

ARC BOARD MEETING MINUTES

May 7, 2014

The ARC Board meeting was called to order by President, Charlie Zaragoza at 6:40 pm. Board members present were Terry Holme, Doug Dunham, Dave Towne, Julie Morse, Charlie Zaragoza, William Lowe, Edith Elion, Jordan Keith and Antoinette Angulo.

Darrell Drew was excused. Tamara Driscoll was not present. David Lee and Jennifer Crofoot of Peterson Sullivan LLP, CPA were our guests.

ARC staff present was Bill Keller, Sharon Mauze, Accounting Manager; Zach Wilson, Marketing Director, and Regina Lum-Witkoske, Marketing Specialist. Seattle Parks was not represented.

It was determined that a quorum of Board members was present. The approval of the agenda and April minutes was offered by Terry Holme and seconded by Doug Dunham. The minutes were approved as submitted for April.

Public Comment: There was no public comment at the May meeting.

Presentation of New Board Candidates: Charlie introduced Trang Hoang and Jonathan Hartung to the ARC Board of Directors. Trang and Jonathan each gave the board an introduction of their qualifications and desire to serve on the ARC Board. Doug Dunham made a motion to accept Trang Hoang and Jonathan Hartung as BOD members. Edith Elion seconded. Trang and Jonathan were unanimously elected to the ARC Board. Welcome Trang and Jonathan.

2013 Audit Report: David Lee and Jennifer Crofoot of Peterson Sullivan LLP, Certified Public Accountants presented the Audit report as of December 31, 2013. The audit was conducted in accordance with auditing standards generally accepted in the United States. The audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. The audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statements as presented by ARC. Mr. Lee and Ms. Crofoot reported there were no major findings in 2013, and no management letter will be issued. The Independent Auditor's Report was presented to the BOD by power point presentation. The BOD would like to congratulate and thank Sharon and team for a great job on the 2013 audit.

Dave Towne made a motion to accept the 2013 audit as presented by Peterson Sullivan LLP, CPA. Doug Dunham seconded. The 2013 Audit was unanimously approved by the Board.

Marketing Update: Zach Wilson, ARC Marketing Director and Regina Lum-Witkoske, Marketing Specialist gave the ARC BOD an update of the Marketing direction for 2014. They

have been meeting with a steering committee at ARC to discuss branding and other marketing strategies. The Marketing team will keep us updated on their progress.

Ballot Initiative Update: Charlie advised the BOD that the funding initiative was reduced to \$47million by the City Council. The proposal for the MPD (Metropolitan Parks District) will go before the voters on the August 5th Ballot Measure. The Ballot launch is set for May 15th with an emphasis on education of the Metropolitan Parks District.

ARC Legacy Plan: William passed out the updated “Planned use of retained earnings” document dated May 7, 2014 for our review. On May 21 the ARC Legacy Committee will craft the final Investment Initiatives from this matrix, and will meet with Parks to discuss their recommendations. Charlie, William and Bill will keep us informed as to the progress of the ARC Legacy Plan.

Executive Director’s Report: Bill reported that early registration for School Age Care in 2014 occurred in February vs April in 2013. Our March financials showed a YTD increase of 16% that is now seasonally adjusted to a 7% increase for month end April (due to early registration). School Age Care YTD is up 12%. The unaudited net gain from operations through April, after quarterly expense posting, is up 4%. Please review your completed financials when they arrive in your email.

ARC received gifts totaling \$26,232.85 from 179 donors this year on the “GiveBig” Day of May 6th. This does not reflect the ‘stretch pool’ funds from the Seattle Foundation. The amount and number of gifts is down considerably from 2013. Joseph is doing a comparison to see if some AC projects carried the “GiveBig” day in 2013.

There are 50 openings posted on the employment section of ARC’s website. Summer Day camp positions are the majority of the openings.

Bill reported the “Mayor’s Minimum Wage Proposal” was delivered to City Council and the meetings and hearing are under way. It appears that ARC falls into a category for employers under 500 employees. Because ARC does not offer healthcare to all staff we are looking at a minimum wage of \$11.00 for January of 2015. The projected increase for raising all staff from 2013 audited hours and wages to the proposed 2015 levels totals \$85,517. Until the final determination ARC will be doing more analysis of financial impacts and upward pressure on fee structure. Bill will keep us informed on any potential impacts to fees and wages.

Committee Reports:

Finance: Covered in Executive Director’s Report.

Nominating Report: We welcomed two (2) new board members at this meeting. We are still actively looking for BOD members.

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Outreach Committee: The MPD Ballot measure launch is May 15. Bill will send to each of us the “Limitations on the Lobbying Activities of ARC and its Advisory Councils” document for our use when talking about the proposed Ballot Measure.

New Business: Charlie will email the board with potential dates for the Board Development kick off with Shorthand Consulting. Please get your choices of dates back to Charlie so the planning can begin.

Next Meeting: The next general meeting will be held on June 4 at 100 Dexter Ave N beginning at 6:30 pm.

There being no further business Dave Towne made a motion to adjourn and Terry Holme seconded. The May meeting was adjourned at 8:45 pm.

Respectfully submitted,

Julie Morse
ARC Board Secretary