



Hutch Kids Board of Directors

MINUTES

August 27th 2020 | 4:30 – 6:00 PM Location: Zoom

Attendees: Lauren Young, Mary Minoo, Lexi Harlow, Shannon Nagy, Bruce Waltar, Meghan Koch, Cristin Gordon-Maclean, Andrea Perdue (late)

4:35PM meeting called to order

Time of Sharing (4.30-4.35pm)

Time of sharing August -

- Lexi shared her observations of how the board has evolved over her tenure (~5 years)
 - Positive trends towards more structure (committees, onboarding, monthly board meeting structure).
 - You get what you put into the board
 - Continuing to evaluate our motives and checking that they are aligned with doing what's best for Hutch kids (vs. what's best as a parent or as a member of a particular committee / group).
 - Learning how to respectfully disagree with board members and align and support once decisions is made.
 - Preparation matters; most effective conversations happen when everyone is prepared.
 - Two key responsibilities: Financial and Hiring / Management of ED
 - Keeping separation from board oversight and not getting caught up in day to day operations.
- New member tips
 - Ask a lot of questions
 - Also do homework (do own research first then ask if can't find it)
 - Get a board buddy
 - Most of the work should happen in committee meetings
 - Get to know the ED and other staff
 - Appreciate your board colleagues
 - Don't miss the happy hours

Volunteer for September - Jon

Approval of Consent Agenda (4.35-4.40pm)

- 1) Revised and approved July 2020 meeting minutes & Special Meeting minutes
- 2) ○ Approval of July minutes deferred to September

Conflict of Interest Forms (Lauren; 4.40-4.45pm)

- Lauren reviewed COI form
- Discussed types of conflict of interest that is important to disclose
- Forms will be sent in e-mail and need to be signed annually

Executive Director Report (4.45-5.00pm)

1) Center Updates

2) ED dashboard

- Update that the special kindergarten class is staffed and fully enrolled
- Question around implications of renewal pause due to pandemic
 - Confirmed that funds for those enrolled in early achievers is continued
 - Accreditation may look different when accreditation resumes

Hutch Kids/Fred Hutch Contract Overview (Shannon; 5.00-5.25pm)

Shannon lead a review of the following:

- Reviewed mission statement
- Overview of key corporate records; Articles of Incorporation, Bylaws, Legal Agreements
- Highlighted that FH, SCCA and Hutch Kids are separate corporations
- HK is subsidized by Fred Hutch through reduced rent for facilities in exchange for reduced tuition and priority placement for FH/ SCCA employees.
- Provided overview of benefits of the subsidy (reduced class size, teacher planning, cohort model, onsite daycare for FH/ SCCA employees).
- Question from Bruce: Does Hutch receive a tax benefit for HK subsidy; Shannon answered that tax benefit is no longer applicable with change in laws.
- Contract has true up at the end of the year
- Shannon provided overview of agreement for childcare services, reviewed admission and eligibility criteria
- Question from Cristin, what is likelihood that lease or HK building would be redeployed? Answered by Shannon as low probability in the near term.
- Shannon noted points of contact for lease and childcare services agreement are new this year.
- Shannon reviewed proposed timeline for agreement renewals
- Question from Bruce: does timeline assume HK crafts item for Hutch to respond to or Hutch is crafting items for HK to respond to. Shannon answered should be Hutch drafting for HK to respond to.
- Suggestion from Lexi: Start having recurring meetings with Jodi/ Becky to socialize timeline for renewals

Strategic Plan SWOT Analysis (Andrea; 5.25-5.45pm)

Andrea provided overview of the SWOT analysis

- Leveraged survey data as part of SWOT
- SWOT document was reviewed and revised by SPC
- SWOT & Tenants will be used to inform strategic plan
- Question from Cristin - will it be hard to realize or operationalize the opportunities. Answered by Andrea - some things are actively in flight others will be fleshed out as the strategic plan is built.

Committee Reports (5.45-6.00pm)

- 1) Exec - Lauren; finalized committee assignments; discussed re-boot of committees
- 2) Board Dev - Mary; updated onboarding and offboarding documents; sending survey for offsite
- 3) Finance - Josh; e-mailed updates
- 4) SPC - Andrea; no additional updates beyond SWOT overview

Meeting adjourned at 5.53

Next meeting: Thursday, September 24th, 4:30 – 6 PM, (Location: Virtual)