

# December Board Meeting Minutes

<p>Date/Time: <b>Thursday December 21, 2023 5:30 – 7:00 PM</b></p> <p>Meeting Location: <b>Seattle City Hall, rm L280</b></p> <p>Online option: <a href="https://seattle.webex.com/seattle/j.php?MTID=mbd809efc732765889405b07136c499c1">https://seattle.webex.com/seattle/j.php?MTID=mbd809efc732765889405b07136c499c1</a></p>		
<p>Reference Materials for this meeting:</p> <ul style="list-style-type: none"> <li>- Today's Agenda</li> <li>- <a href="#">December 7th Board meeting minutes</a> (digital)</li> <li>- CEO Search Timeline</li> <li>- Secretary Role from Bylaws</li> <li>- Communications Charter and Work Plan</li> <li>- Real Estate Committee Charter</li> <li>- Finance and Audit Committee Charter</li> <li>- Executive Committee Charter</li> </ul>		
<p>5:30pm (2min)</p>	<p><b>Call to Order</b>  <b>Present: Kaileah, Tom, Chuck, Devyn, Tori, Julie</b>  <b>Virtually: Mike, Kay, Katie - Amy (non-voting)</b></p> <ul style="list-style-type: none"> <li>● Tom called the meeting to order at 5:35 PM</li> <li>● Tom called for approval of the agenda, Kaileah seconded. Full board approved.</li> <li>● Tom called for approval of the 12/7 minutes, Kaileah seconded. Chuck abstained as he did not see the virtual link. The remainder of the board voted to approve the 12/7 minutes.</li> </ul>	<p>Tom</p>
<p>5:38 pm</p>	<p><b>Public Testimony</b></p> <ul style="list-style-type: none"> <li>● There was no public testimony given.</li> </ul>	
<p>5:39pm (20min)</p>	<p>Timeline and Activities for CEO Search &amp; Hire</p> <ul style="list-style-type: none"> <li>● Kaileah provided an overview of the timeline and activities.</li> <li>● Alex expressed concerns about the public nature of meetings and candidates confidentiality.</li> <li>● Chuck expressed a desire to have more than one candidate be brought to the board. The rest of the board concurred. At minimum two candidates will be brought before the full board.</li> <li>● Kay, Katie, Tom and Julie expressed a desire to serve on the hiring committee.</li> </ul>	<p>Kaileah, Tom, Chuck</p>

6:02pm	<b>Secretary Nominations and Vote</b> <ul style="list-style-type: none"> <li>● Kaileah reviewed the role and responsibilities of the Secretary for SSHD.</li> <li>● Katie self-nominated, shared her qualifications including past experience as a secretary for a nonprofit and as a high school secretary.</li> <li>● Chuck called to approve, Kay seconded. All board were in favor.</li> </ul>	Kaileah
6:09pm*	<b>Communications Charter and Work Plan</b> <ul style="list-style-type: none"> <li>● Charter - Tom moved – Katie seconded. Unanimous approval.</li> <li>● Work Plan- Tom moved – Katie seconded. Unanimous approval.</li> </ul>	Devyn
6:10	<b>Communications Committee Update</b> <ul style="list-style-type: none"> <li>● The Committee has been working on ideas for more public education</li> <li>● The website is almost ready to launch</li> <li>● ACTION ITEM: Send a photo (board members) and any new changes to bio</li> </ul>	Devyn
6:12pm	<b>Real Estate Committee Charter</b> <ul style="list-style-type: none"> <li>● Julie reviewed the charter.</li> <li>● Katie moved to approve. Chuck seconded. Unanimous approval.</li> </ul>	Julie

6:15pm	<b>Real Estate Committee Update</b> <ul style="list-style-type: none"> <li>● The committee has been discussing providing educational updates – 1<sup>st</sup> one out by EOY. Test the format.</li> <li>● Chuck brought up the need to set up a system to respond to inquiries about properties.</li> <li>● Devyn will add Julie to the info@ address so she can responded.</li> <li>● Amy suggested a tracking system for these requests.</li> </ul>	Julie
6:20pm	<b>Finance and Audit Committee Charter</b> <ul style="list-style-type: none"> <li>● Chuck reviewed the charter</li> <li>● Katie moved to approve, Tori seconded. Unanimous approval.</li> </ul>	Chuck
6:22pm	<b>Finance and Audit Committee Update</b> <ul style="list-style-type: none"> <li>● We still do not have a sense of when contracts will be updated, there is a new person at the mayor's office.</li> <li>● We are hopeful that we will have a bank account tomorrow, but we have no money.</li> <li>● Bookkeeper is on board.</li> <li>● For board members who are eligible for a stipend we</li> </ul>	Chuck

	<p>will have a form for board members to fill it – it will be anonymous and confidential not subject to OPMA. Chuck is confirming the process.</p> <ul style="list-style-type: none"> <li>● It is based on the previous years income.</li> </ul>	
6:27pm	<p>Executive Committee Charter</p> <ul style="list-style-type: none"> <li>● Kaileah reviewed the charter.</li> <li>● Devyn moved to approve. Katie seconded. Unanimous approval.</li> </ul>	Kaileah, Tom, Chuck
6:28pm	<p>Executive Committee Update</p> <ul style="list-style-type: none"> <li>● Dawn stepped down as secretary due to professional obligations.</li> </ul>	Kaileah, Tom, Chuck
6:29pm	<p><b>Reminders &amp; Announcements</b></p> <ul style="list-style-type: none"> <li>● Amy’s contract has been extended through March.</li> <li>● Kay shared that Don is the new contact for the Renters Commission. Kay will go to their board meeting next week to advance the matter of replacing Ebo. Chuck thinks we should send a letter so we are on record as requesting an replacement. Kay will generate a letter.</li> </ul>	All
6:32pm	<b>Meeting adjourned</b>	Tom

**Kaileah Baldwin**  
2023-12-15 16:54:23

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Can vote to adjust budget at this time.