



Hutch Kids Board of Directors MINUTES

June 20th, 2019 | 4:30 – 6:00PM
Room: J1-102, Yale Building

Present: Bruce Waltar, Mary Minoo (on phone), Shawna Rengli (departed 5.18pm), Shannon Nagy (departed 5.18pm), Bill Kidder, Lauren Young, Jon Ladd, Eddy Reif, Lexi Harlow, Kate Ostbye (arrived 4.38pm)

Not present: Lisa Ta (family leave), Andy Firpo, Bob Karaban

Regular session called to order at 4.35pm

Team Building Activity (4.35pm)

- 1) Shawna shared a reflection on magical realism.
- 2) Volunteer for July – Lauren

Approval of Consent Agenda (4.39pm)

- 1) Revised and approved May 2019 meeting minutes
 - a. Jon moved to approve the May 2019 meeting minutes. Seconded by Eddy. Approved (n=8).

Pending "Action Items" from prior meeting(s) (4.40pm)

1. None at this time.

Executive Director Report (Shannon, 4.40pm)

1. Enrollment – working on filling some open spots.
2. Hiring – a number of new employees have been hired and onboarding process is ongoing. One open position.
3. ED dashboard
 - a. Shannon shared dashboard with group via email prior to meeting.

Contract Renewals (Bruce, 4.46pm)

1. In order to have a mechanism in place to allow for execution of upcoming lease and childcare agreement contracts in a timely manner, there is a proposed motion to allow the ED or board president to execute on behalf of board.
2. Discussion –
 - a. Will there be opportunity for board review prior to execution?

- i. This would be the aim but time dependent.
 - ii. Lease agreement is ready for review and will be placed on Dropbox for board review.
 - b. Is there language in the contract for what happens after the two-year extension?
 - i. A new contract will be created at this point.
- 3. **Eddy moved to authorize the executive director or board president to execute amended lease and service agreements extending current contracts through June 30, 2021.**
 - a. Jon proposed an amendment to the motion to include language that would allow for board review of the contracts prior to execution.
 - b. Board discussed mechanism for incorporating a review period into the timeline prior to executing the contracts.
- 4. **Lexi moved to authorize the executive director or board president to execute amended lease and service agreements extending current contracts through June 30, 2021 after we have received the documents and have had 24 hours for board review. Seconded by Eddy. Approved (n=8).**

Committee Reports

1) Finance (Jon, 4.51pm)

- a. Working on committee charter
- b. Final report from auditors received. Finance will review and share with board.
- c. Monthly numbers received. Finance will review and share with board.
 - i. Audit costs incurred in May.

2) Board Dev (Lexi, 5.06pm)

- a. Two main areas of focus – board effectiveness and refining election process
 - i. Onboarding
 - 1. Piloting a Board Buddies program with the new members. Lexi and Bruce will be buddies.
 - ii. Offboarding
 - 1. Email went out to exiting members asking for reflection on time on board.
 - iii. Committee dashboard
 - 1. Reinforcing and setting expectations for dashboard use by all committees.

3) IT/Comms (No report)

4) SPC (Jon, 5.10pm)

- a. Committee working on charter.

5) Structure/Process Workgroup (Mary, 5.11 pm)

- a. Group will touch base to determine what additional work will fill the pipeline
 - i. Board Manual.
- b. Group will bring topics to whole board next meeting to prioritize next batch of tasks.

6) ED Onboarding Group (Bruce, 5.14pm)

- a. Work is winding down.

7) Exec (Bruce, 5.15pm)

- a. Draft charter created.
- b. Recent focus has been on contract renewals and ED review process.

8) Expansion (No report)

9) Executive Session (5.18pm)

Meeting adjourned: 5.39 pm

Minutes taken by: Lauren Young

Next Board Meeting: Thursday, July 25th, 4:30 – 6 PM, Yale J1-102