



## Hutch Kids Board of Directors MINUTES

September 26th, 2019 | 4:30 – 6:00PM  
Room: J1-102, Yale Building

**Present:** Lauren Young, Lexi Harlow, Bruce Waltar, Lisa Coleman, Shannon Nagy, Mary Minoo, Shawna Rengli (non-Board member), Andrea Perdue (4.49pm)

**Not present:** Jon Ladd, Andy Firpo, Joshua Rascon

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Regular session called to order at 4:44pm

- 1. Welcome to new Board member, Lisa Coleman**
- 2. Icebreaker (Lexi, 4.45pm)**
  - a. Lexi presented on Criminal Minds and linked this to how we think about intentional decision-making and Board member skill sets.
  - b. October volunteer -TBD?
- 3. Approval of Consent Agenda & Off-Cycle Items (4.56pm)**
  - a. Lexi moved to approve the August meeting minutes as written. Seconded by Mary. Approved (n=6).
- 4. Executive Director Report (Shannon, 4.57pm)**
  - a. ED shared September dashboard with Board prior to meeting via email.
  - b. First year that Hardship Policy has been a line item in budget.
    - i. This policy has been utilized by families. Shannon shared feedback from a recipient family.
  - c. Staffing – currently hiring for a support staff member and an assistant teacher.
    - i. Staff have been focusing on promoting an optimistic, staff-driven culture.
  - d. Enrichment programs – new Garden-to-Table teacher has been hired. All enrichment programs have commenced for the new school year.
- 5. Committee Reports**
  - a. **Executive (Bruce, 5.03pm)**
    - i. Retreat Planning
      1. Venue has been secured for October 13<sup>th</sup> (Seattle Yacht Club)
      2. Working on forming agenda and engaging facilitators.
    - ii. Ad hoc expansion committee re-boot

1. Working on needs for preparing business plan and outlining future activities for this committee.
- iii. Meeting with Lynne Kornblatt
  1. Quarterly check-in meeting with Lynne occurred earlier this month.

**b. Board Development (Lauren/Lexi, 5.07pm)**

- i. Off-cycle recruitment process to fill vacancies
  1. One new member has been brought on. Working on filling second vacancy.
- ii. Next steps for effectiveness process improvements
  1. List of potential projects has been collated and will be prioritized.
- iii. Officer elections and transition
  1. Next steps for Board Dev are to kick-off this process for 2020 term.

**c. Finance (Shannon, 5.10pm)**

- i. Revised financial policies are currently being reviewed by committee members.
  1. Next steps will be accountant review.
  2. Goal is to present to full Board no later than November.
- ii. Off-cycle finance committee approval of copier/printer lease.

**d. Strategic Planning (SPC) (Shannon, 5.12pm)**

- i. Recently met to revise Charter.

**e. Ad Hoc Expansion (no report)**

**f. IT/Communications (on hiatus, no report)**

**6. Committee Charters Presentation (5.14pm)**

Board briefly reviewed each committee's Charter, goals and requested budget items for the coming year. (Note – Board Dev's charter was discussed at previous meeting).

- a. Exec. committee
  - i. Highlighted work related to ad hoc expansion committee re-boot.
  - ii. Discussion around need to define the process for how Exec. checks in with committee chairs and provides support.
- b. Finance committee
  - i. No requests for funding. Cost of audit was identified but this would be covered as a line item in the budget.
- c. SPC committee
  - i. Describes plan for upcoming work on strategic plan, including cadence for progress reports & full Board review.
  - ii. No funding requests.

Next steps: review at retreat and formally approve charters. Also need to collate and centrally track all committee goals.

**7. No Executive session held**

**Meeting adjourned:** 5.29pm.

**Minutes taken by:** Lauren Young

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