

ARC BOARD MEETING MINUTES

January 4, 2012

The ARC Board meeting was called to order by President, Charlie Zaragoza at 6:40 pm. Board members present were Charlie Zaragoza, Darrell Drew, Eddy Hiroo, Doug Dunham, Al Hovland, Edith Elion, William Lowe, Judy Tangen, and Julie Morse. Anna Martin, Belinda Green & Adrienne Bailey were excused.

Bruce Bentley and Jackie Ramels were not present. ARC staff present was Bill Keller & Christina Arcidy. Seattle Parks was represented by Sue Goodwin.

It was determined that a quorum of Board members was present. The approval of the agenda was offered by Doug Dunham & seconded by Judy Tangen.

The approval of the December minutes was offered by Doug Dunham and seconded by Judy Tangen. Minutes were approved for December.

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

Executive Director's Report:

Bill reported that ARC has started the final financial close for 2011. Draft financials through December showed some slowing in revenue compared to the same time period in 2010. Unaudited revenue should reflect an overall increase for 2011 close to 2%. Due to the year-end close and the distribution of 2012 budgets to all councils, the 2011 year-end financials will not be available until the week of January 30, 2012.

2011 Highlights:

- Refinement and successful operation of the 5 "Limited Use Sites" (Queen Anne, Ballard, Alki, Green Lake & Laurelhurst).
- Successful partnership transition of Preschool programs to ARC; including:
 - a. Adding "Creative Curriculum" as a standard;
 - b. Developing a Preschool Memo for the partnership similar to the School Age Care Memo outlining policies and practice;
 - c. Creating job descriptions for directors, teachers & assistants.
- Successful partnership launch and implementation of the After School Recreation programs at Wedgewood, Thornton Creek, and Alki Elementary schools. In our first year we are serving over 350 youth after school at these three sites.
- Completed the transition to Direct Deposit for all ARC employees. This action virtually eliminates the historical problem of reissuing lost and stale dated checks.
- Implemented ARC credit card program for school Age Care Program, which substantially reduced the issuance of advance checks (over 2000 a year).
- Successfully replaced the ARC fleet of cars and reduced lease costs from the previous agreement.
- Published a "Brochure Advertising Guide" in order to solicit ads for brochures to help reduce publication costs.
- Kicked off the BTOP grant for RecTech beginning two years of funding for 10 computer labs.
- Formalized a donor acknowledgement program for all donations over \$100 with a letter of thanks and the appropriate tax identification information.
- Successfully completed another budget process challenged with a new partnership model and increased operational costs which plans to keep the doors open and the lights on!
- Welcomed Christina Arcidy back to ARC.

Deputy Director's Report:

Christina reported that the lease for the space at 5th and Bell Street for the community center (CC) has been signed by Parks. She has started working on the Memorandum of Agreement (MOA) with the YMCA for the operation of the Belltown CC. The MOA outlines the roles and responsibilities of each party. The City Council will review the MOA before it goes into effect. Construction should begin in February and will last three months from the start date.

RecTech is working on closing out the 2011 grant cycles. They have already raised the 2012 dollars they need to operate at the same level as 2011, which includes internships for teens all year long. RecTech is working on finalizing the 2013 fundraising plan in January 2012 to begin implementation in February 2013.

“Try it for \$2” campaign has started and continues through the end of January, 2012.

A reminder: The Annual General Meeting will be held on Wednesday, February 8th at REI. ARC is working to expand the awards to include more people who should be recognized for the great work they do. Mark your calendars for the AGM.

Committee Reports:

Finance/Budget Report: Covered in the ED report.

Nominating Report: Julie reported that Anna and Belinda will be working with Bill, Charlie, and her on Board Recruitment in 2012.

Outreach Committee Report: No report this meeting.

New Business:

Christina asked if we needed to have a BOD meeting on February 1 (as currently scheduled) since the AGM is being held on February 8th? A short discussion was held. Eddy made a motion to cancel the February 1st BOD meeting. Judy seconded. Motion passed. Therefore, there will be no BOD meeting February 1st.

As an FYI: Charlie reminded the board that ARC is looking at renewing AC positions. Each renewing member has to complete a new application and a new background check is required.

Next Meeting:

The next General Meeting will be held on March 7, 2012 at 6:30 pm, 100 Dexter Ave.

There being no further business, William made a motion to adjourn and Al seconded. The January board meeting was adjourned at 7:30 pm.

Respectfully submitted,

Julie Morse

ARC Board Secretary