

**HIGHLANDS COUNCIL**  
BUILDING COMMUNITY AT ISSAQUAH HIGHLANDS  
Board of Trustees  
*Meeting Minutes*

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**Meeting Date:** May 5, 2015

**Meeting Time:** 12 p.m. – 2 p.m.

**Meeting Location:** Blakely Hall

**Board Members in Attendance**

Larry Norton  
Stuart Johnson  
Jody Turner  
Ray Besharati  
Phil Nored

**Highlands Council Staff Members in Attendance:**

Christy Garrard  
Michelle McFarland  
Nina Milligan  
Frank Pineau (HFN)

**Guests in Attendance:**

Sarah Hoey, IHCA  
Jim Young, IHCA

**Consultants in Attendance:**

N/A

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**Meeting Minutes Taken By:** Phil Nored

**Call to Order:**

Who: Larry Norton  
Time: 12:15 p.m.

**Approval of Minutes – 02/24/2015 Meeting:**

Motion to approve – Stuart Johnson. 2<sup>nd</sup> – Jody Turner. Motion carried.

**Manager's Report:**

1. **Staff.** Christy Garrard completed the CERT (Community Emergency Response Team) training course. In the months ahead, Blakely Hall will be evaluated as a potential shelter site for Issaquah Highlands.
2. **Blakely Hall office rentals.** Highlands Church will be vacating their space. Resident attorney Kim Quale is vacating her space and is working to transfer her lease rights.
3. **Finances.** Review of 03/2015 financials. Cash flow net gain through third quarter of fiscal year is about \$69,000.
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. The IHCA has requested to merge with IssaquahHighlands.com and close ihwebsite.com. Merger is anticipated in June 2015.

6. **Highland Youth Board.** HY Co-President Larissa Kolasinski was named 2014 Volunteer of the Year. Interviews for open HY board positions will occur in mid-May.
7. **Community Building** – Summary of meetings and events.
8. **Events and Activities.** Review of planned events and activities.

**HFN Update:** Frank Pineau provided verbal report on financial status and operating activities.

**IHCA Update:** Board was introduced to new IHCA Executive Director Sarah Hoey by IHCA Chairman of the Board – Jim Young. Sarah and Jim provided a verbal update on IHCA activities.

#### **Old Business:**

1. **Review of Governing Documents.** Board and staff have met, as a task force activity, to review the governing documents for Highlands Council. Legal counsel is reviewing recommendations from the task force.

#### **New Business:**

1. **Conflict of Interest Policy Certification Form.** All board members that were present signed the conflict of interest policy certification form. It is intended that this form is signed annually to allow board members to disclose any potential conflicts.
2. **Member/Officer Appointments and Expiring Terms.** Board members Phil Nored and Patrick Byers have expiring 1<sup>st</sup> period terms in June 2015. Board discussion to approve 2<sup>nd</sup> terms for these board members. See Consent Calendar below.
3. **Approve Annual Budget (July 2015 through June 2016).** Review of proposed annual budget. See Consent Calendar below.

#### **Consent Calendar:**

1. **Resolution: Approve 2<sup>nd</sup> Term for Board Members with expiring terms in June 2015.**

##### **Board Member – Phil Nored**

Motion to Approve – Stuart Johnson. 2<sup>nd</sup> – Jody Turner. Motion carried.

##### **Board Member – Patrick Byers**

Motion to Approve – Stuart Johnson. 2<sup>nd</sup> – Jody Turner. Motion carried.

**2. Resolution – Approve the July 2015 through June 2016 Budget.**

Motion to Approve – Stuart Johnson. 2<sup>nd</sup> – Jody Turner. Motion carried.

Board meeting adjourned at: 1:40 p.m.

Respectfully Submitted: May 8, 2015  
Philip Nored  
Secretary – Highlands Council Board of  
Trustees