



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

Board of Trustees Meeting Minutes

Meeting Date: December 1, 2022

Meeting Time: 12:00 – 1:30 PM

Meeting Location: Blakeley Hall

Board Members in Attendance:

Kimberly Kapustein, President
Zach Hall, Vice President
David Ngai, Treasurer
Anna Preyapongpisan, Secretary*
Ben Armlin
Phil Nored
Kashif Zahoor
Alisa Taggert*

HC Staff Members in Attendance:

Lindsey Pinkston, Executive Director
Michele McFarland, Controller

Guests in Attendance:

Jeremy Fallt, HFN General Manager
Rossie Cruz, IHCA Board of Directors President*

*Attended virtually

Meeting Minutes Taken By: Anna Preyapongpisan

Call to Order:

Who: Kimberly Kapustein
Time: 12:07 PM

Meeting Efficiency:

- Discussed role of agenda monitor and assigned role to Kashif for this meeting.

Approval of Consent Agenda: Skipping consent to agenda, will vote for approval at next meeting in February 2023.

Trustee Appointment:

- Board Development Committee recommends Albert Wang join as trustee. See consent calendar below.

New Business:

- Volunteer of the Year – Ethan Hunter from Highlands Youth Board – to be announced on Friday, December 9th

- **Updated annual review process** – Lindsey and Lisa discussed ways to improve the annual review process, historically done in January with increase effective 2/1. Looking at changing annual review period to May, with increases effective 7/1 to align goal setting with fiscal year. Also discussed developing more measurable goals that support employee growth including goals in three main areas: company (board-initialed), team goal, personal development goal. Review process will include 360 degree feedback for each staff member. Lisa Soboslai will chair committee for Lindsey's ED review. To ease into this new process, 2023 will be a transition year – partial increase in February, eligible for partial increase in July, then following year increase in July.
- **Connections update** – Lindsey shared that we will be sticking with quarterly connections for the immediate future due to staff capacity. Not enough volunteers to write throughout the year, so quarterly schedule gives staff time to develop stories. Also looking into other printing options.

Moved to executive session: 12:37 PM

Returned from executive session: 1:14 PM

Committee Reports:

- **Finance Committee**
 - Health Insurance - 8% increase for health insurance, fits within budgeted amount
 - Banking update – switching over from Wells Fargo to HomeStreet – slowly phasing out.
- **Board Development Committee** – Committee has finished ad hoc session and will reconvene as needed.
- **Branding Committee** – No update on MOU, waiting to hear back from legal

Open Business:

- **Air conditioning** – deposit made, waiting on scheduling, expecting 2 weeks in March
- **25th Anniversary Team** – planning will begin soon, will look to more sponsorships

Stakeholder Updates:

- **City of Issaquah** – Zach shared that City is winding down the biennial budget process, which includes investment in parks, public safety, housing, traffic infrastructure.
- **IHCA** – Rossie shared that there were many trees down at last wind storm and HC & IHCA partnered in new holiday kiosks
- **HFN** – Jeremy shared that HFN is planning for next speed tier, offering multi-gig service plans.

Consent Calendar:

1. **Resolution: Elect Albert Wang as trustee to Highlands Council Board of Trustees.** Motion to approve: Kashif Zahoor. 2nd: Ben Armlin. Motion carried.

Board meeting adjourned at: 1:32 PM

Respectfully Submitted:

Date: January 24, 2023

Anna Preyapongpisan

Secretary – Highlands Council Board of Trustees