

HIGHLANDS COUNCIL
BUILDING COMMUNITY AT ISSAQUAH HIGHLANDS

Board of Trustees
Meeting Minutes

Meeting Date: March 3, 2021

Meeting Time: 12:00 p.m. – 1 p.m.

Meeting Location: Video Conference

Board Members in Attendance

Kimberly Kapustein
David Ngai, Treasurer
Anna Preyapongpisan
Phil Nored
Jimmy Ochiltree
Zach Hall
*Ami Desai-Mehta

HC Staff Members in Attendance:

Christy Garrard
Michele McFarland
Lindsey Pinkston

Guests in Attendance:

Jeremy Fallt, HFN General Manager
Howard Kapustein, HFN Board Director

Meeting Minutes Taken By: Anna Preyapongpisan

Call to Order:

Who: Kimberly Kapustein
Time: 12:02 p.m.

Approval of Consent Agenda:

- February 2, 2021 Meeting Minutes
- Financials
- Resolution of Highlands Council Signing Authority
- Capitalization Policy

Motion to approve – Zach Hall. 2nd – Phil Nored. Motion carried.

Manager's Report:

Monthly meetings will alternate months between stakeholder reports and manager reports. Christy shared updates on six focus areas for 2021:

1. **Branding** – Committee is meeting weekly and making progress, hopes to present to all boards in April.
2. **Issaquah Highlands Community Fund** – Continuing to build the board of the Community Fund. Two new members appointed: Srini Anandakumar with HomeStreet Bank and resident, Teresa Cowan. Working on filling two more board seats. In April, will begin drafting vision, mission, and goals.

3. **Digital media** – Digital marketing is increasingly important for community engagement, particularly when Connections News on a quarterly printed schedule. Vicki and team are focusing on increasing e-news subscriptions, followers on social media and visitors to issaquahhighlands.com, also doing their due diligence by researching other communities' websites to improve user experience.
4. **Community engagement** – amount of effort into programming same as pre-pandemic, focusing on:
 - Virtual events
 - Community engagement events, like Snowman Building Contest
 - Survey feedback – community wants to focus on programming for families (42%). In March, St. Patrick's Day BINGO coming up, other fun, games, educational events.
 - Working on reinventing resident orientation, via Zoom
 - Working with Woodland Park Zoo scavenger hunt through summer
 - Photography contest through City of Issaquah
5. **Blakely Hall maintenance and improvements** – Taking advantage of time closed for projects, such as repainting, replacing patio furniture. Considering hiring part-time maintenance.
6. **Reopening plan for end of the year** – Converting virtual programming to in person, getting groups back on calendar, working on van program, promotional push for private rentals to start generating income again
 - Summer camps - a couple have booked already, anticipating that it may be more last minute this year as parents are realizing that more camps are open. Lindsey reaching out to other camps in the area.
 - Still unsure what Phase 3 guidelines will be, so watching this closely.

New Business:

1. **Strategic Plan.** Highlands Council does not currently have a formal strategic plan. Vision, Mission, Values & Assurances were approved by the Board in 2003, with final changes in 2005, but have not been revisited since then. Staff will review this document first to make suggested revisions and board and still will have continued discussion around this in the future to ensure alignment between this statement and the current work of Highlands Council.

Old Business/Committee Reports:

1. **IHCA Sub-Committee.** David shared that committee broke up into a sub-committee to interview HC and ICHA staff to better understand relationships between organizations. They are still in fact-finding stage. There will be a joint meeting of boards on March 23 in an effort of transparency – executive directors will present their respective organizations.
2. **Finance.** David shared that based on his review of January financials as Treasurer, everything looks to be in order.

Agreed Upon Procedures. Phil, David, and Michele have been researching options between an agreed upon procedures process versus a full financial audit to ensure that financials are in order at all times. Considering the size of the organization, the cost of an audit, the current controls in place, and that the financials seems to be in good order, a 3rd party financial audit may not be necessary. The board may want to consider allocating the

funds that would have been spent on an audit to reviewing and increasing insurance coverage as needed.

The Finance Committee seeks approval to move forward with scheduling an Agreed Upon Procedures this year to focus on cash receivables and payables, as recommended by the Finance Committee. Please refer to consent calendar below.

Consent Calendar:

Resolution: Schedule Agreed Upon Procedures as recommended by the Finance Committee.

Motion to approve – Phil Nored. 2nd – Zach Hall, Kimberly Kapustein – approve, David Ngai – approve, Anna Preyapongpisan – approve, Phil Nored – approve, Jimmy Ochiltree – approve, Ami Desai-Mehta – approve. Motion carried.

Board meeting adjourned at: 1:05 p.m.

Respectfully Submitted: Date: March 18, 2021
Anna Preyapongpisan
Secretary – Highlands Council Board of Trustees