



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

Board of Trustees Meeting Minutes

Meeting Date: October 2, 2023

Meeting Time: 5:00 – 6:30 PM

Meeting Location: Blakely Hall

Board Members in Attendance:

Kashif Zahoor, Vice President
Anna Preyapongpisan, Secretary
Phil Nored, Treasurer
Ben Armlin
Lisa Soboslai
Albert Wang*

HC Staff Members in Attendance:

Lindsey Pinkston, Executive Director
Michele McFarland, Controller

Guests in Attendance:

Jeremy Fallt, HFN General Manager
Arya Mahajan, HY Board Co-President

Not in Attendance:

Alisa Taggart
Zach Hall
Ami Desai Mehta, Secretary Emeritus
David Ngai, Treasurer Emeritus

*Attended virtually

Meeting Minutes Taken By: Anna Preyapongpisan

Call to Order:

Who: Kashif Zahoor
Time: 5:00 PM

Approval of Consent Agenda:

- Meeting Minutes 8/8/23

Motion to approve – Ben Armlin; 2nd – Phil Nored. All approved. Motion carried.

Officer Election: With the resignation of President, Kimberly Kapustein, proposal to appoint the following:

- Kashif Zahoor – President
- Lisa Soboslai – Vice President

See consent calendar below.

Committee Reports

- **Finance Committee** – Phil shared that the financials are an accurate representation of where we stand financially. Michele made a recommendation to revise non material item from originally approved budget. Lindsey and finance committee approved changes. See consent calendar below.

New Business

- **Board/Advisory Committee Proposal**
Board discussed dissolving all past and current board committees and creation of new committees with chairs as proposed by Lindsey, Kashif, and Zach – See attached
See consent calendar below.
- **Community Van** – Continued discussion regarding donation of the van. Food Bank is still considering, YWCA may be interested if Food Bank declines offer. If neither organization accepts, then will look into selling.
- **HFN Board Representative** – David remains the HFN board representative from Highlands Council, but we need another rep to attend monthly board meetings. Albert interested. See consent calendar below.
- **2024 Meetings** – Discussed meeting cadence for 2024, decided to maintain current alternating evening/noon schedule.

Partner Organization Updates

- **HY Board** – Arya shared an overview of the summer events that HY Board members participated in, including the Global Grub & Grooves and an overview of the upcoming events for the remainder of the year.
- **HFN** – Jeremy shared that HFN is in the process of choosing vendor for equipment upgrade, 1500 homes will need fiber replacement.

Stakeholder Updates

- **YWCA** – Anna shared that Family Village Issaquah has hired a new Family and Youth Advocate.
- **Grand Ridge Plaza** – Lindsey shared that Soma is still in construction.

Management Report - Lindsey shared key updates from the management report and an overview of upcoming events.

Consent Calendar:

1. **Resolution:** Appoint Kashif Zahoor to President, appoint Lisa Soboslai to Vice President. Motion to approve – Phil Nored; 2nd – Ben Armlin. All approved. Motion carried.
2. **Resolution:** Approve revised 2023-2024 Fiscal Year Budget. Motion to approve – Lisa Soboslai; 2nd – Anna Preyapongpisan. All approved. Motion carries.
3. **Resolution:** Dissolve all past and current board and advisory committees and create new committees with chairs as follows (see attached proposal and resolutions). Motion to approve – Phil Nored; 2nd – Lisa Soboslai. All approve. Motion carries.
4. **Resolution:** Appoint Albert Wang to represent the Highlands Council on the HFN Board. Motion to approve – Ben Armlin; 2nd – Lisa Soboslai. All approve. Motion carries.

Board meeting adjourned at: 6:31 PM

Respectfully Submitted:

Date: November 8, 2023

Anna Preyapongpisan

Secretary – Highlands Council Board of Trustees

Based on conversations at the Aug. 2023 Board of Trustees meeting, a subset of the board met to discuss and revive our board/advisory committees. A proposal for discussion is below.

- Advisory committees may appoint members from the community.
- Board committees are just trustees and staff and must have at least two board members serving.

COMMITTEE	TYPE	MEETINGS	MEMBERS
Finance	Standing/Advisory	Monthly meetings (may be conducted via email)	Phil Nored* Zach Hall Michele McFarland**
Board Development	Ad Hoc/ Board Committee	Convenes as needed	Lisa Soboslai Zach Hall Lindsey Pinkston**
Compensation & Executive Director Review	Ad Hoc/ Board Committee	Convenes annually and as needed	Lisa Soboslai* Zach Hall Kashif Zahoor
PROPOSED NEW COMMITTEES			
Programming	Standing/Advisory	Every other month	Ben Armlin* Lindsey Pinkston** Kim Foster**
Communications	Standing/Advisory	Every other month	Albert Wang* Maddie Coats**
Equity	Standing/Advisory	Every other month	Anna Preyapongpisan* Lindsey Pinkston**
FOR DISCUSSION			
Community Safety	Standing/Advisory	Every other month	Zach Hall* Lindsey Pinkston**

*Committee Chair

**Staff Representative

Note: The Youth Board is currently an advisory committee, but it does not need to be, because it's guidelines and goals are laid out in the Covenant for Community. To simplify the number of different governing documents, this proposal removes the Youth Board as an "advisory committee" but maintains it without any changes per the covenant.



Board of Trustees
COMMUNICATIONS COMMITTEE
CHARTER

Adopted October 2023

TYPE

The Communications Committee is a standing advisory committee.

PURPOSE

The Communications Committee is commissioned by the Highlands Council Board of Trustees and responsible for advising and/or participating in the developing, maintaining and evaluating of all community communications while helping to ensure they are in alignment with the Highlands Council mission and meeting the needs of the community.

MEMBERSHIP

The board of trustees will appoint the committee chair, who shall be a member of the board, and primary staff representative. The Communications Committee chair, in consultation with staff, shall appoint other members of the committee, which may include residents, tenants, volunteers, staff and other community members. Members serve an indefinite term, ending when they choose to resign from the committee, or they are removed from the committee by the board for such reasons as missing more than 2 (two) meetings in a 12-month period. The board may fill vacancies on the committee and may remove a member from the committee at any time without cause.

The Communications Committee shall be composed of a minimum of 3 (three) members and a maximum of 8 (eight) members, including at least one staff member and one board trustee. The committee is closed to non-members of the committee and the public, apart from guests invited by members of the committee.

AUTHORITY

The Communications Committee receives its authority from the board and its actions are subject to review and approval by the board. The committee has the authority to establish ad hoc groups from time to time as may be necessary.

RESPONSIBILITIES

The responsibilities of the Communications Committee may include the following:

- Providing guidance and direction on the development and implementation of communications strategies, including (but not limited to) Connections, the Weekly E-

News, social media, the blog and official website at issaquahhighlands.com, and all marketing materials/methods.

- Reviewing existing communication methods and ensuring their consistency with the Highlands Council mission
- Promoting marketing collaborations with external organizations
- Volunteering or providing other support for Highlands Council's day-to-day activities and communications
- Reporting its activities to the board at the regularly scheduled trustee meetings.
- Undertaking such other matters and reviewing such other issues as may be directed from time to time by the board of trustees

MEETINGS

The Communications Committee will meet on alternating months and more often as needed.

PERIODIC REVIEW

The Communications Committee will review and assess at least annually the adequacy of the committee charter and propose any changes to the board of trustees.

Adopted by the Highlands Council Board of Trustees Resolution

Dated: 10/2/2023

Signed: Anna Preyapongpisan

Secretary, Highlands Council Board of Trustees



Board of Trustees
COMMUNITY SAFETY
COMMITTEE CHARTER

Adopted October 2023

TYPE

The Community Safety Committee is a standing advisory committee.

PURPOSE

The Community Safety Committee is commissioned by the Highlands Council Board of Trustees and responsible for identifying, communicating and developing education with regards to community safety, including crime prevention, traffic concerns and emergency preparation, in alignment with the Highlands Council mission and meeting the needs of the community.

MEMBERSHIP

The board of trustees will appoint the committee chair, who shall be a member of the board, and primary staff representative. The Community Safety Committee chair, in consultation with staff, shall appoint other members of the committee, which may include residents, tenants, volunteers, staff and other community members. Members serve an indefinite term, ending when they choose to resign from the committee, or they are removed from the committee by the board for such reasons as missing more than 2 (two) meetings in a 12-month period. The board may fill vacancies on the committee and may remove a member from the committee at any time without cause.

The Community Safety Committee shall be composed of a minimum of 3 (three) members and a maximum of 8 (eight) members, including at least one staff member and one board trustee. The committee is closed to non-members of the committee and the public, apart from guests invited by members of the committee.

AUTHORITY

The Community Safety Committee receives its authority from the board and its actions are subject to review and approval by the board. The committee has the authority to establish ad hoc groups from time to time as may be necessary.

RESPONSIBILITIES

The responsibilities of the Community Safety Committee may include the following:

- Identifying and prioritizing areas of concern regarding community safety
- Providing guidance and assistance in the planning and implementation of programs promoting community safety
- Partnering with the city of Issaquah and other community organizations to secure safety information and resources for the community

- Volunteering or providing other support in conjunction with Highlands Council mission to build community
- Reporting its activities to the board at the regularly scheduled trustee meetings
- Undertaking such other matters and reviewing such other issues, as may be directed from time to time by the board of trustees

MEETINGS

The Community Safety Committee will meet on alternating months and more often as needed.

PERIODIC REVIEW

The Community Safety Committee will review and assess at least annually the adequacy of the committee charter and propose any changes to the board of trustees.

Adopted by the Highlands Council Board of Trustees Resolution

Dated: 10/2/2023

Signed: Anna Preyapongpisan

Secretary, Highlands Council Board of Trustees



Board of Trustees
EQUITY COMMITTEE CHARTER
Adopted October 2023

TYPE

The Equity Committee is a standing advisory committee.

PURPOSE

The Equity Committee is commissioned by the Highlands Council Board of Trustees and responsible for advising and/or participating in the developing, maintaining and evaluating of strategies for creating a welcoming, inclusive and equitable community in alignment with the Highlands Council mission and meeting the needs of the community.

MEMBERSHIP

The Board of Trustees will appoint the committee chair, who shall be a member of the board, and primary staff representative. The Equity Committee chair, in consultation with staff, shall appoint other members of the committee, which may include residents, tenants, volunteers, staff and other community members. Members serve an indefinite term, ending when they choose to resign from the committee, or they are removed from the committee by the board for such reasons as missing more than 2 (two) meetings in a 12-month period. The board may fill vacancies on the committee and may remove a member from the committee at any time without cause.

The Equity Committee shall be composed of a minimum of 3 (three) members and a maximum of 8 (eight) members, including at least one staff member and one board trustee. The committee is closed to non-members of the committee and the public, apart from guests invited by members of the committee.

AUTHORITY

The Equity Committee receives its authority from the board and its actions are subject to review and approval by the board. The committee has the authority to establish ad hoc groups from time to time as may be necessary.

RESPONSIBILITIES

The responsibilities of the Equity Committee may include the following:

- Providing guidance and assistance in the planning and implementation of welcoming, inclusive and equitable programs, policies and communications
- Reviewing existing programs, policies and communications through an "equity lens" and ensuring their consistency with the Highlands Council mission

- Evaluating information about the current status, changing needs and future concerns related to the experiences of underrepresented groups in the Issaquah Highlands community
- Volunteering or providing other support in conjunction with Highlands Council mission to build community
- Reporting its activities to the board at the regularly scheduled trustee meetings.
- Undertaking such other matters and reviewing such other issues as may be directed from time to time by the board of trustees

MEETINGS

The Equity Committee will meet on alternating months and more often as needed.

PERIODIC REVIEW

The Equity Committee will review and assess at least annually the adequacy of the committee charter and propose any changes to the board of trustees.

Adopted by the Highlands Council Board of Trustees Resolution

Dated: 10/2/2023

Signed: Anna Preyapongpisan

Secretary, Highlands Council Board of Trustees



Board of Trustees
FINANCE COMMITTEE CHARTER
Adopted October 2023

TYPE

The Finance Committee is a standing advisory committee.

PURPOSE

The Finance Committee is commissioned by the Highlands Council Board of Trustees and responsible for working with Highlands Council staff to develop the annual organizational budget in alignment with the Highlands Council mission and the needs of the community.

MEMBERSHIP

The treasurer of the Highlands Council Board of Trustees shall serve as the committee chair and the primary staff representative shall be the controller. The Finance Committee chair, in consultation with staff, shall appoint other members of the committee, which may include residents, tenants, volunteers, staff and other community members. Members serve an indefinite term, ending when they choose to resign from the committee, or they are removed from the committee by the board for such reasons as missing more than 2 (two) meetings in a 12-month period. The board may fill vacancies on the committee and may remove a member from the committee at any time without cause.

The Finance Committee shall be composed of a minimum of 3 (three) members and a maximum of 6 (six) members, including at least one staff member and one board trustee. The committee is closed to non-members of the committee and the public, apart from guests invited by members of the committee.

AUTHORITY

The Finance Committee receives its authority from the board and its actions are subject to review and approval by the board. The committee must obtain prior board approval for the expenditure of any funds other than the approved budget expense.

RESPONSIBILITIES

The responsibilities of the Finance Committee shall include the following:

- Providing guidance and assistance in the development of the annual fiscal year budget
- Reviewing and analyzing past budgets, expense history, income sources and projections for planning purposes
- Participating in a continual analysis of the cash flow, financial statements and future obligations

- Providing guidance and recommendations to the board of trustees on potential large expenditures
- Providing guidance and reviewing annual tax returns and periodic audits
- Reporting its activities to the board at the regularly scheduled trustee meetings
- Undertaking such other matters and reviewing such other issues, as may be directed from time to time by the board of trustees

MEETINGS

The Finance Committee will meet monthly and more often as needed. Email may serve in lieu of meetings when digital communication is adequate to meet committee responsibilities.

PERIODIC REVIEW

The Finance Committee will review and assess at least annually the adequacy of the committee charter and propose any changes to the board of trustees.

Adopted by the Highlands Council Board of Trustees Resolution

Dated: 10/2/2023

Signed: Anna Preyapongpisan
Secretary, Highlands Council Board of Trustees



Board of Trustees
PROGRAM COMMITTEE CHARTER
Adopted October 2023

TYPE

The Program Committee is a standing advisory committee.

PURPOSE

The Program Committee is commissioned by the Highlands Council Board of Trustees and responsible for advising and/or participating in the developing, maintaining and evaluating of community programs and events while helping to ensure they are in alignment with the Highlands Council mission and meeting the needs of the community.

MEMBERSHIP

The board of trustees will appoint the committee chair, who shall be a member of the board, and primary staff representative. The Program Committee chair, in consultation with staff, shall appoint other members of the committee, which may include residents, tenants, volunteers, staff and other community members. Members serve an indefinite term, ending when they choose to resign from the committee, or they are removed from the committee by the board for such reasons as missing more than 2 (two) meetings in a 12-month period. The board may fill vacancies on the committee and may remove a member from the committee at any time without cause.

The Program Committee shall be composed of a minimum of 3 (three) members and a maximum of 6 (six) members, including at least one staff member and one board trustee. The committee is closed to non-members of the committee and the public, apart from guests invited by members of the committee.

AUTHORITY

The Program Committee receives its authority from the board and its actions are subject to review and approval by the board. The committee has the authority to establish ad hoc groups from time to time as may be necessary.

RESPONSIBILITIES

The responsibilities of the Program Committee may include the following:

- Providing guidance and direction on the development and implementation of community programming
- Reviewing existing programs and ensuring their consistency with the Highlands Council mission
- Promoting programming collaborations with external organizations

- Volunteering or providing other support for Highlands Council's day-to-day activities and programs
- Reporting its activities to the board at the regularly scheduled trustee meetings
- Undertaking such other matters and reviewing such other issues as may be directed from time to time by the board of trustees

MEETINGS

The Program Committee will meet on alternating months and more often as needed.

PERIODIC REVIEW

The committee will review and assess at least annually the adequacy of the Program Committee Charter and propose any changes to the board of trustees.

Adopted by the Highlands Council Board of Trustees Resolution

Dated: 10/2/2023

Signed: Anna Preyapongpisan

Secretary, Highlands Council Board of Trustees