



# ARC Board Meeting

Minutes

Location: Montlake Community Center  
1618 E Calhoun St, Seattle, WA 98112

Date: March 21, 2023

Time: 12pm – 2pm



**Seattle**  
Parks & Recreation

## **Attendance:**

- Board: Justin Umagat (President), Michael Cuadra (1st Vice-President), Sela Kennedy (2nd Vice-President), Judy Tangen (Secretary), Luz Iniguez, Caitlin Pontrella, Katie Kennedy
- Virtual: Morgin Morris (Treasurer), Kyle Serikawa, Payel Vengalil
- Staff: Jackie Jainga-Hyllseth, John Bray, Sonia Doughty, Katherine Ichinoe, Sebastian Wilson, Debbie Barnes, Sherrie Belt, Susan Lee, Alexander Wheeler, Lindy Ah Sam
- Parks & Recreation: Daisy Catague
- Visitors:

## **Documents Provided:**

- A. Consent Agenda (2023.03.21)
- B. Resolution 2023-02 Approve ED Performance Evaluation
- C. Proposal 2023-03 Approve New Board Director (Katie Kennedy)
- D. Proposal 2023-04 Terminate Fiscal Sponsorship (CAPA)
- E. Proposal 2023-05 Terminate Fiscal Sponsorship (RS)
- F. Proposal 2023-06 Approve RESJ FTF Allocations
- G. Proposal 2023-07 Approve RESJ Policy
- H. Proposal 2023-08 Accept and Share 2022 Equity Audit Report
- I. Financial Snapshot (2023.01)
- J. Financial Investment Report (2022)
- K. Constituency- Briefing on Advisory Councils (2023)
- L. Constituency- Advisory Council Systemwide Annual Report (2023)
- M. Committee- Board Development Report (2023.03)
- N. Committee- Constituency Minutes (2023.01, 2023.03)
- O. Committee- Executive Minutes (2023.02, 2023.03)
- P. Committee- RESJ Minutes (2023.02)
- Q. Staff Directors' Reports (2023.03.21)

**Agenda:**

<u>#</u>	<u>Topic</u>	<u>Lead</u>
1	Zoom call opens Grab lunch & settle in	Justin Umagat
2	Welcome ARC acknowledges and affirms the indigenous Coast Salish as the original caretakers of our waters and landscape, who nurtured and shaped today's parkland. We honor their legacy with gratitude and appreciation and will safeguard their knowledge and stewardship as enduring treasures to promote community welfare, cultivate inclusive expressions of nature and recreation and commit to land acknowledgment for each ensuing generation.	Justin Umagat Michael Cuadra
3	Setting meeting norms	Michael Cuadra
4	Approve Consent Agenda <ul style="list-style-type: none"><li>• Unanimous to approve</li></ul>	Judy Tangen
5	Board e-vote results <ul style="list-style-type: none"><li>• ED Review vote via email was unanimous to approve.</li></ul>	Judy Tangen
6	Public comment <ul style="list-style-type: none"><li>• none</li></ul>	Justin Umagat
7	SPR report <ul style="list-style-type: none"><li>• Daisy and her team have been in 3 days of anti-racism training. This Thursday they will have their first inservice retreat to work on goals and plans for 2023.</li><li>• SPR will work in partnership with YMCA and Childrens Hospital to address Mayor Harrell's first initiative to bring water safety to all neighborhoods.</li></ul>	Daisy Catague

	<p>They will hold community workshops at SPR pools to help people be more comfortable around water. Saturday, April 22nd will be the kick off and include culture based networking.</p> <ul style="list-style-type: none"> <li>● Mayor Harrell’s second initiative is Seattle Mentors. Youth and teen programs will be highlighted. Some of the current programs are summer internships and Spring Break teen appreciation events. They will kick off on April 13th including basketball camps, listening sessions, and teen recognition.</li> <li>● Spring Programs start in April. Track and field programs across the city will begin in April through June. The programs brochure is online at SPR.</li> <li>● SPARC steering committee will have its first in person meeting with the help of a facilitator. The goal is to open up dialogue around the SPR/ARC partnership moving forward. The focus will be on programming and budgets in time for the launch of expanded community center hours in September.</li> </ul>	
8	<p>Executive Director’s report</p> <ul style="list-style-type: none"> <li>● Staffing update: We have added a family resource person, Adriana Harrison, to provide direct support to parents. Lindy Ah Sam is our new executive administrative assistant. Our new deputy director, Ashley Miller, will start work in April. She will oversee operations, marketing and training.</li> <li>● ARC staff should be able to move to our new offices at Elliott Bay Office Park by the end of May.</li> <li>● Fund the Fun update: We have \$21,000 in sponsorships so far and 67 people registered. Our goal is to have 200 people attend this fundraising</li> </ul>	Jackie Jainga Hyllseth

	<p>event. Sonia is working to get more sponsors. Odyssey Radio is donating free on air time to promote Fund the Fun, a \$40,000 in kind donation. Tom Farrey is our keynote speaker. He will participate in a roundtable discussion the day before that will include SPR, county recreation leaders, and local sports teams. Tom teaches groups how to leverage community to get every kid into recreation programs.</p> <ul style="list-style-type: none"> <li>● Staff are working on getting sponsorships and programming for the Greater and Greener conference in 2024.</li> <li>● Finance department are working on 2022 audit and 401K audit. As of March, all finance and reporting are current.</li> <li>● RESJ orientation and training is close to being implemented for both ARC staff and Board.</li> <li>● There are new ADA online requirements for our brochures. ARC and SPR will share the cost of implementing the changes. A consulting firm is already working with City, SPR and ARC.</li> </ul>	
9	<p>President's report</p> <ul style="list-style-type: none"> <li>● The Board needs to see and hear the impact of our work on communities. Share your stories. Visit the AC's to get better feedback.</li> <li>● Fund the Fun needs the full commitment of every Board member.</li> <li>● April 6th AGM is a great opportunity for the Board to meet AC members, ARC and SPR staff. Plan to attend.</li> </ul>	Justin Umagat
10	ARC department highlight:	Sherrie Belt

	<p>Operations &amp; summer programs</p> <ul style="list-style-type: none"> <li>• ARC staff are preparing to train summer camp staff. ARC hires upwards of 200 seasonal staff for our summer programs.</li> <li>• ARC and SPR will hold a recruiting fair in April to get teens employed for summer camps and school vacation weeks during the school year. ARC has 17 sites operating summer programs.</li> </ul>	Susan Lee
11	<p>VOTE: Proposal 2023-03 Approve New Board Director (Katie Kennedy)</p> <ul style="list-style-type: none"> <li>• Motioned by Caitlin, seconded by Justin Umagat</li> <li>• Vote was unanimous to approve.</li> </ul>	Caitlin Pontrella
12	<p>VOTE: Proposal 2023-04</p> <p>Termination of Fiscal Sponsorship (CAPA)</p> <ul style="list-style-type: none"> <li>• Motioned by Mike, seconded by Justin.</li> <li>• 9 votes to approve, 1 abstained.</li> </ul> <p>VOTE: Proposal 2023-05</p> <p>Termination of Fiscal Sponsorship (RS)</p> <ul style="list-style-type: none"> <li>• Motioned by Mike, seconded by Justin.</li> <li>• 9 votes to approve. 1 abstained.</li> </ul>	Mike Cuadra
13	<p>VOTE: Proposal 2023-06 Approve RESJ Fund the Fun Allocations</p> <ul style="list-style-type: none"> <li>• Motioned by Sela, seconded by Luz.</li> <li>• 9 votes to approve. 1 abstained.</li> <li>• This proposal reinforces our commitment to support impacted communities.</li> </ul>	Sela Kennedy
14	<p>VOTE: Proposal 2023-07 Approve RESJ Statement.</p> <ul style="list-style-type: none"> <li>• Motioned by Sela, seconded by Caitlin.</li> <li>• 9 votes to approve. 1 abstained</li> <li>• This statement will help to align the work of the RESJ committee as well as be a lens for all</li> </ul>	Sela Kennedy

	<p>committee work. We hope to tailor our workshops to align with our RESJ statement. SPR is working on a similar statement.</p>	
15	<p>VOTE: Proposal 2023-08 Accept and Share 2022 Equity Audit Report</p> <ul style="list-style-type: none"> <li>• Motioned by Sela, seconded by Michael.</li> <li>• 9 votes to approve. 1 abstained.</li> <li>• Our workshops could focus on this audit.</li> </ul>	Sela Kennedy
16	<p>Budget and Finance Committee updates</p> <ul style="list-style-type: none"> <li>• Created a quarterly dashboard to give the Board a “picture” of ARC’s financial performance. There is a cycle of finances based on program registrations. Trying to create more financial transparency.</li> <li>• January 2023 highlights. This is the first draft and the committee welcomes feedback. How often does the Board want to see financial information? The Board asked to see how this information compares to our operating budget. The Board would also like to have more information to explain big swings. The committee is still fine tuning this one page snapshot.</li> <li>• They are also working on a quarterly file to give the Board a better understanding of our financials.</li> </ul>	Morgin Morris
17	<p>Board Development Committee updates</p> <ul style="list-style-type: none"> <li>• Board members will receive a Board survey. This needs to be completed by March 31st.</li> <li>• The committee is working on a Board matrix. Board members will need to supply information.</li> <li>• Mid April through July the committee will actively recruit new members targeting our needs. They will need help from all Board members to share with our networks.</li> </ul>	Caitlin Pontrella

	<ul style="list-style-type: none"> <li>● A policies and procedures draft will be circulated to all committee chairs. This is a living document that we need to revisit each year. The committee is targeting the end of June for adoption.</li> <li>● A Board self assessment document will be sent to Board members to track collective knowledge and training needs.</li> </ul>	
18	<p>Constituency Committee updates</p> <ul style="list-style-type: none"> <li>● The committee is working on an annual AC survey.</li> <li>● Aiming to increase AC recruitment and diversity.</li> <li>● Updating AC bylaws.</li> <li>● ARC has created an AC briefing paper to give an overview of the organizations, ARC and SPR, and how they work with AC's.</li> <li>● Sebastian discussed how our ARC budget is built community center by community center. The budget process is led by the CC coordinator and assistant coordinator. AC's may be involved. The budget goes to SPR for approval and then to accounting before it gets rolled into the final budget. SPR reviews the budget before it goes to the ARC Board for approval.</li> <li>● Explanation of fees and supporting slides will be sent to the Board after the meeting.</li> <li>● We have 35 AC's of which 24 are active.</li> <li>● Looking at creating a new AC: Environmental Council</li> <li>● Reminder for Board members to schedule AC visits. Every AC is different. Read through the AC briefing paper before visiting.</li> </ul>	<p>Kyle Serikawa Sebastian Wilson</p>
19	<p>Key reminders:</p>	<p>Justin Umagat</p>

	<ul style="list-style-type: none"><li>● Our 2023 draft goals are about to become final. No changes have been submitted.</li><li>● Fund the Fun requires a 100% commitment from Board members. Board members need to register and invite friends and coworkers.</li><li>● Reach out to Sonia, Alex and Justin for networking ideas. Caitlen will also help with your outreach.</li></ul> <p>Motion to adjourn: Michael</p> <p>Second: Caitlin</p> <p>Meeting Adjourned</p>	
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**Next Meeting:** May 16, 2023, 12pm-2pm

Location TBD