

ARC: Board Meeting Minutes**12/6/2017, 6:30p-8:30p, 100 Dexter, Parks Board Room****EXPECTED ATTENDANCE: Board:** Jonathan Hartung (President), Vic Roberson (VP), Mary Anderson, Dennis Cook, Terry Holme, and Bernardo Ruiz. **Staff:** Bill Keller, Christina Arcidy, Rachel Sorrels, Sharon Mauzé, and Sonia Doughty. **Parks & Recreation:** Kelly Guy. **Visitors:** Dave Colescott.**EXCUSED ABSENCE:** Frana Milan (Secretary) and David Towne.**Minutes:**

WHEN	TOPIC	MINUTES
6:3 pm	<p>Welcome & Introductions (Jonathan)</p> <p>Consent Agenda</p> <ul style="list-style-type: none"> • Determination of Quorum (5 of 8 members) • Approval of Agenda • Approval of Minutes <p>Review goals for today:</p> <ul style="list-style-type: none"> • Approve 2018 ARC Budget. • Vote on Equity Task Force Charter. 	<ul style="list-style-type: none"> • Jonathan called the meeting to order at 6:33 pm. • It was determined that a Quorum was present. • Terry moved to approve the consent agenda. Dennis second. All approved. • Reviewed goals.
6:34 pm	Public Comment (Jonathan)	<ul style="list-style-type: none"> • No public comment.
6:34 pm	<p>2018 Budget Review (Christina)</p>	<ul style="list-style-type: none"> • Took comments from the board, and made adjustments. • The work on the Mission, Vision and Values has helped staff with their work. • SWOT Analysis-took feedback from the other evening. Reviewed updated SWOT Analysis. • Would like some feedback from the Board on wording of Opportunities in the SWOT Analysis. • Kelly: For opportunities, ARC could bring in SPR trainers to do some of the training work. • Bernardo: A possible threat is our need for advocacy. • 2018 Budget Recommendations: <ul style="list-style-type: none"> ○ Keep minimum wage at \$15.50. ○ Negotiate fee increase for Preschool and SAC programs to offset minimum wage increase. ○ 2018 will be year 2 of the three-year plan. ○ Restructure Operations Department to decrease span of control and improve program quality.

- Terry: Concerned about the term “span of control.” What we mean is how big the supervisor job is. Christina: How about “Supervision at a best practice level.” We can clarify that. Dennis: Perhaps another wording than “best practice.”
 - Plan to implement several software updates.
 - Plan for decrease investment return based on the change to when payments from the city are received by ARC to meet our cash flow demand.
- Jonathan: Can you clarify restructuring Operations? Bill: We want to be able to create site based supervision. Will require training. Kelly: Better communication with SPR staff.
- Revenue vs Expense comparison for past 3 years. Expense increase from minimum wage increase.
- Jonathan: What was your performance for income? Bill: We exceeded expectations.
- In 2018, we project the trend to continue upward. We project to even out, and have a net gain in 2019. We are currently on track to meet that projection.
- Reviewed ARC expenses by departments and programs.
- Reviewed ARC Budget Units: SAC & Preschool currently budgeted at a loss. Negotiating a two-year fee increase.
- Vic: When will there be a fee increase? Working on it now for fall. Working to increase the fee to break even in three years.
- Continued the ARC Budget Units: Recreation is where all our free programs happen. This is where those are budgeted. Terry: It would be useful to quantify the hours or people served, because there is a relationship we need to understand. Sharon: Getting to that information is a challenge. Class software doesn’t look at individuals. Terry: We can look at hours of used.
- Jonathan: My understanding is we are offering things for free now. How do you compensate for that? How do you increase revenue while providing free programs?
- We can have Rebecca and Justin come in and do a presentation on data gathering, and there will be improvements with the new registration software.
- Dennis: These programs used to be free, but then we started to charge for them, and now they are free again.
- Mary: Some way to demonstrate there are hours available that these programs are offered for free. A twist on telling the story better.
- Kelly: There is still a cost for the city to provide staff, and a cost to ARC to replace equipment. Then there is an equity issue with the centers that are open less hours.
- Reviewed scholarship trends for recreation and childcare for 2016, 2017, and 2018.
- Mary: Key piece for advocacy is to show the total amount of scholarship offerings in 2018.
- Reviewed the Annual Services Agreement to Parks and Recreation Payment Breakdown.
- Jonathan: Is PAR FEE across all sites? Christina: Yes, most sites are a percentage, but a few are a flat fee.
- Kelly: Ending the Belltown Community Center agreement at the end of next year.
- Public hours are when the city has the building scheduled to be open. Program hours is when the building has programming outside of public hours.

		<ul style="list-style-type: none"> • Mary: It would be useful to have an info sheet about what is going on, and what can be done about it. • Bottom-line: 2018 Consolidated budget will bring in \$19M and will spend \$19M. Committed to making the Capital Improvement Project at Ravenna-Eckstein Community Center. • Appreciate the work Sharon did with SPR to take the budgets, scrub them, and tell the stories of the communities to make this process work. • Vic & Jonathan: Long-term, how do we equitably provide programs around the city and be sustainable? What is the plan past 2018 to make sure we are sustainable? • Bill: Developed a sophisticated budget tool to make sure a program is sustainable. • Terry: That is why that threat list is so important. SPR and ARC are seeing a higher burden/demand as social services. Kelly: Yes, and our staff are not prepared or trained for that. Terry: It has a real potential to have a real impact on SPR and ARC's work. • Mary: What Terry and Kelly have brought up could become a future issue. Kelly: It already has. MPI was voted in by the public for a specific purpose. • Mary: Advisory Councils need education on their role in shaping policy. • Terry: Is that a budget issue. • Bill: Tonight may be premature. • Bernardo: I agree, but we also need to move quickly if the city is going to change funding. • Christina: I'm hearing a directive from the Board to do homework, and create a proposal for the Board. • Jonathan: I would also like a long-term projection. • Jonathan called for a motion to approve the 2018 budget. Terry moved to approve the 2018 Budget. Dennis Second. All approved the 2018 ARC Budget.
<p>7:38 pm</p>	<p>Equity Task Force Charter Review (Vic)</p>	<ul style="list-style-type: none"> • Before beginning this section David Colescott introduced himself to the Board, and talked about the Ravenna-Eckstein Advisory Council and questions/concerns with the fund balance. Ravenna-Eckstein is happy to offer support or services (such as grantwriting) to other councils. • Bernardo: Something school districts have been thinking about in Seattle is PTAs partnering with each other to provide support. It's a way to build equity and a strong community. • The draft of the Equity Task Force charter is in tonight's Board packet. • Selection process: want to be transparent about the process. Will learn from the process as it goes. • Jonathan: Have a document that is filled out for approval and denial of all proposals in order to have a record. Is the ARC Board voting on the funding? Christina: It's a two-stage process. The Task force will review, and then make recommendations for the Board to approve. • Jonathan: Is it the purpose of the Task Force to institutionalize Racial Equity? Then it should help us look at policies, practices, and procedures. Christina: They did not feel they have enough clarity on the process, but the Board could vote on that tonight. They have signaled they are open to it. • Bernardo: I would recommend that we assign the Task Force to also review policies, practices, and procedures. • Vic: The Equity Task Force has a strong eye for structural barriers and inequities. • Jonathan: Bernardo, you are also saying you would like them to help ARC improve our work?

		<ul style="list-style-type: none"> • Bernardo: Yes. • Christina: The Equity Task Force will be requested to review policies, procedures, and practices of ARC from time to time for the commitment to equity. • Bill: Will need to think about the scope of work. • Have a group retreat of the Board and the Equity Task Force. • Mary: We can't forget the Advisory Councils. How will they be invited and included in this. Their participation is wanted and included in this. • Bill: We are putting together a 5-6 workshop series for the Advisory Councils. Will roll out in 2018, part of which is RSJI. At the same time, we have the Equity Task Force who will help make recommendations about opportunity and access that wasn't previously available. We also have an Equity Team that is made up of staff that looks at how we are doing our work. • Jonathan: And, do you feel you have the capacity to do that? The Board should look at allocating budget dollars. Christina: Yes, allocating more resources to the work would be useful. • Terry: Add wording to that purpose. • Terry moved to approve the Equity Task Force Charter with amendments. Jonathan added that the Board would like to see the added amendments. Bernardo Second. All approved the Equity Task Force charter with amendments. • Terry: To respond to David's comment about the fund balance, we are creating something out of nothing, and we have tried things in the past that have not gotten off the ground. We want to make sure the Task Force becomes institutionalized. Moving forward, the work will be part of the yearly budget.
8:07 pm	Director Report (Bill)	<ul style="list-style-type: none"> • As of November month-end, Unaudited Net Revenue reflected an 8.9% increase over the previous year, and sustained at about 8% over the last few months. • Preschool saw a small drop of 2% due to displacement of some programs. • Lifelong recreation has an 11.2% increase YTD. • Youth recreation includes afterschool enrichment is maintaining a 9.8% increase YTD. • Net Revenue decrease through November for weight rooms is \$76,086. • Youth sports are up 18% this year. • Adult sports have a 7% increase over last year. • YTD Revenue is \$17M compared to last year at this time of \$15.6M. • Will know how 2017 turned out by end of January, so can give results at February meeting. • Currently we have 16 openings, and are controlling turnover better.
8:12 pm	Review Assignments & Adjourn (Jonathan)	<ul style="list-style-type: none"> • Staff will do homework and create a proposal for the Board around the Advisory Councils' role in shaping policy. • Vic moved to adjourn. Dennis second. All approved motion to adjourn. • Meeting adjourned at 8:12