n=11). Motion passed.
- c. SPC (Jon, 5.45pm)
 - 1. Quarterly meeting held.
 - a. Discussed playground.
 - b. Staff development and curriculum development
 - i. Looking at Strategic Plan to see how sub-committee work should be operationalized.
- d. IT/Communications (5.46pm)
 - i. No updates.

8) Executive Session (5.46pm)

9) Action Items (new and carried over)

- a. Bylaws
 - i. Seek legal counsel on membership organization (Andy)
- b. Hutch IT Contract
 - i. Legal discussions (Andy)
- c. Expansion Committee
 - i. Determine committee goals, expectations and resources (Exec. Committee)

Meeting adjourned: 5.59pm.

Minutes taken by: Lauren Young

Next Board Meeting: 20th December 2018, 4.30pm (J1-102).