



*Highlands Council fosters a vibrant and caring community  
committed to service, diversity, stewardship, and well-being.*

## Board of Trustees Meeting Minutes

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**Meeting Date:** April 5, 2022

**Meeting Time:** 12:00 – 1:00 PM

**Meeting Location:** Blakely Hall/Video Conference

**Board Members in Attendance:**

Kimberly Kapustein, President, Homeowner  
David Ngai, Treasurer, Homeowner  
Anna Preyapongpisan, Secretary, Multi-family  
Phil Nored, Multi-family  
Lisa Soboslai, Resident  
Zach Hall, Resident  
Larry Norton, President Emeritus

**HC Staff Members in Attendance:**

Michele McFarland, Controller  
Lindsey Pinkston, Acting Director, Community  
Program Manager

**Guests in Attendance:**

Jeremy Fallt, HFN General Manager

**Meeting Minutes Taken By:** Anna Preyapongpisan

**Call to Order:**

Who: Kimberly Kapustein  
Time: 12:08 pm

**Approval of Consent Agenda:**

- Meeting Minutes
- Financials

Motion to approve – Phil Nored                      2<sup>nd</sup> – Lisa Soboslai

**Stakeholder Reports:**

**HFN** – Jeremy shared HFN financials and update. Nearing completion of build out of Westridge. Pivoting to more in-home troubleshooting by Isomedia, away from construction team.

**Discovery Apartments** – Phil shared that occupancy is high and staffing is stable.

**YWCA Family Village** – Anna shared that a new manager, Ziada, has been hired on as Housing Services Manager for Family Village.

**Committee Reports:**

**Finance** – Michele shared that we are migrating to online Quickbooks and currently working on resolving an issue with budget migration, documents submitted for insurance renewal for June 1, tax return filed

### Staff Reports:

**Staff update** – Lindsey shared that Carol joined the team as admin specialist, currently interviewing for media editor position, hope to fill in next couple weeks, new hire for website maintenance

**Facility update** – Lindsey reported that rentals are going strong, looking to repaint interior of Blakely Hall – getting three quotes, looking to replace fluorescent fixtures to LED – indoor and outdoor – will obtain quotes, looking to add electric door for accessibility purposes –on radar, looking at cost, grant opportunities, researching A/C options. Please refer to consent calendar below.

**Program update** – Lindsey shared a program update:

- 5 summer Eco-Markets set
- 5 Global Grub and Grooves being planned
- June Pride month – working with City of Issaquah
- Highlands Youth Board applications are being collected
- Community groups – poker night, ADHD caregiver support, pickleball
- Community survey open now – all four orgs combined into one survey, just over 100 responses, open all month.

### Old Business:

**Branding MOU Update** – Kimberly shared that the legal team is working on it and hoping to complete by next month.

**Board Development** – All board members should have received survey on committees/assignments.

**Meeting Cadence** – Will continue with every other month.

### Consent Calendar:

1. **Resolution: Approve painting of Blakely Hall not to exceed \$33,000.** Motion to approve: Zach Hall. 2<sup>nd</sup>: Anna Preyapongpisan, Kimberly Kapustein – approve, Phil Nored – approve, David Ngai – approve, Lisa Soboslai - approve. Motion carried.

Board meeting adjourned at: 1:10 PM

Respectfully Submitted:                      Date: June 1, 2022  
Anna Preyapongpisan  
Secretary – Highlands Council Board of Trustees