



## **ARC BOARD MEETING MINUTES**

**Date: September 19th, 2023**

**Time: 12:00pm – 2:00pm**

**Location: Virtual**

### **Attendance:**

- Board: Justin Umagat (President), Michael Cuadra (1<sup>st</sup> Vice-President), Judy Tangen (Secretary), Kyle Serikawa, Katie Kennedy, Caitlin Pontrella, Luz Iñiguez, Payel Vengalil
- Board Candidates: Fawzi Belal, Angela Bishop, Pamela Vaughn
- Staff: Jackie Jainga-Hyllseth, Ashley Miller, Sebastian Wilson, John Bray, Lamar Mapp
- Parks & Recreation: Daisy Catague
- Excused Absence: Morigin Morris
- Visitors:

### **Materials Provided:**

1. Consent Agenda (2023.09.19)
2. Form 990
3. Staff Directors' Reports (2023.09.19)
4. Committee – Executive Committee Minutes
5. Committee – RESJ Committee Minutes
6. Committee – Constituency Committee Minutes

### **Meeting called to order:**

1. Justin Umagat welcomed everyone and checked for any special needs.
2. Michael Cuadra gave ARC's land acknowledgement.
3. Meeting Norms were presented in chat room.
4. Vote was unanimous to approve consent agenda.
5. Vote was unanimous to approve Form 990.
6. Vote to approve four new Board candidates was unanimous.
  - a. New Board candidates approved are Fawzi Belal, Angela Bishop, Rachel Ligtenberg, Pamela Vaughn.
  - b. These new board members bring many years of experience working in the non-profit sector, fundraising, RESJ and DIE experience, recreation and working with youth.
  - c. Thank you to Caitlin for the extensive work done in recruiting new board members and to Jackie and Justin for helping to vet them.
  - d. Justin noted that while all our new board candidates have great resumes, they also align well with the culture of our Board.
  - e. Congratulations to all!
7. Presidents Update by Justin Umagat:
  - i. ARC Presidents meeting.
    1. This event will highlight ARC and SPR partnership.

2. Advisory Council bylaw updates will be presented.
  3. This meeting recaps our year working together with SPR. It is a celebration of our partnership.
  4. All board members should attend this meeting as part of our commitment to supporting advisory councils, ARC and SPR.
  5. This meeting will be held at Garfield CC on September 26<sup>th</sup> from 5:30 - 8:00PM. Dinner is included.
- ii. Annual impact report is being worked on.
    1. This recaps what ARC has done over the past year.
  - iii. We will hold a RESJ workshop on October 24<sup>th</sup>.
    1. The focus will be on setting RESJ goals for the coming year.
  - iv. Our next Board meeting is November 21<sup>st</sup>.
    1. Annual elections for Board officers will be held for President, 1<sup>st</sup> VP, 2<sup>nd</sup> VP, Secretary, and treasurer.
      - a. Justin is transitioning out of President's position.
      - b. Board members can self-nominate for positions.
      - c. All board members are encouraged to take on new roles.
        - i. Any questions or concerns can be directed to Justin and Jackie.

8. SPR Update by Daisy Catague:

- a. Daisy welcomed our new Board members.
- b. Key SPR recreation leadership roles are in transition, but hoping to be made permanent over the next three months.
- c. September 28<sup>th</sup>, SPR will have an in-service training day. All community centers and programs will be shut down for the day.
  - i. The focus will be on helping community center coordinators and assistant coordinators in building their budgets.
- d. SPR is working with the mayor's office on two initiatives.
  - i. ARC has supported the Project Swim Seattle with a donation of swim suits.
  - ii. Youth Mentorship is including more groups for support.
  - iii. Collectively approaching "One Seattle".
- e. New extended hours for community centers have gone into effect as of September 11<sup>th</sup>.
  - i. This required a lot of new hires to fill positions.
    1. With some centers closed for construction updates, staff were moved to fill in where needed at other centers.
- f. There were many community meetings held to get input on new hours.
  - i. Our community centers are planning events to introduce the community to the changes and new opportunities.

9. ARC update by Jackie Jainga-Hyllseth:

- a. Welcome new Board members.
- b. Plans for Presidents meeting are coming together.
- c. A Special Reception recognizing ARC's donation to SPR will be held.
  - i. October 5<sup>th</sup> from 5:30PM-7:30PM at MOHAI.
  - ii. While not a dinner, heavy Hors d'oeuvres and drinks will be served.
  - iii. Multiple groups will be included at this reception.
  - iv. Networking will be a big part of the evening.

- v. All Board members are encouraged to attend.
- vi. AP Diaz will monitor a panel discussion on Play Equity.
  - 1. The panel will include ARC, SPR, King County representatives.
  - 2. Making a commitment to bring recreation to everyone.
- d. Our next Board meeting will be held at the ARC offices at EBOP on November 21<sup>st</sup>.
  - i. In person attendance is encouraged.
  - ii. Zoom will be available.
- e. Budget season is in process.
  - i. ARC staff are working with community center coordinators to complete budgets.
  - ii. Budgets will go to SPR for approval before they come back to the Board for adoption.
- f. Quick Guides have been completed.
  - i. These two-page guides will help staff on both sides of the ARC/SPR partnership understand our roles.
- g. ARC applied for childcare retention grants from the city.
  - i. The City of Seattle recognizes childcare workers contributions and the need to attract and retain them in our system.
- h. Youth 3 x 3 Basketball Tournament on September 9 – 10<sup>th</sup> was a great success.
  - i. ARC played a major role coordinating this event.
    - 1. ARC staff volunteered at the event.
    - 2. Great turnout from teams that signed up as well as kids just walking into the event and forming teams.
    - 3. This was a first-time event that turned out to be a winner.
- i. The Annual Services Agreement (ASA) is being completed by Jackie and Daisy.
- j. Hiring to fill positions in Development and a new Communications Manager are ongoing.
  - i. HR is actively recruiting for these positions as well as childcare staff.
- k. ARC submitted a grant application to the Lamfrom Foundation for our equity work.
  - i. Our application has been accepted and we are waiting for their response.
- l. Jackie and Ashley are working on our strategic framework for first quarter 2024.
  - i. They will meet with board members to brainstorm ideas for this process.
- m. Fall programming is underway.
  - i. Childcare is up and running, but still recruiting more childcare staff.

10. ARC Department Highlight by Lamar Mapp:

- a. 3 x 3 Basketball Tournament – Seattle Slam Showdown Highlights:
  - i. 54 teams and 215 plus youth participated.
  - ii. Ashley provided great leadership.
  - iii. “If you build it, they will come.”
  - iv. Girls’ teams “were killing it!”
  - v. Very Competitive event.
  - vi. Coaches and Parents had an opportunity to talk with ARC staff and learn about ARC!
  - vii. ARC was activated as a “problem solving resource”.
  - viii. Every player participating got a basketball.
  - ix. Free parking was provided by Amazon.
  - x. Great Swag Bags were provided.
  - xi. The Seattle Storm showed up!

- xii. ARC hired over 20 referees for the event.
  - xiii. Playing this role is outside of our MSA, but ARC made it happen.
  - xiv. This was an opportunity for ARC to connect with people and encourage them to get involved with their communities.
- b. This event meets our mission!
    - i. Getting youth involved.
    - ii. Everybody working together.
    - iii. Looking forward to putting this event on next year.
      - 1. Need to promote earlier in the year.
      - 2. Reach out to more groups to get involved.
      - 3. Focus on downtown community to get involved.
  - c. This event proves we should be doing more like it in our communities.
    - i. Events like this help build relationships with more kids.

11. Budget and Finance Committee update by John Bray:

- a. ARC closed July with a good surplus.
  - i. Our balance sheet reflects childcare retention grants.
  - ii. Our actual operating expenses are still greater than our program income.
    - 1. Programs are still rebuilding.
- b. In 2022 we implemented 25% salary increases to retain and hire childcare staff.
  - i. This allowed us to hire the staff we needed in a very competitive market.
- c. Staff are working with community center coordinators to build 2024 budgets.

12. RESJ update by Luz Iñiguez:

- a. Planning for RESJ workshop October 24<sup>th</sup>.

13. Board Development update by Caitlin Pontrella:

- a. Working on an orientation package for new board members.
  - 1. Will schedule as soon as possible.
- b. Policy and Procedures draft is 80% done.
  - 1. Will require review by committee chairs.
  - 2. Planning to have P & P updated by end of year.

14. Constituency Committee Update by Kyle Serikawa:

- a. Will be rolling out the new advisory council bylaws at the Presidents meeting.
  - 1. It is hoped that the new bylaws will help activate councils.
- b. The committee will send out current AC meeting calendars to the Board.
  - 1. Board members commit to attending two AC meetings annually.
  - 2. Reach out to Sebastian and the committee to schedule a council visit.

Meeting Adjourned

**Next Meeting: 11.21.2023 at EBOP**

**12:00PM – 2:00PM**