

HIGHLANDS COUNCIL
BUILDING COMMUNITY AT ISSAQUAH HIGHLANDS

Board of Trustees

Meeting Minutes

Meeting Date: October 13, 2015

Meeting Time: 12 p.m. – 2 p.m.

Meeting Location: Blakely Hall

Board Members in Attendance

Larry Norton
Jody Turner
Ray Besharati
Phil Nored
Patrick Byers

Highlands Council Staff Members in Attendance:

Christy Garrard
Michele 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: 12:08 p.m.

Approval of Minutes – 05/05/2015 Meeting:

Motion to approve – Jody Turner. 2nd – Patrick Byers. Motion carried.

Manager's Report:

1. **Staff.** Christy Garrard completed the CERT (Community Emergency Response Team) training course and is now a registered Emergency Worker Volunteer for City of Issaquah. Michele McFarland has drafted an Accounting Policy and Procedure Manual and a Disaster Recovery Policy. She has been working on organizing Council documents and drafting suggested revisions and updates to the Covenant and ByLaws.
2. **Finances.** Review of 06/2015 financials. Net income through end of fiscal year is about \$69,000.
3. **Blakely Hall Office Rentals.** Rivers Edge Church began hosting Sunday services weekly at Blakely Hall.

4. **Blakely Hall Operations.** Highlands Council purchased an AED defibrillator which is mounted in the Blakely Hall kitchen next to the first aid cabinet. Highlands Council hosted four different summer camp programs this year. Highlands Council now sponsors 28 clubs and groups that meet at Blakely Hall or in Issaquah Highlands.
5. **Communications.** Discussion of upcoming months cover features for Connections newspaper. Review of advertising, ihwebsite, weekly E-letter, Facebook likes. The IHCA has moved its website presence to IssaquahHighlands.com effective July 1st and closed ihwebsite.com.
Highland Youth Board. The board roster includes 15 middle and high school students. The HY enjoyed a day-long outdoor team building event on June 20th that included a 15 mile bike ride and team building exercises along the way. The HY hosted a College and Career Planning seminar for high school students and their parents on September 13th. Sixty middle and high school students enjoyed the HY sponsored Halloween Party on October 10th.
6. **Community Building** – Summary of meetings and events.
7. **Events and Activities.** Review of planned events and activities.

HFN Update: Frank Pineau provided verbal report on financial status and operating 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. Michele McFarland led the Council through a summary of the proposed amendments to the Bylaws of Highlands Council and well as through a summary of the proposed amendments to the Covenant for Community for Issaquah Highlands. See Consent Calendar below.

New Business:

1. **Trustee Openings.** The Council is publicly advertising the open trustee positions on the Issaquah Highlands website. The Council accepted the resignation of trustee and officer Stuart Johnson, as he has moved from the area. Candidates for the open trustee positions will be interviewed. The open VP officer role will be discussed at the next meeting.
2. **Sound Baffling Project.** Sound baffling is a current facility improvement project that is intended to improve acoustics and expand the quality of Wi-Fi in and around the Blakely Hall facility for guest use. The scope of work and specifications are in the development phase and recommendations from potential contractors are being solicited.

Consent Calendar:

- 1. Resolution: Following legal review of Council recommendations on Section 2.3 (Community Enhancement Fee) of the Covenant, and Sections 7.5 (Resignation), 8.5 (Management) and 9.1 (Accounts and Reports) of the Bylaws, the proposed amendments for these governing documents are to be sent to the Founder (Port Blakely) for approval.**

Motion to Approve – Patrick Byers. 2nd – Ray Besharati. Motion carried.

Board meeting adjourned at: 2:06 p.m.

Respectfully Submitted: October 23, 2015
Philip Nored
Secretary – Highlands Council Board of
Trustees