

Seattle Social Housing Developer

# June 2024 Board Meeting Agenda

(regular meetings 3rd Thursday every month)

<b>Date/Time: Thursday June 20th 2024, 5:30 - 7:30pm</b> <b>Meeting Location: Seattle City Hall, rm L280</b> Online option: <a href="https://seattle.webex.com/seattle/j.php?MTID=mbd809efc732765889405b07136c499c1">https://seattle.webex.com/seattle/j.php?MTID=mbd809efc732765889405b07136c499c1</a>		
Reference Materials for this meeting: <ul style="list-style-type: none"><li>- Today's Agenda</li><li>- May regular meeting minutes</li><li>- May 24th Special Meeting minutes</li><li>- June 10th Special Meeting minutes</li><li>- May Cash-Flow &amp; Financial Report</li></ul>		
5:30pm (2min)	<b>Call to Order</b> <b>Review &amp; Approve Agenda</b> <i>Items for Approval:</i> <ul style="list-style-type: none"><li>- Today's Agenda;</li><li>- May meeting minutes</li><li>- May 24th Special Meeting minutes</li><li>- June 10th Special Meeting minutes</li></ul>	Kaileah (Chair)
5:32 (5min)	<b>Check-in</b> <i>What new work are you looking forward to in this second year of SSHD's existence?</i>	Kaileah
5:37 (up to 30min*)	<b>Public Testimony</b>	
5:47* (5min)	<b>Finance Report</b> <ul style="list-style-type: none"><li>● Review of May 2024 Budget to Actuals</li></ul> <i>Items for Approval: Approve monthly financials</i>	Chuck (Treasurer)
6:02 (10min)	<b>Executive Committee Report</b> <ul style="list-style-type: none"><li>● 2 Board seats remain vacant</li><li>● We're approaching the end of our contract with WA Commerce</li><li>● Discussion of recording board meetings</li></ul> <i>Items for Approval:</i> <ul style="list-style-type: none"><li>- Ratify Exec Committee's decisions to engage Foster Garvey for legal support and guidance for quasi-municipal status.</li><li>- Ratify Exec Committee's decision to re-engage Amy Besunder for consulting services through September.</li></ul>	Tom

6:12 (10min)	<b>Communications Committee Report</b> <ul style="list-style-type: none"> <li>Have hired Shannon Yoder to consult on web development.</li> </ul> <i>Items for Approval:</i> Authorize Communications Committee to select logo and branding from designs pitched by web development consultant, Shannon Yoder.	Devyn (Comms Committee Chair)
6:22 (3min)	<b>Real Estate Committee Report</b> <ul style="list-style-type: none"> <li>Committee meetings have been paused.</li> </ul>	Michael (RE Committee Chair)
6:25 (10min)	<b>Discussion on Recording Meetings</b> <i>Items for Approval:</i> Record meetings and store recordings publicly.	Katie
6:35	- 10min break -	
6:45 (15min)	<b>CEO Hiring Process</b> <i>Items for Approval:</i> Employment Letter with start date and agreed upon salary.	Linny Simkin
7:00 (15min)	<b>Officer Elections</b> <ul style="list-style-type: none"> <li> <i>Items for Approval:</i> Voting for Officers (voting by roll call vote where multiple people are running; by yay/nay vote for uncontested positions) <ul style="list-style-type: none"> <li>Chair</li> <li>Vice Chair</li> <li>Treasurer</li> </ul> </li> </ul>	Katie
7:15 (5min)	<b>Reminders &amp; Announcements</b>	Kaileah, All
7:20pm	<b>Adjourn</b>	Kaileah

**Attendance:**

1. Kalieah B
2. Alex L
3. Wylie D
4. Kay Z
5. Tom B
6. Devyn F
7. Tori NF
8. Julie H

9. Chuck D
10. Katie L

**Absent:**

1. Mike E

**Board Guest/ Public Guest:**

1. Judie Messier
2. Amy Besunder
3. Linny
4. Barnaby
5. Naishin S
6. Sarah

**Call to Order**

**Review & Approve Agenda**

*Items for Approval:*

- Called to order @ 5:35PM by Kaileah
- Today's Agenda; Tori moves to approve, Wylie 2nds - everyone in person and online agreed approved at 5:40pm
- May meeting minutes; Motioned to Approve by Tom, Tori Second, everyone approved all meeting minutes @ 5:49pm
- May 24th Special Meeting minutes
- June 10th Special Meeting minutes

**Check-in**

*What new work are you looking forward to in this second year of SSHD's existence?*

- Tom really looking forward to working with the communication committee
- Wylie to see our new website and working with the CEO
- Tori i am excited to work with the CEO
- Kaileah onboarding the CEO
- Devyn excited to work with the CEO and the

website getting a move on it.

- Chuck getting our compliance programs getting up and running
- Amy I'm excited to work with the comms committee and executive committee
- Kay I am excited to get a full board
- Alex I'm really excited about our selection of the CEO
- Julie I am super excited about our CEO

#### **Public Testimony**

- **No public testimony**

#### **Finance Report**

● Review of May 2024 Budget to Actuals  
*Items for Approval:* Approve monthly financials

- Our financials through May 31, June 30th our contract with the city ends, we made some contract payments,
- Chuck Moves to approve both documents, Tom seconds - approved unanimously at 5:53pm
- Kaileah asked if we got our payment from the state

#### **Executive Committee Report**

- 2 Board seats remain vacant
- We're approaching the end of our contract with WA Commerce
- Discussion of recording board meetings

*Items for Approval:*

- Ratify Exec Committee's decisions to engage Foster Garvey for legal support and guidance for quasi-municipal status.- Katie Motions to Move , Tori seconds - Approved Unanimously @ 6pm

Ratify Exec Committee's decision to re-engage Amy Besunder for consulting services through September. - Kay Motions to approve - Wylie seconds - Unanimously approved @ 6:01pm

- Chuck asked Kay do we have any updates from the Renters Commission, Kay will go to the meeting next month, they haven't been able to have quorum without the city council appointing new members
- No update on the other set
- Put on the next executive committee meeting bring it up.

#### **Communications Committee Report**

- Have hired Shannon Yoder to consult on web development.

*Items for Approval:* Authorize Communications Committee to select logo and branding from designs pitched by web development consultant, Shannon Yoder.

- Shannon is really excited to work with us, there are a couple different designs for us
- Chuck is not in favor of the logo and branding for website to be picked by the committee
- Katie Motions, Tori seconds, Chuck opposes, passed by majority. @ 6:20pm

### **Real Estate Committee Report**

- Committee meetings have been paused.

### **Discussion on Recording Meetings**

*Items for Approval:* Record meetings and store recordings publicly.

- This will help the secretary a whole lot to make sure I am accurate and we are a public entity so it will help us with transparency and make the secretary job more manageable
- Wylie I am for this, this will cost us and getting our own cloud devices, will need to do more research
- Tom we are now to the point where we have a solid board and we about to have a CEO
- Devyn I'm hesitant from an emotion stand point, is it possible for it to be recorded just audio
- Kaileah I don't think we are at the point where we need to do this, trying to make sure our meetings are accessible
- Kay having stuff recorded helps folks who have disabilities
- Chuck we need to do some research about it, we need to grow up as an organization
- More research needs to be done.
- Tom makes a motion for Wylie to do research on recording meetings
- Tabled this discussion until more research is done

- 10min break -  
ended @ 6:45Pm

### **CEO Hiring Process**

*Items for Approval:* Employment Letter with start date

and agreed upon salary.

- Kaileah has sent it to candidate A and they are ready to sign the letter. The number is 210 thousand a year, benefits are 35% of what they get paid and get 25 days paid vacation in addition to holidays per Wylie's question.
- Tom Motions to Approve, Tori seconds, unanimously approved at 6:49pm
- Kaileah will send a signed offer letter to candidate A, to receive their signature

### **Officer Elections**

●  
*Items for Approval:* Voting for Officers (voting by roll call vote where multiple people are running; by yay/nay vote for uncontested positions)

- Chair
  - Kaileah B - Candidate A
  - Wylie D - Candidate B
  - 
  - 1.)Alex L - A
  - 2.)Tori NF - A
  - 3.)Tom B - B
  - 4.)Chuck D - B
  - 5.)Kay Z - A
  - 6.)Julie - A
  - 7.)Devyn F - A
  - 8.)Katie L - B
  - 9.)Kaileah B - Abstain
  - 10.)Wylie D - Abstain
  - 5 - 3 Kaileah New Chair
- Vice Chair
  - Tori NF - Unanimously Approved
- Treasurer
  - Chuck D - Unanimously approved

### **Reminders & Announcements**

**Adjourn Closed @ 7:06pm**