

ARC Board Meeting Minutes

Date: January 16th, 2024

Time: 1PM-2PM

Location: Zoom

Attendance: Caitlin Pontrella (President), Morgin Morris (Treasurer), Judy Tangen (Secretary), Fawzi Belal, Angela Bishop, Michael Cuadra, Katie Kennedy, Rachel Ligtenberg, Pam Vaughn

Staff: Jackie Jainga-Hyllseth (Executive Director), John Bray, Ashley Miller, Sebastian Willson

SPR Staff: Daisy Catague (Recreation Division Director)

Excused Absence: Kyle Serikawa, Luz Iniguez

Visitors: None

Meeting called to order:

- Caitlin welcomed everyone.
- Sebastian gave our land acknowledgement.
- Meeting norms were posted in the chat room.
- Rachel moved to approve consent agenda.
 - Caitlin seconded.
 - Approved unanimously.
- Daisy Catague gave SPR update:
 - SPR staff are excited for the new year.
 - Reviewed milestones from 2023:
 - Expanded hours at community centers.
 - 6 – 7 sites open on Sundays.
 - Prioritizing evenings and weekends.
 - Planning for new programming for expanded hours.
 - Supporting Mayor's initiatives.
 - Swim Seattle.
 - First aquatic workshops in 2023 at Garfield.
 - Water Safety.
 - Hair care.
 - On going workshops.
 - Planning Family events at Meadowbrook in conjunction with Magnuson CC.
 - Magnuson CC has high population of teens.
 - Professional Development:
 - Basic training.

- Train the trainer.
- Kicked off mentoring program.
 - Seattle Mentors.
 - Worked with internal Park's spaces.
 - Plan to add Seattle high schools.
- SPR is busy hiring for community centers.
- Daisy is still working with Jackie expanding initiatives together.
 - Swim Seattle and Seattle Mentors.
 - Aimed for high quality programs.
 - Created employment pathways.
 - YAW(Youth at Work) worked Mondays through Thursdays.
 - Looking to build the program through ARC's public/private partnerships as a non-profit organization.
- AP Diaz has brought new energy to SPR:
 - Focus on recreation.
 - Centering work around community.
 - Excited about the opportunities to work with ARC.
- Jackie gave ARC's report:
 - Welcome to the new year.
 - Looking Back at our journey:
 - See slide show.
 - Kudos to Charlie Rawlings for improving our presentations.
 - Reflecting on the impact of COVID.
 - Review ARC's reserves from 2019 through 2023.
 - Jackie joined ARC in March 2020 just as the pandemic closed our community centers.
 - John Bray joined in June 2020.
 - Many challenges to overcome:
 - No programming equals no revenue.
 - Funds already collected for programs were refunded.
 - SPR helped ARC financially by waiving fees.
 - John successfully applied for two PPP loans from the federal government.
 - Both loans were applied to wages.
 - Both loans were forgiven.
 - While ARC was projected to be out of business by May of 2021, we have rebuilt our reserves to pre-covid numbers.
 - This was in part due to the two PPP loans, but also several grants that ARC staff successfully applied for.

- All these loans and grants have supported our staff and school age childcare workers.
 - We are working to strengthen ARC's foundation.
 - Financials, organization, partnerships, RESJ work.
 - With healthier finances we have been able to rebuild management and support staff.
 - Our move to EBOP was a lot of work but a huge lift for staff morale.
 - New AC bylaws have been approved by all active Advisory Councils.
 - Thank you to Michael, Kyle, Sebastian, and Casey for all their work with AC's.
 - Two-page quick guides are now being used by SPR and ARC staff.
 - These guides show what ARC is responsible for and what SPR is responsible for.
 - The ARC board will see the guides at our February Retreat.
 - ARC staff are working with Greater and Greener Conference.
 - Sonia Doughty and her team are fundraising for this event.
 - ARC has received national recognition.
 - ARC has been awarded 4 registrations to attend the conference.
 - Building for the future:
 - Priorities:
 - Strategic Planning and financial forecasting.
 - Partnerships.
 - RESJ work.
 - Administration:
 - Hiring and HR Director.
 - If successful with Lamfrom grant, we will hire a Director of Organizational Development and Racial Equity.
 - Events:
 - Planning for our 50th Anniversary.
 - Early April AGM.
 - Fund the Fun April 30th.
 - Greater & Greener Conference June 21-25th.
 - Big Day of Play August 17th.
 - Presidents' meeting September 24th.
 - Annual Board Meeting November 19th.
- Caitlin's Report:
 - We will have a February Retreat for the Board.

- Focus on our SPARC relationship.
- Look at responses to questionnaires to be sent to Board Members in January.
- Share Board member skills.
- Review RESJ audit from 2023.
- See Caitlin's slides.
- Ideas for the future:
 - Townhall meetings on Zoom.
 - Strategic Planning.
 - How to plan for unusual events.
 - Coming out of COVID pandemic.
- 2024 Goals:
 - Board recruitment.
 - We need 3 – 4 new members.
 - Payel's term has ended and Justin has stepped off the board.
 - We are at 11 members now.
 - Our aim is to have 15 board members.
 - Document Board processes.
 - Board goals.
 - Committee goals.
 - Hold February Board Retreat.
 - Board transitions:
 - Michael has stepped down from 1st VP.
 - Looking for volunteers to fill 1st and 2nd VP positions.
 - Homework for the Board.
 - Surveys will be emailed soon.
- Meeting adjourned