



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

Board of Trustees Meeting Minutes

Meeting Date: April 6, 2023

Meeting Time: 12:00 – 1:30 PM

Meeting Location: Blakely Hall

Board Members in Attendance:

Kimberly Kapustein, President
David Ngai, Treasurer
Ben Armlin
Phil Nored
Lisa Soboslai
Albert Wang
Kashif Zahoor
Alisa Taggart*
Ami Desai Mehta, Secretary Emeritus
Larry Norton, President Emeritus

HC Staff Members in Attendance:

Lindsey Pinkston, Executive Director
Michele McFarland, Controller

Guests in Attendance:

Jeremy Fallt, HFN General Manager

*Attended virtually

Meeting Minutes Taken By: Michele McFarland

Call to Order:

Who: Kimberly Kapustein
Time: 12:03 PM

Approval of Consent Agenda:

- Meeting Minutes with edits 02/06/23
 - Correct spelling of Alisa's last name under members in attendance
 - Correct spelling of IHCA under open business

Motion to approve – Kashif Zahoor; 2nd – Ben Armlin; Approved.

Management Report:

- Staff updates – Katie's last day was 3/31. Cece's last day is 4/6. Due to staff shortages programming will be adjusted.
- Two contractors have been engaged to complete the layout of Connections for July and to complete graphic design projects. No plans to hire a new employee at this time to fill these roles.

- Funding approved for 3 Issaquah Arts Commission grants.
- Funding received from Issaquah Lodging Tax Advisory Committee for two projects. Marketing strategy will be updated to draw participants from greater communities.
- Three programs are finalists for Neighborhoods USA. Lindsey will be presenting in El Paso, TX in May.
- Community Garden: Vista is full, Sunset has a few spots left and the new Westridge garden, opening in the next two weeks is in process of renting plots.

New Business:

- **Board elections in June:** David Ngai has served 6 consecutive years. Thank you! Zach Hall is up for re-election for second term, but will give up VP role.
 - Need to elect new VP and Treasurer (Kashif and Phil, respectively?)
- **Discussion regarding Board recruitment to fill open spots:** There will be a recruitment campaign for all four boards soon.
- **Meeting schedule for remainder of 2023:**
 - Tuesday, June 6, Noon-1:30 pm
 - Tuesday, August 8, Noon-1:30 pm
 - Monday, October 2, 5-6:30 pm
 - Tuesday, December 5, Noon-1:30 pm

Committee Reports:

- **Finance Committee:** David shared a new spreadsheet that summarizes the actual vs budget report. Discussion regarding upcoming budget for 23-24, raising Blakely Hall rates and staffing going forward.
- **Executive Director Review/Compensation Committee:** Will be meeting in the next couple of weeks and will have a review process in place by the end of the month for evaluations to take place in May before final budget. Discussion regarding employee retention : engagement survey, PTO, etc.

Stakeholder Updates:

- **Grand Ridge Plaza:** Alisa shared that Big Fish's lease expires in November but they have closed effective immediately. Discussions are in process for an Indian restaurant to take the space. Regal discussions are still ongoing, and there are still no plans for Regal shutting down. Grand Ridge Plaza is partnering with HC and IHCA on a 25th Anniversary campaign centered on fitness, including a 25,000 step challenge, fitness classes and prizes featuring GRP businesses. Crumbl is experiencing permitting issues and is now expected to hopefully open in May.
- **Multi-Family:** Phil shared that the Discovery properties are 97% occupied and that delinquencies are down. Crime is mostly teen groups, drugs and transient related, but Issaquah police response has been good.

Open Business

- **Branding MOU:** MOU has been reviewed by IHCA legal team. There will be clarifying language added and a clause regarding mediation added for disputes. It is expected to be signed in the IHCA May meeting.
- **Air conditioning:** Installation is complete with the exception of a few minor items – concrete, thermostats and fence.

- **25th Anniversary:** Will have to cut back due to losing staff. Ongoing monthly activities, ribbon cutting/ceremony for 25th anniversary mural, small scale block party in August. Lindsey and Alisa to meet to discuss GRP sponsorship.

Board meeting adjourned at: 1:17 pm

Respectfully Submitted: Date: April 7, 2023
Michele McFarland
Highlands Council