

MINUTES



7/14/2021 @ 6:08PM | *Meeting called to order by* Vice-President Gerald Bradford

In Attendance

- Present (Board): Mr. Gerald Bradford, Ms. Shaude' Moore, Dr. Carver Gayton, Mr. Chukundi Salisbury, Ms. Patricia Hayden, Mr. Lewis Rudd, Dr. Rayburn Lewis, Rev. Dr. Phyllis Beaumonte, Mr. John Yasutake,
- Staff: MaryKate Ryan, Kathleen Johnson, Maketa Wilborn
- Absent: Dr. Ben Danielson, Mr. Kelly Jefferson
- Guests: None present.

Mr. Bradford asked the group to check in and share a thoughtful moment since the last meeting.

New Business

Vice President Bradford submitted the grant proposal requesting \$5 million for the Strategic Investment Fund, proposal written by Shaun Glaze of Inclusive Data.

Board Development, continuing the May Retreat

Review of the Board retreat work priorities:

- Governance Structure -- where we build capacity
- Strategic/business plan
- Stable financing model
- McKinney building code compliance

Focus on engaging trust, outlining decision making.

Work since the Retreat: Strategic Investment Fund application. Building manager hired. Programs & Partnerships strategic plan coming at the next meeting.

RACI:

Responsible

Accountable

Consulted

Informed

Governance Structure Tasks:

- Amendment to by-laws
- Recruit Board Members

- *external* Clarify Authority/Legality -- Office of Financial Authority, Attorney General's Office (not Board!)
- Define Executive Director's role
- Define Officers, roles, Committees: purpose, structure, responsibility (set path to policy board from working board)
- Define what a "working board" is.

Business/Strategic Plan:

- Develop Strategic Plan Framework
- Design a system for prioritizing work -- decision making process -- who is in charge of what?

Sustainable Funding Model

- Raise Funds -- which requires defining the org's mission and strategy and finances -- who has fundraising experience? (Consulted, at least)
- Financial Management and Audit responsibility defined by state
 - Never got an inventory or a close-out audit from Seattle Community Colleges -- what liabilities or outstanding earmarks may exist? What work was done or not completed that SCC promised? What compliance issues are still outstanding? Still getting accounts payable requests several years out.
 - Our project managers are also looking at this, attaching numbers to some of these issues.

Facilities Management and Updates:

- Project Managers: project management tool to identify the critical path for construction: \$29 million of repairs -- but we don't have that much money -- how can we use the seed money to make decisions that help us get to the next steps for the building
- Criteria for evaluating construction bids. Legal status affects how bids are solicited.
- Develop and define security and IT infrastructure. Importance grows as tenants are considered.
- Develop a maintenance manual for the building.
- Define Facilities Committee (see committee structure under Governance -- this committee may be more working committee permanently)
- Evaluate ADA compliance in the building

Homework:

Consider tasks for strategic/business plan, and sustainable financial model

Review Maketa's charts, to be shared, and figure out which tasks you would take responsibility R for

How can you move the overall board's work forward -- using your passions, experience, and skills?

Bring the rest of the board in for the next session.

Please talk to one another -- no question is a dumb question. This board is only as good as the relationships we build with each other.

Adjournment

- Meeting adjourned at 7:32 PM, Next meeting 7/28/21, 6:00 pm