

ARC: Board Meeting Minutes

10/17/2017, 12:00p-2:00p, 8061 Densmore Ave N, Large Conference Room

ATTENDANCE: **Board:** Vic Roberson (VP), Mary Anderson, Terry Holme, and David Towne. **Staff:** Bill Keller, Christina Arcidy, Rachel Sorrels, Sonia Doughty, Katie Rehani & Nate Moxley. **Parks & Recreation:** Trevor Gregg. **Visitors:** None.

EXCUSED ABSENCE: Jonathan Hartung (President), Frana Milan (Secretary), Dennis Cook, and Bernardo Ruiz.

Minutes:

WHEN	TOPIC	MINUTES
12:09 pm	<p>Welcome & Introductions (Vic)</p> <p>Consent Agenda</p> <ul style="list-style-type: none"> • Determination of Quorum (5 of 9 members) • Approval of Agenda • Approval of Minutes <p>Review goals for today:</p> <ul style="list-style-type: none"> • Learn about Enrichment Program. • Update on the Master Service Agreement renewal process. • Review Quarterly Financials. 	<ul style="list-style-type: none"> • Vic called the meeting to order at 12:09 pm. • It was determined a quorum was not present. • Vic called for Consent items. • Terry added succession planning to the agenda. • Went around the room for introductions.
12:12	<p>Public Comment (Vic)</p>	<ul style="list-style-type: none"> • No public comment
12:12	<p>Enrichment Program Update (Katie & Nate)</p>	<ul style="list-style-type: none"> • Trying to create a main vision for Enrichment programs. • Enrichment is an extension of the school day, based on what students are already learning. • Looking ahead we are going to open enrollment in August along with the rest of recreation enrollment. • Looking at ways to bring down cost of second sessions. • Enrollment has worked better when we split up by age groups. • Trying to find a good balance of contracting out and hiring in-house instructors. This fall started to pull away from contracting instructors to be sustainable. • \$12 per kid per hour for in-house instructors vs. \$15-\$22 per kid per hour for contractors. • David: how long is a class? Katie: 90 minutes is the most common. • Vic: What is the frequency of a class? Katie: Class is one day per week for 12 weeks. • Vic: What are parents doing the other days? Katie: Enrichment programs take place in the schools. Some participants are also in School Age Care (SAC). Some take multiple classes.

		<ul style="list-style-type: none"> • In some sites, we see 75% of the school’s population, in others we only serve a small population of the school. • A partnership piece could be coming up with a database of instructors. Right now, we don’t have a strong partnership with sharing instructor base information. • Trevor: At one point we talked about a traveling instructor base. Katie: This fall we are sharing instructors among sites, which is standardizing classes across sites. We are trying to expand our instructor pool. • Getting instructors to take on the second session is a challenge. • Vic: Who is taking the classes? Katie: Mostly low-income and higher income participants. We are missing the middle-income group. We get low-income participants with the scholarships. • Terry: Any money from the school levies to provide scholarships? Christina: We have worked with some schools to use funds from Families in Ed, but that is determined by the individual principals. Varies by principals and by year. Can be used for that, but isn’t really being used for that. • We have a responsibility to make it a sustainable program before expanding to more sites. • The Enrichment programs are a response to bussing changes, and kids no longer able to get to the community centers. • Bill: Is Washington Core Curriculum part of the alignment process? Christina: Not right now. • Vic: Is there a certification process? Christina: I don’t think so, but if asked you need to prove it. • Terry: Is there room for volunteers to support the program? Nate: Yes, there is a process. It is available. • Nate led the board in an enrichment exercise.
<p>12:49</p>	<p>Master Services Agreement Renewal (Christina)</p>	<ul style="list-style-type: none"> • The Master Services Agreement is the agreement with the City of Seattle to provide services to the city that was first signed on January 1, 2008. A 10-year agreement with up to two 5-year renewals. • First few years were the recession with limited use sites, then the tiered system. In 2013 and 2014 started to work on other parts of agreement such as Marketing and Development departments. • Some things doing well, and some opportunities to fine tune. Take into consideration the Parks District, changes in Seattle, and how we do business. • Roles for ARC can be further described for things such as evaluation. • 5-year renewal will start January 1st, 2018, and will take most of the year. The department would like to sign on January 1, 2019. The city has contracted with Berk Consulting group to work on the new agreement. Will probably meet with the board at some point. • Dave: What is Berk being asked to do? Christina: Facilitate the process, and make a recommendation on what is going well and what doesn’t need to be in there anymore. • Bill: The first 10 years the partnership was forced into an arrangement to keep the doors open and lights on that has now become institutionalized. The challenge we have is being sustainable. End game isn’t that there would be less, but that it would be managed better. A more strategic process. • Take a year to come up with a more responsive agreement.

		<ul style="list-style-type: none"> • Vic: How strict is the agreement? Bill: I don't think the agreement will be about putting limitations on our work. • David: Is ARC the only one they are looking at for this agreement? Bill: I don't know. Christina: We are the only one for this agreement, but SPR is working on finding more partnerships. • Terry: Who hired Berk? Bill: The department. • Vic: Do you have any concerns? Christina: As we go into the discussions we want to make sure the agreement continues to maintain flexibility for SPR and ARC, and that SPR doesn't take a cut to its budget. To be able to be flexible, responsive, and transparent. • There is public benefit with every partnership that SPR has that must be displayed. With the Epic Unit, it will be measuring that public benefit to make sure that it is being displayed better than it has been in the past. • Terry: What degree does leadership refer to this as a living document? Christina: It is a clear road map to roles and responsibilities. • Terry: Problems you want fixed? Christina: I wouldn't say problems, but there are opportunities that could be clearer and more responsive to the community. • Vic: Will we get a preliminary review? Bill: Nothing will go forward without your okay.
1:25	Succession Planning (Terry)	<ul style="list-style-type: none"> • David, Jonathan, and I are interested in working on the succession planning. Will start meeting with staff leadership, because it is a board and staff responsibility. • Should meet with Christina and Bill together. • Will get in touch with Christina to schedule a meeting. • Will talk to Jim Reed, who is on the Arboretum board. They have an Interim Director, and went through a good evaluation process. Can talk about possible consultants. • Could we put meetings on Google Calendar?
1:28	Board Meeting Schedule (Christina)	<ul style="list-style-type: none"> • Future schedule, one correction, December 4th meeting will be at Densmore. • Will the 3rd Tuesday at noon-2 p.m. work? Will the Densmore location work? • Terry: Would like the meetings on Google Calendar. • Christina: We can put them on Google Calendar. • Bill: We can do 10 minutes on the next board agenda to show how to do Gmail and Google Calendar. • Christina: If these dates look good we will work with them. December will still be the first week of the month.
1:32	Director's Report (Bill)	<ul style="list-style-type: none"> • Will give the Quarterly Financials and Director's Report as one. • RecTech Film festival showcase was at Langston Hughes in September. Would like to have a few interns visit at the December meeting. RecTech has also gone through a strategic planning process. Meeting with the Department on October 30th about current locations of the labs. Current version of the RecTech model has not been as fundable as it used to be. • Equity Task Force has met twice at Garfield. Heard presentation from Scholarship Office. Will have a series of meetings and presentations for them, and will give possible recommendations to the ARC board in March.

		<ul style="list-style-type: none"> • Preschool started strong, 13 registered at Northgate, which we thought was going to be eliminated. • Bell times resulted in a reduction of before school programs and closure of before school at Queen Anne. Will also be closing High Point's before school program. • 1406 registered in enrichment, although some of those are duplicated. • 270 registered in preschool. • SAC has 144 in before school and 1177 in after school care. • Received most budgets back for 2018. Rolled out a new budget tool for 2018. • Sites will receive their approved budgets with their January financial reports in February 2018. • 3 open positions in HR: 2 HR Coordinators and HR Director. 32 positions across the system. • How we ended September: seen 6 months of SAC and summer camp. Unaudited revenue 8.5% increase over previous year. SAC up 13.8%. Fitness weight rooms year to date decrease of \$73,847. • Youth sports up 1%. Youth recreation increase reflects Activity Camp registrations is up 11.5% over last year. There are more Assistant Coordinators this year to make this possible, and they have exciting ideas to expand this model. • Adult sports up 11.5%. • Year to date end of September \$14.7M compared to last year at this time of \$13.5M. Not due to fee increase, but serving more people. • Net gain for operations at end of September was \$1M. We've already received most of our income for September through December, but will spend down most of that \$1M gain by year-end. We are on track for our forecasted net loss. Will need to take this into consideration for planning for 2018. Manage expenses and look at fee structure to try to get to a zero-sum game. • Terry: Is the amount we are paying have anything to do with the HR Director leaving? Bill: We are competitive in the market. • Terry: Consider board meeting and location to find a place that works for everyone.
1:55	Review Assignments & Adjourn (Vic)	<ul style="list-style-type: none"> • Succession planning group in January. <p>Vic called for a motion to adjourn. David moved to adjourn. Terry second. Motion approved. Meeting adjourned 1:56 pm.</p>

2018 ARC Board Meetings

All meetings Noon-2 p.m. unless otherwise indicated. Location TBD.

January

Public Board Meeting: Tuesday, January 16

February

Public Board Meeting: Tuesday, February 20

March

Annual General Meeting: TBD

Public Board Meeting: Tuesday, March 20

April

Public Board Meeting: Tuesday, April 17

May

Public Board Meeting: Tuesday, May 15

June

Public Board Meeting: Tuesday, June 19

July

Public Board Meeting: Tuesday, July 17

August

Public Board Meeting: Tuesday, August 21

September

Presidents Meeting: TBD

October

Public Board Meeting: Tuesday, October 16

November

Public Board Meeting: Tuesday, November 20

December

Working Board Meeting: Monday, December 3
6:30 p.m. 100 Dexter

Public Board Meeting: Wednesday, December 5
6:30 p.m. 100 Dexter