

HIGHLANDS COUNCIL
BUILDING COMMUNITY AT ISSAQUAH HIGHLANDS

Board of Trustees

Meeting Minutes

Meeting Date: July 26, 2016

Meeting Time: 12 p.m. – 2 p.m.

Meeting Location: IHCA Office

Board Members in Attendance

Larry Norton
Jody Turner
Phil Nored
Fred Nystrom
Patrick Byers

HC Staff Members in Attendance:

Christy Garrard
Michele McFarland
Frank Pineau (HFN)

Guests in Attendance:

Sarah Hoey – IHCA Executive Director

Consultants in Attendance:

N/A

Meeting Minutes Taken By: Phil Nored

Call to Order:

Who: Larry Norton

Time: 12:12 p.m.

Approval of Minutes – 05/03/2016 Meeting:

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

Manager's Report:

1. **Staff.** Deon Lillo was hired as a student intern.
2. **Finances.** Review of 06/2016 fiscal year-end financials. Net income for the fiscal year is \$111,863.
3. **Facility.** Bids are being solicited for repainting the exterior of Blakely Hall.
4. **Communications.** Discussion of upcoming months cover features for Connections newspaper. Review of advertising, ihwebsite, weekly E-letter, Facebook likes.
5. **Highland Youth Board.** Six new members were selected to the HY in May, which increases the roster to 20 students. The HY will host a Back to School Social on Tuesday, August 30th.
6. **Community Building** – Summary of meetings and events.
7. **Events and Activities.** Review of planned events and activities.

IHCA Update: Sarah Hoey provided a verbal update of IHCA activities.

HFN Update: Frank Pineau provided an update on financial status and operating activities of Highlands Fiber Network.

Old Business:

1. **Governing Document Amendments.** Retained legal counsel is continuing to work with the Issaquah Highlands master developer to implement suggested changes to governing documents.

New Business:

1. **Loan Refinance.** Review term sheet for proposed refinance of commercial real estate (Blakely Hall). See Consent Calendar below.
2. **Record Retention and Destruction Policy.** Review draft of policy. Board will add to consent calendar at next meeting.
3. **Accounting Policies and Procedures.** Review draft policy and procedures. Board will add to consent calendar at next meeting.

Consent Calendar:

1. **Resolution: Board directs staff to pursue refinance of the Blakely Hall real estate.**
Motion to approve – Fred Nystrom. 2nd – Patrick Byers

Executive Session. Staff and guest excused at 1:25 p.m.

Board meeting adjourned at: 2:00 p.m.

Respectfully Submitted: August 8, 2016
Philip Nored
Secretary – Highlands Council Board of Trustees