



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

Board of Trustees Meeting Minutes

Meeting Date: June 7, 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: 12:04 pm

Approval of Consent Agenda:

- Meeting Minutes
- Financials

Motion to approve – Zach Hall 2nd – David Ngai

Committee Reports:

Finance – Michele shared that the budgeting is in process – finance committee agreed to budget adoption via consent to action after addressing staffing needs.

New Business:**Annual Business**

- Elect board member for second term (Phil Nored). See consent calendar below.
- Elect Officers for next two year term – Kimberly, David, Anna, Zach. See consent calendar below.
- Conflict of interest policy – need signatures
- Whistleblower policy – need signatures

Board Recruitment

- Five open board positions
- Establish board development ad hoc committee to outline process and get board back up to full membership. Motion to establish ad hoc committee for board development – Larry, Lisa, Zach, Lindsey. See consent calendar below.

Executive Director

- Establish ad hoc committee for Executive Director selection – volunteers: Phil, Kimberly, Michele, Katie, Zach. See consent calendar below.

Old Business:

Branding MOU Update – Lindsey provided a summary of the Joint meeting of boards regarding MOU to review draft framework.

Consent Calendar:

1. **Resolution: Elect Phil Nored as trustee on the Highlands Council Board of Trustees for a second term.** Motion to approve: Zach Hall. 2nd: Lisa Soboslai. Motion carried.
2. **Resolution: Elect current officers for next two year term – Kimberly Kapustein, President; Zach Hall, Vice President; David Ngai, Treasurer; Anna Preyapongpisan, Secretary.** Motion to approve: Lisa Soboslai. 2nd: Phil Nored. Motion carried.
3. **Resolution: Establish ad hoc committee comprised of Larry Norton, Lisa Soboslai, Zach Hall, and Lindsey Pinkston to focus on board development.** Motion to approve: David Ngai. 2nd: Anna Preyapongpisan. Motion carried.
4. **Resolution: Establish ad hoc committee for Executive Director selection comprised of Phil Norton, Kimberly Kapustein, Michele McFarland, Katie Cannon, Zach Hall.** Motion to approve: Phil Nored. 2nd: Zach Hall. Motion carried.

Board meeting adjourned at: 1:10 PM

Respectfully Submitted: Date: July 27, 2022
Anna Preyapongpisan
Secretary – Highlands Council Board of Trustees