

# ARC Board Public Meeting

1/18/2019, 12:30-2:00 pm, Best Western Executive Inn, 200 Taylor Ave N, Seattle, 98109

**ATTENDANCE: Board:** Jonathan Hartung (President), Vic Roberson (VP), Frana Milan (Secretary), Mary Anderson, Dennis Cook, Dave Towne, Terry Holme, Michael Cuadra, Bernardo Ruiz, Keturah Hallmosley. **Staff:** Bill Keller, Sonya Claxton, Sonia Doughty, Emily Noel.

**Visitors:** Kyle Vixie, ARC Board candidate and Jan Glick, Third Sector Consultant **Parks & Recreation:** Katie Gray

**Minutes:**

WHEN	TOPIC	MINUTES
12:30 p 12:45 p	<p><b>Welcome &amp; Introductions</b></p> <p><b>Consent Agenda</b></p> <ul style="list-style-type: none"> <li>Determination of Quorum</li> <li>Approval of Agenda</li> <li>Approval of Dec. Minutes</li> </ul> <p><b>Review goals for today:</b></p> <ul style="list-style-type: none"> <li>Introduce Kyle Vixie potential new member of the ARC Board</li> <li>Review and Approval of the Succession Plan</li> <li>Review and Approve 2019 Board Meeting Schedule</li> <li>Directors Report</li> </ul>	<ul style="list-style-type: none"> <li>Jonathan Hartung called the meeting to order at 12:30 pm</li> <li>It was determined that a Quorum was present.</li> <li>Jonathan called for a motion on the Consent Agenda. Dennis Cook motioned to approve. Terry Holme seconded the Consent Agenda. Vote all in favor. None opposed.</li> <li>Jonathan called for a motion to approve the December Board Minutes. Terry motioned to approve. Dave Towne seconded the motion. Vote all in favor. None opposed.</li> <li>Introducing Kyle Vixie, hand out provided with brief bio details</li> <li>Kyle shared about himself and his interest in joining board.</li> <li>Kyle is local; grew up in Bothell, has lived in city of Seattle 25 years, &amp; currently lives in Belltown. Kyle’s whole career has been in community relations with background in developing neighborhood partnerships. He also cofounded nonprofit that merged with Business Impact NW, creating online resource locator for small businesses. Kyle is alumnus of U. of WA business school</li> <li>Present 2019 ARC Board Meeting schedule, was distributed through email &amp; hand out provided</li> </ul>
12:45 p	<b>Public Comment</b>	<ul style="list-style-type: none"> <li>Jonathan asked if any public was present: No public present</li> </ul>
12:45 p 1:00 p	<b>Introduction of Kyle Vixie</b>	<ul style="list-style-type: none"> <li>Kyle shared about his schooling, experience, and career. Highlighting he earned a Master’s in Public Administration from Seattle University. Kyle also recently chaired the Port of Seattle Candidate Evaluation Committee for Municipal League of King County. He also knew the previous deputy director from Graduate school and has been working with current Development Director, Sonia Doughty. Kyle states he enjoys plugging into an org that does community outreach and has community partnerships and ARC seemed like a place where all those things aligned.</li> <li>Jonathan presented Board members with opportunity to ask Kyle questions.</li> <li>Bernardo Ruiz asked Kyle’s reason for joining; Kyle replied that he is very interested in Parks programs &amp; is engrained in working on multiple public space projects. Kyle believes there is a lot of meaning that comes from being involved &amp; getting families &amp; community involved. He also believes the why is connected to the meaning &amp; he enjoys asking, “what can we do”.</li> <li>Vic Roberson inquired what particular ARC/PKS programs Kyle has participated in; Kyle stated he hasn’t knowingly taken part in an ARC program, but he does play tennis at Woodland Park.</li> <li>Vic shared that youth, kids, access, building, &amp; financing are his reasons for membership</li> </ul>

	<p><b>Introduction of Kyle Vixie Continued</b></p>	<ul style="list-style-type: none"> <li>• Jan Glick stated that Kyle’s communication background should be utilized to raise the profile</li> <li>• Kyle cited his belief that having people with multiple perspectives that drive them is what makes for a better board &amp; he feels better when community can gain from networks he has.</li> <li>• Vic asked Kyle, how do you see equity &amp; how he would contribute; Kyle responded he believes it’s very important, we want to make sure we are able to engage all of those groups in the public.</li> <li>• Dave commented that it’s marvelous Kyle is interested like he is, Kyle provides a good representation for downtown, whole issue of how we deal with recreation, Dave appreciates representation of ARC in that arena. Kyle stated he fills in gaps and others fill in his gaps.</li> <li>• Jonathan stated when Sonia introduced Kyle &amp; his interest in outreach and advocacy, Jonathan thought Kyle would be a positive addition to the Board.</li> <li>• Sonia stated that as ARC grows, building partnerships in the city, there are a lot of ways to put the pieces together &amp; Kyle has a way to look at things in a larger perspective.</li> <li>• Jonathan called for a motion to approve Kyle’s membership, Bernardo motioned to approve, Terry seconded the motion, Vote all in favor. None opposed. Welcome to ARC Board Kyle Vixie!</li> </ul>
<p>1:00 p 1:30 p</p>	<p><b>Succession Plan</b></p>	<ul style="list-style-type: none"> <li>• Terry mentioned that he feels it has been a process, preference would be to not go over item by item, open up for questions, final changes made, anything else stands out, feels great about it, an accomplishment we need, regular exercise we need to go through to keep current</li> <li>• Bill recognized Sonya Claxton for work, making it complete, this is about turning points, second deputy, advocacy position, as Board development continues, strengthen out voice &amp; influence. Bill highlighted second deputy role was Sonya’s idea too. Bill stated we maybe did not understand that Jan was able to take us as far as we have gone, echoes throughout training.</li> <li>• Jan shared appreciation for Bill and Board, stated how gratifying it is to come into an org, do an assessment, see recommendations put in place &amp; see movement. Not every nonprofit can act that fast, echoed by Berke report, six months in &amp; it is all systems go.</li> <li>• Jonathan mentioned it is important to celebrate success, everyone pat themselves on the back</li> <li>• Terry recognized sensitivity of document, important to treat with care with sensitive info</li> <li>• Vic inquired about Succession Plan putting pressure on Pres., Bill replied plan provides 3 options</li> <li>• Jan stated this is another governance role, the chair can take it on or delegate, plan needs to be updated every year, putting person with real skills in, person has to match</li> <li>• Frana asked how documents will be talked about at a staff level &amp; how will it be communicated to staff and AC/Advisory Councils, as way to show what ARC Board has been up to</li> <li>• Bill replied that some aspects of staff development will be communicated as we are prepared to go forward, training unit &amp; AC training series 2018 to develop skills to define roles &amp; responsibilities to bring people closer to org, with addition of advocacy manger that will be a time when more public outreach partnership with department. Also, right now, 7 of the 9 seats, long term city council members will be replaced with new people with new issues, we need to help shape that, over the next three years, at front end will take some communication to AC, so they don’t get caught up creating their own realities, we are positioned well.</li> <li>• Jan identified this Board taking a big leap into governance, all very committed, were advisory, more complicated because in public eye, figuring out how to best manage, Succession plan does not contain nuclear launch codes, but will take a lot of explanation to bring someone up to speed</li> </ul>

	<p><b>Succession Plan Continued</b></p>	<ul style="list-style-type: none"> <li>• Vic cited a disconnect between AC and ARC Board, inquired about ability to share with AC</li> <li>• Jan replied that Bill has sent 6 AAC members the Assessment, strategy document, how it helps community center, use the outward facing document something to continue to think about</li> <li>• Mary thanked Vic for raising that point, comments made were very discouraging, more that can be down to connect with AC, have better context to make better decisions</li> <li>• Sonya staff perspective, no secret Bill won't always be at ARC, relief to staff Board doing the work</li> <li>• Jonathan called for motion to approve Succession Document, Kyle abstained from vote, not seen doc, Dave motioned to approve, Terry seconded the motion, Vote all in favor. None opposed.</li> </ul>
<p>1:30 p 1:45 p</p>	<p><b>Director's Report</b></p>	<ul style="list-style-type: none"> <li>• Bill reviewed 2019 ARC Board Meeting schedule, after Board Chairs Academy sessions, similar to today, except May, make sure look at meeting dates, times, &amp; places, after midyear back at Densmore</li> <li>• Terry asked about December's meeting, will it be done like in the past where there were 2?</li> <li>• Bill responded that the public meetings are on hand out, two meetings will be held in December, with one possibly in the evening, don't know yet, details to follow</li> <li>• Jonathan called for motion to approve 2019 Meeting Schedule, Vic motioned to approve, Dennis seconded the motion, Vote all in favor. None opposed.</li> <li>• Bill shared unaudited year end revenue 2018 reflected 8% increase over previous year, strong way to end year, cautioned you not bottom line numbers, we are in 3 year plan, to absorb minimum wage &amp; move fee structure for more sustainable level without sticker shock to public, scholarships have remained capped, did get \$150,000 with soda tax, still net loss for 2018, more planned approved fee increases in 2019, to help stabilize us as we end 2019. Bill stated wages are really driving fee increase, will see changes in fall, also continuing professional development with SAC, Schools Out Washington, material investment, pay dividends in long run. Bill also mentioned Seattle squeeze, request by Mayor to extend school age/preschool: 6pm to 7pm end of day, first week it didn't really materialize</li> <li>• Terry asked what the projected cost for the extended care will be</li> <li>• Bill stated for Jan 11<sup>th</sup> – Feb 8<sup>th</sup> \$38,000 wages &amp; snack supplies, discussion with Katie</li> <li>• Katie Gray cited that no additional funding was provided, parents being really responsible</li> <li>• Bill mentioned Seattle Squeeze still remains to be seen, tunnel open Feb 9<sup>th</sup>, toll free for a period, will have to adjust, in addition, yearend financials distributed mid-week Jan. 23<sup>rd</sup>, reminder unaudited, starting audit in Feb., especially challenged by software upgrades this year, testimony to staff perseverance, changes: several accounting items, HR, &amp; marketing, we are surviving</li> <li>• Jonathan stated the Community is frustrated with online registration</li> <li>• Katie declared same thing when went to class, specific issues or concerns, would like to hear about them, not rising to right level of staff, field scheduling some tricky situations, working with ActiveNet, customer service issues want to hear about it, want to work with team to correct</li> <li>• Vic shared that staff from Rainer helped people use on smart phone, walk thru in 5 minutes</li> <li>• Keturah asked if there has been decline in registration, Katie replied it has gone up, online tripled</li> <li>• Bill cited Development update: Fun the Fund, March 21<sup>st</sup> breakfast, refer to director's report, consider being table captain, great leadership opportunity, rsvp for event/suggest corp. sponsors</li> <li>• Bill closed with big time of year for reporting, a lot of ACA, labor, industry, &amp; 401k reporting, can't thank board enough for benefit plan that helps with recruiting &amp; retention, recognizing importance of building retirement income, makes big difference</li> </ul>

<p>1:45 p 2:15 p</p>	<p><b>Review Assignments &amp; Adjourn</b></p>	<ul style="list-style-type: none"> <li>• Terry asked if Bicycle Sundays is an ARC fundraiser, new added responsibility</li> <li>• Sonia shared she felt there was a lot of opportunity, using in kind sponsors to activate program</li> <li>• Terry stated has been on fundraising emphasis Boards, extremely grateful not spending 75% of time on funding. Terry also asked about Fund the Fun: if going to take a table, what is procedure for invitations, what if same people on someone else's list, how do you coordinate?</li> <li>• Dennis asked what the expectations of table captains are? Want people to bring money</li> <li>• Sonia replied to Terry that hopefully people aren't annoyed about being asked twice if there are overlapping invitations. Sonia responded to Dennis there are sponsors purchasing table &amp; table captains. This is first event, don't have historical data, want to create a program that is inspiring</li> <li>• Mike inquired about what goal for attendance is, 250?</li> <li>• Sonia replied capacity is 250, but can add, goal is to steward those that attend &amp; fill room</li> <li>• Katie made announcements: Recreation division staff reassignments: Bill will share, list of 20/25, some new hires, did some reassignments, Recreation director position finished interview process, request time on March agenda to intro new director, been working interim from March</li> <li>• Shout outs: Dennis thanking Katie for hard work &amp; Mike thanking Sonia for Pathway of Lights</li> <li>• Dave asked Bill, with reorganization, relieving reserve money?</li> <li>• Bill replied that he and Katie will be talking about MSA in next two weeks</li> <li>• Katie mentioned that MSA is potentially not going to council for approval, if language changed dramatically or agreement changed would go council, Christopher wants it done in two weeks</li> <li>• Terry stated had opportunity to read Berke study, talks in depth about relationship, learned a lot from reading it, know ARCs role better, didn't realized how many parks staff there are, asked for simple representation structure of recreation division with description of roles as there is a lot of things parks does we don't know about, would help Board moving forward to know</li> <li>• Katie appreciated Terry for acknowledging that, she is putting notebook together, to show structure &amp; how many people are under managers, could duplicate &amp; share for understanding</li> <li>• Jonathan asked how many recreation employs: Katie responded about 350 FTE not including temps</li> <li>• Bill mentioned aware subconsciously Parks department gone through 2 or 3 reorgs</li> <li>• Katie shared still doing 2010/2011 work not fully staffed or funded, difficult to say aren't doing something that public knows, i.e. Pathway of Lights, done for 30 years, should have said no 8 years ago? falls on handful of staff, question becomes what priority for that staff is</li> <li>• Bill stated advocacy may play a role in restoration of staff model that meets the need of community</li> <li>• Mary couldn't agree more, seeing ARC active on community levels/people connect to happenings at community centers, consistent advocacy. Went to community meeting appealed by what recreation person said about ARC; Katie thanked Mary for identifying that, need to educate staff on partnership</li> <li>• Bill said one thing we can do together, speak to ARC support of assistant coordinators was 25 now 10</li> <li>• Mary shared negativity built up in AC members minds/huge disservice</li> <li>• Bill stated we have to own reality of the moment, where we are right now</li> <li>• Katie cited she is willing to go to meetings, can get talking points, encourage directors to go too</li> <li>• Jonathan called for motion to adjourn meeting, Vic motioned to adjourn, Dave seconded.</li> </ul> <p>Vote all in favor. None opposed. Meeting adjourned at 2:15pm</p>
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