



Issaquah Highlands Community Fund Board of Directors *Meeting Minutes*

Meeting Date: December 16, 2020

Meeting Time: 4pm-5pm

Meeting Location: via ZOOM

Board Members in Attendance

Christy Garrard

Allen Enebo

Kimberly Kapustein

Michele McFarland

Guests in Attendance: NONE

Consultants in Attendance: NONE

Meeting Minutes Taken By: Christy Garrard

Call to Order:

Who: Christy Garrard

Time: 4pm

It was determined a quorum was met.

New Business:

Board member recruitment – building out the board to a total of 9 members per the by-laws

- Discussed the type of experience needed to build out the founding board of directors, including representation from the Highlands Council, IHCA and HFN.
- Other qualities/experience/skills sought are those with a large circle of influence in Issaquah Highlands, represent the demographic makeup of the Issaquah Highlands, representation from the commercial sector of the community, and individuals with philanthropic and financial investment strengths.

Next Steps to build out the founding board of directors:

- Draft and send formal letters of invitation to the Highlands Council, IHCA, and HFN to appoint representation to the Board of Directors
- Draft an informative one-sheet for current board members to use when recruiting qualified candidates for appointments to the board of directors
- These drafts will be reviewed and edited by the current directors via email communications in lieu of a meeting
- Board member terms will need to be staggered. Christy will follow up with legal counsel on the best way to balance out the 3, 2, and 1 year terms.

Election of Officers to replace founding director, Gary Ashby, upon his resignation from the board due to elevated professional obligations during the COVID-19 pandemic.

- Kimberly nominated Allen Enebo to the position of Vice-President and Secretary.
- Michele seconded the nomination
- Allen was elected with unanimous support of the board members

Consent Calendar: NA

Prior Business: NA

Approval of Minutes: NA, this is the first formal meeting of the Board of Directors.

Treasurer's Report: NA

Committee Report: NA

Board meeting adjourned at: 5pm

Respectfully Submitted: Christy Garrard, Chair and President of the Board of Directors

Date and Time of next meeting: Early January 2021