



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

Board of Trustees Meeting Minutes

Meeting Date: December 5, 2023

Meeting Time: 12:00 – 1:30 PM

Meeting Location: Blakely Hall

Board Members in Attendance:

Kashif Zahoor, President*
Lisa Soboslai, Vice President
Anna Preyapongpisan, Secretary
Phil Nored, Treasurer
Ben Armlin
Albert Wang
Alisa Taggert*
David Ngai, Treasurer Emeritus

HC Staff Members in Attendance:

Lindsey Pinkston, Executive Director
Michele McFarland, Controller

Guests in Attendance:

Jeremy Fallt, HFN General Manager
Allen Enebo, IHCF Treasurer
Farel Otieno, City of Issaquah Economic
Development Coordinator

Not in Attendance:

Zach Hall
Ami Desai Mehta, Secretary Emeritus

*Attended virtually

Meeting Minutes Taken By: Anna Preyapongpisan

Call to Order: Lisa Soboslai; Time: 12:02 PM

Approval of Consent Agenda:

- Meeting Minutes 10/2/23
Motion to approve – Phil Nored; 2nd – Ben Armlin. All approved. Motion carried.

Banking Documents Resolution

- Michele explained that we need a resolution to remove Kimberly as bank account signor on our main account and add Kashif and Phil.

Motion to approve – Ben Armlin; 2nd – Anna Preyapongpisan. All approved.

Resolution: board president Kashif, board treasurer, phil, ED Lindsey, Controller Michele are hereby fully authorized to sign checks, transfer and withdraw funds, and update all bank accounts in the name of this corporation, or in the name of any affiliated organization, from the financial institutions selected by this organization, including, but not limited to Homestreet Bank; any previous signers or authorized users of all bank accounts, with the exception of those listed above, shall be removed from all accounts.

Special Presentation

- Farel Otieno presented the City of Issaquah Economic Development Action Plan

Committee Reports

- **Finance Committee** – Phil reviewed the September and October financials and reported that they were presented as accurate.

Open Business

- **Community Van** – We will be donating the van to the YWCA.
- **HFN Board Representative** – David remains the HFN board representative from Highlands Council, but Chelsea Musick may be willing to take over at the end of his term.

New Business

- **Conflict of Interest** – Discussion on trustee Ben Armlin’s Exterior Maintenance business (“Issaquah Exterior Maintenance”). Motion to allow Issaquah Exterior Maintenance to bid on Highlands Council jobs – Lisa Sobolsjai; 2nd Anna Preyapongpisan. All approved – motion passed.

Management Report - Lindsey shared that we are switching printers (to Skagit publishing) for the January issue of Connections as the current printer no longer offers the needed size, and that we will be switching to a glossy magazine format in 2024. She also shared the 2024 advertising contract and programming plan.

Stakeholder Updates

- **Multi-family** – No updates.
- **Grand Ridge Plaza** – Alisa shared that Regency centers is expanding their footprint with new acquisitions. There is not a lot of tenant activity currently in Grand Ridge Plaza and they have a high occupancy.
- **Residential** – No updates.

Partner Organization Updates

- **IHCF** – Allen Enebo shared that the IHCF presented to the HFN board following a strategic planning session in June. As HFN is unable to fund IHCF, at their Oct. board meeting they voted to suspend operations, while condicuting annual meetings to maintain 501c3 status so they can return when there is more capacity and/or need.
- **HFN** – Jeremy shared year end financial summary, continuing progress on fiber in the ground, selected vendor for SGS build.

Adourn to Executive Session: 1:35 PM

Return from Executive Session; Board meeting adjourned at: 1:44 PM

Respectfully Submitted: Date: January 31, 2024
Anna Preyapongpisan
Secretary – Highlands Council Board of Trustees