



Minutes of a Special Meeting of the Board of Trustees for Highlands Council, held on February 24, 2025 at 8:30 a.m. over Zoom, with the following attendees: Kashif Zahoor, Lisa Soboslai, Ben Armlin, Phil Nored, Zach Hall, Alisa Taggart, Albert Wang and Executive Director Lindsey Pinkston, where President Kashif Zahoor presided and Secretary Ben Armlin recorded the minutes. A quorum was established with seven trustees present.

**Item 1: Discussion of Highlands Council staff change**

- Statement by Vice President Lisa Soboslai that Michele McFarland, former Highlands Council Controller, is no longer working for the organization.

**Item 2: Resolution for Signing Authority**

- Presentation by Executive Director Lindsey Pinkston regarding need for a board resolution changing organization signing authority.
- Motion made by Lisa Soboslai to approve resolution as stated, seconded by Alisa Taggart.
- Vote: 7 in favor, 0 opposed, 0 abstaining. Motion carried.

*Resolution: Board President, Kashif Zahoor, Board Treasurer, Philip Nored and Executive Director, Lindsey Pinkston 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 those listed below:*

*HomeStreet Bank*

*Harborstone Credit Union*

*BE IT FURTHER RESOLVED that any previous signers or authorized users of all bank accounts, with the exception of those listed above, shall be removed from all accounts.*

**Item 3: Resolution for Primary Account Holder/Administrator**

- Presentation by Executive Director Lindsey Pinkston regarding need for a board resolution authorizing primary account holder.
- Motion made by Phil Nored to approve resolution as stated, seconded by Ben Armlin.
- Vote: 7 in favor, 0 opposed, 0 abstaining. Motion carried.

*Resolution: Executive Director, Lindsey Pinkston is hereby fully authorized as the primary account holder/administrator for all matters, included, but not limited to financials (including QuickBooks and banking relationships), payroll, and human*

*resources, in the name of this corporation, or in the name of any affiliated organization.*

*BE IT FURTHER RESOLVED that Michele McFarland, whose employment with this corporation ended Feb. 24, 2025, shall be removed from all accounts, effective immediately.*

*ADDITIONALLY, Board President, Kashif Zahoor, shall have the right to account access and oversight on all matters.*

Adjournment: Meeting adjourned at 8:50 a.m.

**Signed by:**



Kashif Zahoor, Board President  
February 24, 2025



Ben Armlin, Board Secretary  
February 24, 2025