

Seattle Social Housing Developer

August 2024 Board Meeting

Agenda

(regular meetings 3rd Thursday every month)

Date/Time: Thursday August 15th, 2024 5:30 - 7:30pm Meeting Location: Seattle City Hall, rm L280 <i>Please wear a mask.</i> Online option: https://seattle.webex.com/seattle/j.php?MTID=mbd809efc732765889405b07136c499c1		
Reference Materials for this meeting: <ul style="list-style-type: none">- Today's Agenda- July meeting minutes- Prior month Cash-Flow & Financial Report- SSHD Talking Points (final draft)- Onboarding Plan (final draft)- Key Contacts List (to be included in Onboarding Documents)- Community Org Appointing Body Selection Process (final draft)		
5:30pm (5min)	Call to Order Review & Approve Agenda <i>Items for Approval:</i> Today's Agenda; July Meeting Minutes	Kaileah (Chair)
5:35 (up to 30min*)	Public Testimony	
5:45* (10min)	Finance & Audit Report <i>Items for Approval:</i> Approve monthly financials	Chuck (Treasurer)
5:55 (10min)	Executive Committee Report <ul style="list-style-type: none">• Roberto's first few weeks: part-time Aug 12th through August, shifting to full-time September 2nd; focus on learning our Board and lay of the land• Continued uncertainty about ongoing funding with delay of I-137 going to ballot• Working with CPA contractors on payroll set-up• Working to pursue benefits broker• Developing a training plan for Roberto, Officers, and board for compliance and	

	<p>leadership</p> <ul style="list-style-type: none"> Plan to pursue contract extension with Amy for Strategic Planning Retreat and Fund Development support 	
6:05 (15min)	<p>Communications Committee Report</p> <ul style="list-style-type: none"> Status of SSHD website; decide on launch date <p><i>Items for Approval: Talking Points</i></p>	
6:20 (10min)	<p>Community Organization Selection Process</p> <p><i>Items for Approval:</i></p> <ul style="list-style-type: none"> Adopt Community Org Selection Process Form Community Org Selection Ad Hoc Committee: Kay, Alex, Mike?, Devyn? 	
6:30	- 10min break -	
6:40 (25min)	<p>CEO Onboarding Document</p> <ul style="list-style-type: none"> Review final draft of CEO Onboarding Plan Proposed Key Contacts list; <i>anyone to add?</i> <p><i>Items for Approval: CEO Onboarding Document</i></p>	
7:05 (15min)	<p>Officer Elections</p> <ul style="list-style-type: none"> Vice Chair candidates: Tom Barnard 	
7:20 (10min)	Reminders & Announcements	Kaileah, All
7:30pm	Adjourn	Kaileah

Attendance:

- 1.) Katie L. (Board Secretary)
- 2.) Julie H. (Board Member)
- 3.) Roberto Jimenez (Board CEO)
- 4.) Kialeah B. (Board Chair)
- 5.) Devyn F. (Board Member)
- 6.) Tom B. (Board Member)
- 7.) Chuck D. (Board Chair)
- 8.) Wylie D. (Board Member)
- 9.) Micheal E. (Board Members)

Absent:

- 1.) Alex Lew
- 2.) Kay Zimmerman
- 3.) Tori Nakamatsu-Figaroa

Board/Public Guest:

- 1.) Judy Messier (
- 2.) Lilly Hayward (Public Guest)
- 3.) Amy Besunder (Board Consultant)
- 4.) Ben Ferlo (Public Guest)

<p>5:30pm (5min)</p>	<p>Call to Order Review & Approve Agenda <i>Items for Approval:</i> Today's Agenda; July Meeting Minutes</p> <ol style="list-style-type: none"> 1.) Devyn Motions to approve amended agenda tom seconds unanimously approved at 5:40pm 2.) July meeting minutes motioned to be approved by tom devyn seconds. 	<p>Kaileah (Chair)</p>
<p>5:35 (up to 30min*)</p>	<p>Public Testimony</p> <ol style="list-style-type: none"> 1.) None 	
<p>5:45* (10min)</p>	<p>Finance & Audit Report <i>Items for Approval:</i> Approve monthly financials</p> <ol style="list-style-type: none"> 1.) These are the financials to july 30th and we have net expense of \$396 chuck motions to approve them Tom seconds approved at 5:44pm unanimously 2.) Chuck motions to approve the transaction report tom seconds unanimously approved 	<p>Chuck (Treasurer)</p>

<p>5:55 (10min)</p>	<p>Executive Committee Report</p> <ul style="list-style-type: none"> ● Roberto’s first few weeks: part-time Aug 12th through August, shifting to full-time September 2nd; focus on learning our Board and lay of the land ● Continued uncertainty about ongoing funding with delay of I-137 going to ballot ● Working with CPA contractors on payroll set-up ● Working to pursue benefits broker ● Developing a training plan for Roberto, Officers, and board for compliance and leadership ● Plan to pursue contract extension with Amy for Strategic Planning Retreat and Fund Development support <ol style="list-style-type: none"> 1.) Roberto says hi and he is excited to see everyone in person... 2.) Kalieah is excited to hear that Roberto is getting positive feedback about becoming the CEO. We will talk about the key contact list later on in the meeting. We just really need to talk about those plans for finding funding, we need to start researching ways to pursue funding, I will reach out to a benefits broker to get Roberto and our future employees some options. 3.) Wylie i don't think anyone knows what the quote on quote alternatives “i was just agreeing with you Kaileah 4.) I'm also looking for getting in contact with a grant writer to get some grant funding, 	
<p>6:05 (15min)</p>	<p>Communications Committee Report</p> <ul style="list-style-type: none"> ● Status of SSHD website; decide on launch date <p><i>Items for Approval: Talking Points</i></p> <ol style="list-style-type: none"> 1.) Our website is pretty much done. There are some minor things we have to update that we can go back to update them, but we were wondering when the board would want to go live with the website. We need to finalize the privacy page and the faq page so we can't go live until then. I 	

	<p>think we should get a number as soon as possible for SEO purposes.</p> <ol style="list-style-type: none"> 2.) We did get the latest version i am interested in having the executive committee approving that 3.) When you think that shannons work is done just send me a heads up 4.) I will email you when I can make sure we can log into our accounts so that Chuck can approve that shannons work is done. 5.) I did try to get intouch with people about recording meetings I have not been able to take care of that yet. 6.) So should we wait to go to much time to figure out how to do that. 7.) PRAs is the public records act that portion of the website is for you to make a request for documents that are open to the public. 8.) I propose august 26th as the Launch date _ Kaileah 9.) Wylie thinks september 2nd for launch date approved at 6:10pm unanimously 	
<p>6:20 (10min)</p>	<p>Community Organization Selection Process <i>Items for Approval:</i></p> <ul style="list-style-type: none"> - Adopt Community Org Selection Process - Form Community Org Selection Ad Hoc Committee: Kay, Alex, Mike?, Devyn? <ol style="list-style-type: none"> 1.) We are trying to find a process of trying to find a community organization to represent that seat. - Kaileah 2.) Tom - I think we should give it to an organization versus an individual person so that way it aligns with our charter. 3.) Chuck motions to adopt the proposal with an amendment to edit to provide for individuals as opposed to solely organizations julie seconds unanimously approved @ 6:33pm 4.) Chuck and amy would you being will to take it back and amend it. 5.) Tom Abstained 	
<p>6:30</p>	<p>- 10min break - <i>Seattle Social Housing developer went into a 10</i></p>	

	<i>minute Break @ 6:35pm and will Return @ 6:45pm</i>	
6:40 (25min)	<p>CEO Onboarding Document</p> <ul style="list-style-type: none"> • Review final draft of CEO Onboarding Plan • Proposed Key Contacts list; anyone to add? <p><i>Items for Approval:</i> CEO Onboarding Document</p> <ol style="list-style-type: none"> 1.) Hopefully with in his first 30 days with us he will have gotten 50% way thru the key contact list, and at least get connected with foster Gorvy 2.) In that second month he will learn to 90% of that key holder list, i will want Roberto to create a list of what he has seen so far. 3.) Tom - is it possible that ends in 2027 by november of this year 4.) We need a plan for 2025 but we want something that has room to grow beyond 2025 5.) I think its viable we have to have clear metrics to what we are doing, february can be a check in point, we can set up a calendar to have check ins of progress, but it does seem achievable 6.) I imagine we will develop several different plans will be pan a plan b plan c we will create a very good strategic plan thru 2027 that has multiple options and just having this in place will be helpful in the long run 7.) Chuck motions to approve, Devyn Seconds approved @ 7:06pm unanimously 8.) Chuck said I would rather have folks send in the names via email versus in open session. 9.) Mike - I was at the i-137 luncheon last weekend, I talked with Frank Chopp last weekend and he was excited to talk to Roberto. 10.) Kaileah will make it accessible for folks to add in names 	
7:05 (15min)	<p>Officer Elections</p> <ul style="list-style-type: none"> • Vice Chair candidates: Tom Barnard <ol style="list-style-type: none"> 1.) Tori stepped down from the vice chair roll 	

	<p>for personal reasons</p> <p>2.) Kaileah opens the floor to anyone else.</p> <p>3.) Toms Statement</p> <p>4.) Kaileah is doing a yes, no or Abstain vote for the purpose of voting for a vice Chair for a term of 1 year from August 15th 2024 Approved by Board @ 7:19pm</p> <p>5.) Tom Abstains</p>	
7:20 (10min)	<p>Reminders & Announcements</p> <p>1.) SRC reached asking us about having someone attend one of there meetings</p>	Kaileah, All
7:30pm	<p>Adjourn</p> <p>Meeting adjourn at 7:25pm</p>	Kaileah