



*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:** June 6, 2023

**Meeting Time:** 12:00 – 1:30 PM

**Meeting Location:** Blakely Hall

**Board Members in Attendance:**

Kimberly Kapustein, President  
Zach Hall, Vice President  
David Ngai, Treasurer  
Anna Preyapongpisan, Secretary  
Ben Armlin  
Phil Nored  
Lisa Soboslai  
Albert Wang  
Kashif Zahoor  
Alisa Taggart\*  
Ami Desai Mehta, Secretary Emeritus

**HC Staff Members in Attendance:**

Lindsey Pinkston, Executive Director  
Michele McFarland, Controller

**Guests in Attendance:**

Jeremy Fallt, HFN General Manager  
Sarah Hoey, IHCA Executive Director

\*Attended virtually

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**Meeting Minutes Taken By:** Anna Preyapongpisan

**Call to Order:**

Who: Kimberly Kapustein  
Time: 12:02 PM

**Approval of Consent Agenda:**

- Meeting Minutes 4/6/23

Motion to approve – Kashif Zahoor; 2<sup>nd</sup> – Zach Hall. Motion carried.

**Conflict of Interest Discussion:** *Trustees involved with a potential conflict of interest asked to recuse themselves from the discussion/vote by leaving the room.*

- Ben excused from meeting – Highlands Council paid the Issaquah Ice Cream Trike, owned by Ben, for HY Egg Hunt event in April. Ben disclosed on conflict of interest form. No objections from Board.

- Kimberly excused from meeting – Board discussed Kimberly serving as President of Issaquah Highlands Community Fund (IHCF) board and President of Highlands Council as potential conflict of interest. See consent calendar below.

**Board Elections:**

- Appoint Phil Nored as Treasurer – motion
- Appoint Kashif Zahoor as Vice President
- Appoint Zach Hall to second term as Trustee
- Emeritus Trustees – Ami Desai Mehta (additional term)

See consent calendar below.

**Committee Reports:**

- Finance Committee – David and Michele shared update from Finance Committee.

**Fiscal Year Budget:**

- Michelle shared the proposed budget for 2023 – 2024. See consent calendar below.

**Management Report:**

Lindsey shared that

- Issaquah Highlands earned several awards from Neighborhoods, USA (NUSA) conference in May.
- Planning to hire PT program assistant to potentially lead to a program coordinator position.
- Juneteenth holiday – amendment to handbook to include Juneteenth as a paid holiday. See consent calendar below.

**Open Business:**

- **Branding MOU/Rebranding Update:** Lindsey shared that the MOU has been returned from legal and is in signature process
- **Air Conditioning** – New system working great, staff love it!
- **25<sup>th</sup> Anniversary** – mural project on stairs behind Dick's is under way, ribbon cutting on 8/26, movie night in the park
- **Investment Strategy** – Michele shared an update on the investment strategy.

**New Business**

- **Crime and Safety** – Board discussed neighborhood safety and recent reports of home burglaries.

**Partner Organization Updates:**

- **IHCA** – Sarah shared about the upcoming annual meeting at Blakely Hall on 26<sup>th</sup>, Rossie Cruz did not re-run for board, Katia running for city council, formation of playground committee, moving to new software in next few months, board approved temporary AC units, must be removed by October.
- **HFN** – Jeremy shared that HFN has adopted plan to overhaul network over the next 3-4 years – replacing electronics in home and data center, lowering energy consumption, will be able to offer 10 gig, then 25-50 gig in the future.

**Consent Calendar:**

- 1. Resolution:** If a trustee is elected officer of two Issaquah Highlands organizations, they may transition out of an officer of one organization with transition period of 120 days and may remain as a trustee on both boards. Motion to approve– Kashif; 2<sup>nd</sup> – Phil. Vote: 3 approve, 3 oppose, 2 abstain. Motion does not pass.
- 2. Resolution:** Appoint Phil Nored as Treasurer, appoint Kashif Zahoor as Vice President, appoint Zach Hall to second term as Trustee, appoint Ami Desai Mehta as Emeritus Trustee. Motion to approve – David; 2<sup>nd</sup> – Anna. Motion carried.
- 3. Resolution:** Approve 2023-2024 Fiscal Year Budget. Motion to approve – Phil; 2<sup>nd</sup> – David. Motion carries.
- 4. Resolution:** Amend the employee handbook to include Juneteenth as a paid holiday. Motion to approve – Kashif; 2<sup>nd</sup> – Ben. Motion carries.

Board meeting adjourned at: 1:50 pm

Respectfully Submitted:                      Date: July 18, 2023  
Anna Preyapongpisan  
Secretary – Highlands Council Board of Trustees