



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

Board of Trustees Meeting Minutes

Meeting Date: October 3, 2022

Meeting Time: 5:00 – 6:30 PM

Meeting Location: HomeStreet Bank

Board Members in Attendance:

Kimberly Kapustein, President
Zach Hall, Vice President
David Ngai, Treasurer
Anna Preyapongpisan, Secretary
Ben Armlin
Phil Nored
Larry Norton, President Emeritus*
Ami Desai Mehta, Secretary Emeritus*

HC Staff Members in Attendance:

Lindsey Pinkston, Executive Director
Michele McFarland, Controller
Jim Hala, Facility Manager*

Guests in Attendance:

Kashif Zahoor, Trustee elect
Alisa Taggert, Trustee elect*
Jeremy Fallt, HFN General Manager
Collin Yuen & Vernika Jain – Presidents, HY Board
Erika Boyd, Legislative Assistant for Lisa Callan*

*Attended virtually

Meeting Minutes Taken By: Anna Preyapongpisan

Call to Order:

Who: Kimberly Kapustein
Time: 5:06 PM

Approval of Consent Agenda:

- Meeting Minutes – August 2, 2022
- Financials – August 2022

Motion to approve – Phil Nored; 2nd – Zach Hall

Trustee Appointment:

- Board Development Committee recommends Kashif Zahoor and Alisa Taggert join as trustees. See consent calendar below.

Committee Reports:

- **Finance** – Michele shared that community enhancement fee for resales are a little lower than anticipated, expenses also lower, September on budget. Painting finishing up in September. Reserve study coming up end of 2022 – working on scheduling. Wells Fargo – not responding on check signing requests, trying to transfer operating accounts to HomeStreet Bank.
- **Board Development** – Lindsey shared that the committee is meeting regularly, working on orientation program for all board members in November and new members going forward. Discussed and settled on the afternoon of Thursday, November 11th for Board Orientation.

Open Business:

- **Branding MOU Update** – Lindsey shared that the rebranding efforts are going well and should be more visible soon. Legal version of MOU is under review, then will go to all boards for signature, hopefully by end of the month.
- **Capital Expenditures for Blakely Hall**
 - Jim provided an overview of the current HVAC system at Blakely Hall and recommendations to replace the four 17 year old furnaces and addition of an air conditioning system. Discussion regarding on whether to replace with a heat pump system. Will request an estimate for heat pump from Evergreen.
 - Jim also provided considerations for a generator for Blakely Hall. Discussed establishing committee to work with City's emergency management plan and provide recommendations for generators.
- **IH Community Fund** – Lindsey and Kimberly shared two options for the future of the IH Community Fund: 1. Table it for now and keep government status, allocating 2% of Michele's time to keep it going 2. Try to get more funding and in order to do so, we would need to develop more of a mission/vision/plan and hire someone to drive this process. Board consensus to put on hold until September 2023. See consent calendar below.

New Business:

- **Umpqua Bank Resolution** – Check signing authority for Michele and Lindsey for Umpqua Bank. See consent calendar below.

Stakeholder Updates:

- **Highlands Youth Board** – HY Board presidents, Colin and Vernika shared updates from HY, including a recent retreat for whole board facilitated by Jerry Blackburn where they created new vision statement. They also shared upcoming events for the remainder of 2022.

Consent Calendar:

1. **Resolution: Elect Kashif Zahoor and Alisa Taggart as trustees Highlands Council Board of Trustees.** Motion to approve: Ben Armlin. 2nd: David Ngan. Motion carried.
2. **Resolution: Place the Issaquah Highlands Community Fund work on hold, to be revisited in September 2023.** Motion to approve: Phil Nored. 2nd: David Ngai. Motion carried.
3. **Resolution: Assign Lindsey Pinkston and Michele McFarland check signing authority for Umpqua Bank account.** Motion to approve: Kashif Zahoor. 2nd: Zach Hall. Motion carried.

Board meeting adjourned at: 6:31 PM

Respectfully Submitted: Date: November 16, 2022
Anna Preyapongpisan
Secretary – Highlands Council Board of Trustees