



Hutch Kids Board of Directors MINUTES

May 23rd, 2019 | 4:30 – 6:00PM
Room: J1-102, Yale Building

Board members present: Jon Ladd, Lauren Young, Lexi Harlow, Bruce Waltar, Andy Firpo, Mary Minoo, Shannon Nagy (departed 5.52pm), Bill Kidder, Kate Ostbye (arrived 4.38pm)

Non-board members present: Joshua Rascon (departed 4.58pm), Erica Clingan (departed 4.58pm) Andrea Purdue (via phone 4.40pm-4.58pm), Candi Avery (5.00pm - 5.12pm)

Not present: Lisa Ta (family leave), Eddy Reif, Bob Karaban

Regular session called to order at 4.34pm

Welcome to all visitors

Team Building Activity (4.35pm)

1. Postponed until June Meeting
2. Shawna volunteer for June

Approval of Consent Agenda (4.35pm)

- 1) Revised and approved April 2019 meeting minutes
 - a. **Bill moved to approve the April 2019 meeting minutes. Seconded by Mary. Approved (n=7).**

Pending "Action Items" from prior meeting(s) (4.36 pm)

1. N/A for this meeting

Executive Director Report (Shannon, 4.36 pm)

- 1) Report
 - a. Hiring is ongoing. One more spot to fill.
- 2) ED Dashboard
 - a. ED had circulated May dashboard via email for review ahead of the meeting.
 - i. Question about how many Lunch & Learn attendees were non-HK parents – majority.

Meet/Greet with Board Applicants (4.40pm)

- 1) The Board Development committee had invited two new member candidates to join the meeting to provide a brief introduction and participate in a Q&A session with the full Board. Both candidates had previously been screened and interviewed by Board Dev.
 - a. Candidates provided a brief description of their interests in joining the Board and what they feel they can contribute as a member.
 - b. Further discussion by Board will be conducted in Executive Session.

Financial Audit Review (Candi Avery, 4.58pm)

- 1) Candi Avery from Clark Nuber provided a formal presentation of the financial audit to the board.
 - a. The financial audit and 990 had previously been reviewed and accepted by the finance committee on behalf of the Board of Directors.
 - b. A discussion around recommendations from the auditors was held.

Committee Reports

1) Finance (Jon, 5.30pm)

- a. Finance committee distributed report to board members via email prior to the meeting.
 - i. Income continues to be above budget (3% in March and 2% in April)

2) Board Dev (Lauren/Lexi/Mary, 5.31pm)

- a. New Member Elections –
 - i. Board meet and greet conducted
 - ii. Slate to present to HK community will be discussed in Exec session
 1. Goal is for slate to be voted on during June.
 - iii. Next steps are also will follow-up with people who had expressed interest in committee-only work.
 - iv. Member renewals – in addition to the three members currently in Officer roles, there is one other member applying to renew.
- b. Onboarding project
 - i. Retreat planning and strategizing will shortly commence as part of Board engagement work.
 - ii. Also looking at Board materials that are circulated to new members (Manual, etc).
- c. Board Dev Status Dashboard
 - i. Goal is that all committees will complete their charters for the June meeting.
 1. Expectation is that the existing goals will go into the template.
 - ii. Next step for committees is then to look at goals going forward.
 - iii. Charters would be refreshed yearly as a way to express goals.
 1. Essence may not necessarily need to change (Purpose, etc), however membership, goals, etc will change over time.
 2. Aim is that the status overview will be shown monthly for each of the committee reports.
 - iv. Question – will the whole Board have input on the value of each committee’s goals?
 1. This is currently TBD. Board Dev would like to see all Committee documentation aligned and then we will begin the have this discussion over time.

- v. For monthly status dashboard – the Secretary will move a copy into the next month’s folder with the meeting minutes draft, the monthly meeting reminder will also include prompt.

3) Structure/Process workgroup (Mary, 5.43 pm)

- a. Included in Board Dev update

4) SPC (Jon, 5.44 pm)

- a. Re-engaging with architects to look at designs for outside play space.
- b. Committee is assessing and working on outstanding aims from current strategic plan.
- c. Began discussions around starting the next round of strategic planning.

5) IT/Comms (Andy, 5.45 pm)

- a. Will not pursue moving forward with FH IT contract.
 - i. Decided that HK will obtain quote and decide on own service provider.
 - ii. HK has been working on obtaining this information.
- b. **Andy moves that board reauthorizes the previously budgeted unspent funds, not to exceed \$35000, for IT spend in FY19 and/or FY20. Lexi seconded. Approved (n=8).**
 - i. Next step – Finance committee disbursement approval per the financial policy.
 - 1. Finance will meet after Board meeting to discuss.

6) Expansion (Andy, 5.51 pm)

- a. Quarterly meeting with Lynne Kornblatt last week.
- b. Committee is currently working on drafting the charter.

Executive Session held (5.52pm)

Meeting adjourned: 6.02 pm

Minutes taken by: Lauren Young

Next Board Meeting: Thursday, June 20th, 4:30 – 6 PM, Yale J1-102