



Hutch Kids Board of Directors MINUTES

December 20th, 2018 | 4:30 – 6:00PM
Room: J1-102, Yale Building

Present: Anjana Thampuratty, Lauren Young, Jon Ladd, Bruce Waltar, Shannon Nagy, Lexi Harlow (via the phone), Eddy Reif, Bill Kidder, Shawna Rengli, Lisa Ta, Mary Minoo, Andy Firpo,

Not present: Kate Ostbye, Bob Karaban

Regular session called to order at 4:36pm

1) Team Building Activity

- a. Bob absent so pushed to January meeting.

2) Approval of Consent Agenda (4.36pm)

- a. Mary moved to approve the November 2018 meeting minutes.
 - i. Seconded by Andy. Approved (n=10)

3) Pending Action Items from prior meeting(s) (4.37pm)

- 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. Andy received final version of proposed estimate for services rendered by Fred Hutch IT for Hutch Kids. Next step is for Legal to review. Will propose to Scott Rusch as a draft addendum to existing contract.
- c. Expansion Committee (Bruce)
 - i. Exec. Committee has been working on an org. chart for the committee, including an outline of the roles and responsibilities of members. Next steps will involve assigning people to specific roles.
 - ii. Next meeting with Lynne Kornblatt is scheduled for mid-January.

4) Executive Director Report (4.41pm)

- a. Enrollment – Two preschool spots are still open.
- b. Staffing - Hiring two lead teachers for one of the preschool classrooms
- c. Meeting with Aiko Bethea

- i. Aiko excited to have HK involvement in newly formed Parent Advisory Group.
 - ii. Will work together on future Lunch and Learn opportunities
 - iii. Discussed a number of possible opportunities to team up and support parents at Fred Hutch and the wider community.
- d. Fall festival – Shannon provided a fundraising update. Discussion around next year’s strategy for auction items.
- e. Rooftop playground – Architects indicated that the desired allowed use of 2700 feet would be possible, however they think this may trigger substantial alteration for the building which could lead to additional changes being required for the building.
- f. Attendance – low attendance expected over the holiday period. Teachers will be working on projects, cleaning and preparation for new year.
- g. Upcoming travel issues – Shannon and admin team continue to assess flexible work options for HK staff during the upcoming Seattle traffic issues.
- h. ED Dashboard – Shannon presented this month’s dashboard:
 - i. Question from Board – when will parents notice changes in the curriculum based on the goals that were discussed at the fall conference?
 - 1. Discussion around the goals will continue at the winter conference. Parents will also notice more targeted information in the daily notes and teacher observations.
- i. Accreditation & licensing - education plans presented to staff who do not currently meet upcoming degree requirements.
 - i. Outcomes may be staff leaving, moving roles at HK, retirements.
 - 1. Question from Board – what are the potential impacts if multiple staff resign/leave at same time?
 - a. Discussions are happening now which is allowing time for planning. Teachers are being advised that they need to be enrolled in upcoming spring classes in order to stay in current role in new school year.
 - 2. Question from Board - If no one furthers their education how many new staff would need to be recruited, worst case scenario?
 - a. Currently 7-8 Lead teachers and 10-11 Assistant teachers need additional qualifications.
 - b. Many already have college credits that mean they only have a few courses left to complete.
 - 3. Question from Board – do years of experience count towards training/qualifications in lieu of a formal degree?
 - a. No.
- j. Board member observation – the external relationships item on the dashboard went from yellow to green in the last month.
- k. Question from Board – a meeting with a representative from the Allen Institute is listed on the dashboard, is there any information to share on how this impacts expansion?
 - i. Meeting is an informal chat to discuss Allen Institute child care needs and plans in this area.

5) Committee Reports

- a. Board Development (Andy, 5.10pm)
 - i. Lexi will be co-chairing Board Dev from Jan 2019. Second co-chair has yet to be officially assigned.
 - ii. Meeting cadence will be established once Co-Chairs have been finalized.

- b. Finance (Jon, 5.12pm)
 - i. Tuition stayed ~5% higher than budgeted.
 - ii. Personnel costs were ~8% higher than budgeted, consistent with previous months.
 - 1. PTO payouts offered are ~\$9K and will be reflected in November's wages.
 - 2. Holiday bonuses will also show up in November's numbers.
 - iii. Net income is ~\$20K higher than budgeted at this point in the fiscal year.
 - iv. Financial Audit - Clark Nuber will commence audit in mid-March
 - 1. A couple of financial policy questions under discussion. Decision needs to be made on if updates will be made prior to audit, or wait for auditor's assessment.
 - v. Preliminary FY20 budget discussions are ongoing.
 - vi. Discussion/Questions:
 - 1. Where can information about surplus be found and are there any plans for spending it?
 - a. Use of surplus will be part of the discussions around the goal prioritization. This will inform on how to incorporate the funds into the operating budget.
 - 2. Brief discussion around switching staff from hourly wages to salaried contracts.

- c. SPC (Jon, 5.22pm)
 - i. Nothing to report.

- d. IT/Communications (Andy, 5.22pm)
 - i. Hutch IT is applying a patch to the HK phones. New networking equipment needs to be installed in the server closet.
 - 1. Question from Board – does the current phone system support an emergency alert system?
 - a. No, and the current equipment update will not address this.
 - ii. IT support - ~\$35-40K line item had been assumed for the cost of new hardware needed as part of Hutch IT supporting HK. This line item may be less than anticipated as there is the possibility that surplus FH hardware will be allocated to HK.

- e. Structure/Process Work Group (Mary, 5.27pm)
 - i. Working group has kicked off a series of 5 meetings to address implementing new workflows and processes to enhance Board effectiveness. This was an outcome of the retreat.

- ii. A number of selected areas to focus on have been identified and the group plans to present outcomes to the full board for feedback at the February meeting.
- iii. Post-retreat survey responses have been posted to Dropbox for review.

6) Ad hoc items (5.29pm)

- a. Leaking roof above server closet in HK building – FH facilities has been contacted and repair timeline has not yet been finalized.
- b. Fred Hutch has added 4 weeks “additional bonding time” to the parental leave policy.

7) No Executive Session held

8) Action Items (new and carried over)

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

Meeting adjourned: 5.30pm.

Minutes taken by: Lauren Young

Next Board Meeting: 24th January 2019, 4.30pm (J1-102).