

HIGHLANDS COUNCIL
BUILDING COMMUNITY AT ISSAQUAH HIGHLANDS

Board of Trustees

Meeting Minutes

Meeting Date: February 24, 2015

Meeting Time: 12 p.m. – 2 p.m.

Meeting Location: Blakely Hall

Board Members in Attendance

Larry Norton
Stuart Johnson
Linda Hall
Ray Besharati
Patrick Byers
Phil Nored

Highlands Council Staff Members in Attendance:

Christy Garrard
Michelle McFarland
Nina Milligan
Frank Pineau (HFN)

Guests in Attendance:

N/A

Consultants in Attendance:

N/A

Meeting Minutes Taken By: Phil Nored

Call to Order:

Who: Larry Norton

Time: 12:10 p.m.

Approval of Minutes – 12/02/2014 Meeting:

Motion to approve – Stuart Johnson. 2nd – Ray Besharati. Motion carried.

Manager's Report:

1. **Staff.** Nina Milligan employment status changed from part-time to full-time. Vyvian's hours increased from 16 to 20 hours per week, effective 3/1.
2. **Blakely Hall office rentals.** No changes. Two available spaces.
3. **Finances.** Review of 12/2014 financials. Cash flow net gain through first half of fiscal year is about \$106,000. Tax returns were filed on 1/26/15.
4. **Blakely Hall Operations.** No summary comments.
5. **Communications.** Discussion of upcoming months cover features for Connections newspaper. Review of advertising, ihwebsite, weekly E-letter, Facebook likes.

6. **Highland Youth Board.** A spring service project is anticipated, perhaps around Earth Day.
7. **Community Building** – Summary of meetings and events.
8. **Events and Activities.** Discussion regarding direction for future events. Review of potential Luau theme for Highlands Day and a potential date change to end of August.

HFN Update: Frank Pineau provided Managers Report. Financial review. Cumulative revenue/expense/cash flow charts.

Old Business:

1. **Employee Handbook.** Review previous comments from board members and staff response. See Consent Calendar below for approval of handbook as amended. Review of driver responsibility acknowledgement form to be signed by all staff members.
2. **Financial Planning.** Review cash investment report prepared by treasurer. Recommended to use available cash to paydown a portion of the outstanding loan and to transfer some funds to restricted reserve to support facility improvements in the future. See Consent Calendar below.

New Business:

1. **Mid-Year Budget Review.** Financial performance is meeting expectations. Fiscal year 2016 budget to be available for review in early May.
2. **Board Composition/Announcements.** Linda Hall no longer has a qualifying multifamily interest in Issaquah Highlands due to a change in employment. She has resigned, with the effective date of this board meeting. The board selection process will begin to fill her board role. This event also results in the treasurer role being vacated – see Consent Calendar below.
3. **Governing Document Task Force.** Discussion that now is an appropriate time to review and make needed changes to the governing documents for Highlands Council that we prepared at the time of transition from Port Blakely. Board directed staff to assemble this task force and begin the process. Board member Patrick Byers will participate in the process.

Consent Calendar:

1. **Resolution – Highlands Council to approve Employee Handbook as amended.** Motion to Approve – Stuart Johnson. 2nd – Linda Hall. Motion carried.

2. **Resolution – Highlands Council to utilize available funds to pay down existing debt (Opus Bank loan) by \$190,000 and to transfer \$20,000 to board restricted reserve fund.** Motion to Approve – Linda Hall. 2nd – Stuart Johnson. Motion carried.

3. **Resolution – Highlands Council to approve Ray Besharati to serve as the treasurer for the remainder of fiscal year 2015.** Motion to approve – Phil Nored. 2nd Linda Hall. Motion carried.

Board meeting adjourned at: 1:57 p.m.

Respectfully Submitted: March 2, 2015
Philip Nored
Secretary – Highlands Council Board of
Trustees