

ARC BOARD MEETING MINUTES

April 6, 2016

The ARC Board meeting was called to order by Tamara Driscoll at 6:36 p.m.

Board members present were: Tamara Driscoll (President), Jonathan Hartung (VP), Terry Holme, Frana Milan, Vic Roberson, David Towne, Bernardo Ruiz. Trang Hoang (Secretary), Chris Copacino were excused.

ARC Staff present were: Bill Keller, Christina Arcidy, Sharon Mauze, Rachel Sorrels.

Guests: David Lee and Jennifer Crofoot from Peterson Sullivan LLP.

Goals for tonight's meeting: (1) Review and approve 2015 financial audit (2) Fill open seat on the board.

Consent Agenda:

It was determined that a quorum (of at least 5) Board Members were present at 6:36 p.m. The Board was asked to look over tonight's agenda and minutes from the last meeting for any changes or edits that are needed. The motion to approve tonight's Board Meeting agenda was offered by Terry Holme and Vic Roberson second the motion. Approved.

2015 Audited Financial Statement 6:40 p.m. David Lee and Jennifer Crofoot from Peterson Sullivan LLP

- "We don't have anything of significance to report."
- Peterson Sullivan LLP is the largest local firm in Seattle
- Required communications-Great things to say about management
- "Clean" Opinion
- 401(k) Audit looks to see if anyone who is eligible gets the opportunity to participate in the 401(k)
- Currently have 117 eligible non-deferring and 43 deferring eligible employees-60% of full-time employees participate
- Current ratio: Ability to cover short term obligations with cash-ARC's ratio is strong David Towne moved to pass the 2015 Audited Financial statement and Terry Holme second the motion. Approved.

Retreat Recap- 7:27 p.m. Tamara & Jonathan

- Passed out minutes from the retreat
- Recommend that the board look at the Identifying Shared Priorities on page 4
- Also recommend looking at the Developing Talking Points on page 6
- Board leadership on last page-The slate of candidates up for approval at the May Board meeting is: Jonathan Hartung as President, Vic Roberson as VP, Frana Milan as Secretary
- Will still need to nominate a treasurer
- Terry Holme-Several pages of this document could be useful for possible recruiting-currently says draft

- Christina Arcidy-we will continue to work on this in the board development committee and build into a stronger document that will be brought back to the board in future meetings
- Bill Keller-Cultural, financial and organizational change-being able to speak to that consistently with one common front to this work
- Sara Lawson was going to provide Terry Holme with materials on succession planning-staff will follow-up
- Board members that weren't at the retreat still can and are invited to comment on and add to the document

Executive Director Report 7:37 p.m. Bill Keller

- Unaudited Net Revenue through March remains healthy. Revenue for consolidated unites up 22.7% in the first 3 months with SAC & preschool leading the categories. Youth recreation 10% increase led by the after school enrichment programs.
- YTD Revenue (March 31st) has exceeded the \$5 million level compared to last year at this time when we were just over \$4 million.
- There are currently 64 Job openings posted on the ARC website-mostly for summer day camps
- Vic Roberson -what does our recruiting look like? Recruiting-licensing requirements prevent us from hiring anyone under the age of 18. We go to job fairs around the city-such as Universities. Many of our jobs are filled through word of mouth. One of the purposes for the community center kiosks are there for people to apply for jobs.
- David Towne-has the economy been a factor?-Christina Arcidy-yes. It's a tough market to recruit in right now.
- We usually hire over 200 additional staff in the summer for camps.
- Japanese Garden transition to the Arboretum Foundation is almost complete. Small remaining balance from the Japanese Garden Advisory Council fund will be transferred to the Arboretum Foundation in the coming week.
- On Thursday, March 24, ARC Equity Team and other staff attended the City's RSJI Summit. Bill Keller attended the Directors forum. Next year we would like to have an even stronger presence and more staff attend.
- The ARC Equity Team will have a ½ day retreat on May 11th to develop recommendations for an 18 month plan for the team and organization development. Hope to present a report at the June Board Meeting.
- Remember GiveBIG is May 3rd this year. Please participate and help spread the word.
- Terry Holme-draft financials, would like to get a review on cost of fundraising vs. what we are raising. We should be making money on that, and if we are not we should figure out why not.
- Christina Arcidy-We are working on a dashboard for the board meetings in order to present the financials in a more digestible and understandable way at meetings.
- We need to be more transparent for what we are doing and our goals.
- Jonathan Hartung: What is the normal ratio for a normal nonprofit? Bill Keller: about a 3 to 1 ratio. That is the heart and soul of the equity discussion.
David Towne-We should commend the staff for producing such a great audit.

Review Assignments & Adjourn

David Towne moved to adjourn and Vic Roberson second the motion. Approved. Meeting adjourned at 8:02 p.m.