



Hutch Kids Board of Directors MINUTES

October 24th, 2019 | 4:30 – 6:00PM
Room: J1-102, Yale Building

Present: Lauren Young, Jon Ladd, Bruce Waltar, Lisa Coleman, Andy Firpo, Shannon Nagy, Shawna Rengli (non-Board member), Joshua Rascon, Lexi Harlow (5.15pm)

Not present: Mary Minoo, Andrea Perdue

Regular session called to order at 4:30pm

1. Icebreaker (Josh, 4.30pm)

- a. Josh presented on self-evolution and how this can be tied to Board service.

2. Approval of Consent Agenda (4.39pm)

- a. Lisa moved to approve the September meeting minutes. Seconded by Andy. Approved (n=5). Abstain (n=1; Jon)

3. Executive Director Report (Shannon, 4.43pm)

- a. ED shared October dashboard with Board prior to meeting via email.
- b. Board members discussed aspects of the ED dashboard
 - i. Question about IT service agreement vendor – has there been an opportunity for Fred Hutch (FH) IT and the new vendor to touch base as there are some dependencies that may come up in the future? Yes.
 - ii. Staffing – still hiring for a support staff teacher.
 - iii. Board members inquired teacher professional development and staff education updates. Shannon provided a summary.

4. Committee Reports

a. Executive (Bruce, 4.51pm)

- i. Retreat occurred on Oct 13th.
- ii. Exec has been partnering with Expansion committee in preparation for upcoming meeting bi-monthly with FH HR (Lynne Kornblatt)

b. Board Development (Lauren, 4.54pm)

- i. Officer Elections
 - 1. Nominations for 2020 officer roles have been sent to Board Dev.

2. Next steps – Board Dev is preparing the nomination slate to present to the full board. Final steps involve confirming all nominated participants are willing to accept their nomination.
 3. Due to expected Board member outages at the November meeting, Board Dev proposes to carry out officer elections at the December Board meeting.
 4. December Board meeting will be moved to Tuesday 12/17 at 4.30pm to accommodate member travel.
- ii. Committee charters and FY20 goals
 1. Jon moved to ratify approval of the committee charters presented at the Board retreat. Lisa seconded. Approved (n=6).

c. Finance (Jon, 4.55pm)

- i. Clark Nuber completed review of the revised HK financial policies and these are now back with the treasurer and ED. Suggested edits will be incorporated and presented to the Finance committee ahead of presentation to the full board (either Nov or Dec meeting).
- ii. September statements have been briefly reviewed.
 1. Tuition has been approx.. 5% lower than budgeted but expenses have also been lower.
 2. Members briefly discussed the affect of various enrollment scenarios (part-time vs full-time, FH employee vs community) can have on tuition intake.
 3. Members spent some time reviewing features of the HK budget with new members.

d. Strategic Planning (SPC) (Jon, 5.02pm)

- i. Next meeting will map out process for revising the Center mission and vision.
- ii. Plan is to discuss process for revision at the November meeting.

e. Expansion (Andy, 5.03pm)

- i. Committee met to get everyone up to speed on current work and progress with Point B.
- ii. Group brainstormed for creation of an expansion options matrix to be reviewed by Point B ahead of presentation as a communication tool to Lynne K.
- iii. Board members discussed timing of incorporating full board review into process of matrix creation and presentation.

5. Board Retreat Next Steps – Norms & Values (Lexi leading with board participation, 5.19pm)

- a. Carmen had provided a summary of takeaways and suggested next steps from the Board retreat. Lexi led the team in an exercise to begin the process of defining board norms and values.
- b. Board members provided input on what norms and values meant to them in the context of the HK board.
- c. Next steps – Board Dev to continue work in this area.

6. No Executive session held

Meeting adjourned: 5.59pm.

Minutes taken by: Lauren Young

Next Board Meeting: 17th December 2019, 4pm (J1-102).