

Seattle Social Housing Developer

July 2024 Board Meeting Agenda

(regular meetings 3rd Thursday every month)

Date/Time: Thursday July 18th, 5:30 - 7:30pm Meeting Location: Seattle City Hall, rm L280 Please wear a mask. Online option: https://seattle.webex.com/seattle/j.php?MTID=mbd809efc732765889405b07136c499c1		
Reference Materials for this meeting: <ul style="list-style-type: none">- Today's Agenda- June 2024 meeting minutes- June 2024 Expense Voucher, Cash-Flow & Financial Report- Revised 2024 Budget- July 2024 Press Release & Talking Points- Draft Mission Statement & Values (developed from April Board Retreat)- Draft Onboarding Plan- Draft Community Organization Selection Process (for appointing Community rep seat)		
5:30pm (2min)	Call to Order Review & Approve Agenda <i>Items for Approval:</i> Today's Agenda; June 2024 Meeting Minutes	Kaileah (Chair)
5:32 (5min)	Check-in <i>One-word check-ins for 5min section. This section can be up to 15-20min for more connective check-ins.</i>	Kaileah
5:37 (up to 30min*)	Public Testimony	
5:42* (13min)	Executive Committee Report <ul style="list-style-type: none">● WA Commerce Contract has been completed, with final grant report submitted July 10th.● CEO offer letter of employment has been accepted by our top candidate.● Distribution of press release July 15th (more on this with Communications Committee report).● Bookkeeper has been engaged to add payroll processing for our one employee.● Exec Committee is pursuing support in researching how to establish benefits.● Exec Committee is working with Foster Garvey to draft policies for PRA and OPMA compliance.	Kaileah
5:55 (10min)	Finance Report <ul style="list-style-type: none">● June 2024 review of expenditures● Revised 2024 budget	Chuck (Treasurer)

	<i>Items for Approval:</i> <ul style="list-style-type: none"> - June 2024 Expense Voucher - Revised 2024 Budget, as proposed herein. 	
6:05 (20min)	Communications Committee Report <ul style="list-style-type: none"> • Branding package is nearly complete, but not yet selected. • Press release drafted by Amy and Tom, with input from Communications Committee, and our incoming CEO, is moving forward under the executive function of the Exec Committee. • Talking Points guide is for interpersonal/community discussions; refer any media requests to Kaileah as Chair. 	Devyn (Communications Committee Chair), Tom
6:25 (10min)	Draft Mission Statement <ul style="list-style-type: none"> • Amy derived this mission and values from our April 2024 board retreat. <i>Items for Approval: Adopt as SSHD's official mission statement "To develop and maintain sustainable communities that ensure safe, accessible, and inclusive housing for all."</i>	Kaileah
6:35	- 10min break -	
6:40 (25min)	Draft Onboarding Plan <i>This is a first look; not yet for adoption.</i>	Kaileah
7:05 (15min)	Draft Community Organization selection process <i>This is a first look; not yet for adoption.</i>	Chuck
7:20 (10min)	Reminders & Announcements	Kaileah, All
7:30pm	Adjourn	Kaileah

ATTENDANCE

1. Chuck D.
2. Kaileah B.
3. Mike E.
4. Kay Z
5. Tori NF.
6. Tom B
7. Wylie D.
8. Katie L.
9. Devyn F.

ABSENT

1. Alex L.
2. Julie H.

Board Guest/Public Guest

1. Ben Ferlo
2. Lars Erickson
3. Judie Messier

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5:30pm (2min)	Call to Order - @ 5:43pm Review & Approve Agenda <i>Items for Approval:</i> Today's Agenda; June 2024 Meeting Minutes <ol style="list-style-type: none">1. Tom Motions to Approve today's Agenda, Tori Seconds, Approved @ 5:40pm2. Update June attendance on Kaileah's name, Tom Motions to Approve, Devyn seconds, Approved @ 5:41pm	Kaileah (Chair)
5:32 (5min)	Check-in <i>One-word check-ins for 5min section. This section can be up to 15-20min for more connective check-ins. (What are you looking forward to this summer?)</i>	Kaileah
5:37 (up to 30min*)	Public Testimony <ol style="list-style-type: none">1. No Public testimony	
5:42* (13min)	Executive Committee Report <ul style="list-style-type: none">● WA Commerce Contract has been completed,	Kaileah

	<p>final grant report submitted July 10th.</p> <ul style="list-style-type: none"> • CEO offer letter of employment has been accepted by our top candidate. • Distribution of press release July 15th (more on this with Communications Committee report). • Bookkeeper has been engaged to add payroll processing for our one employee. • Exec Committee is pursuing support in researching how to establish benefits. • Exec Committee is working with Foster Garvey to draft policies for PRA and OPMA compliance. <ol style="list-style-type: none"> 1. We will talk more about the onboarding plan. 2. Getting a benefits broker, so we can have benefits for future employees. 	
<p>5:55 (10min)</p>	<p>Finance Report</p> <ul style="list-style-type: none"> • June 2024 review of expenditures • Chuck motions to Approve the financials, Wylie seconds, Approved @ 5:49pm • Revised 2024 budget <p><i>Items for Approval:</i></p> <ul style="list-style-type: none"> - June 2024 Expense Voucher <ol style="list-style-type: none"> 1. Tom motions to approve, Tori Seconds, Approved @ 5:52pm - Revised 2024 Budget, as proposed herein. 1. Chuck moves to approve, Tori seconds, Approved @ 6:01pm <ol style="list-style-type: none"> 1. As of June 30th 2024 that basically was our last reporting day to the WA state commerce, the negative balance is for invoices that are being processed, the city is processing this in July. 2. Our insurance was higher than we anticipated, Chuck has adjusted the numbers to bring the number current, Chuck is increasing to 30,000, for IT support, account and audit fees stays the same, Chuck is lowering the admin support, the budget is staying the same just some areas are getting moved around, legal services was 32 before now we are up in 45 thousand 	<p>Chuck (Treasurer)</p>
<p>6:05 (20min)</p>	<p>Communications Committee Report</p> <ul style="list-style-type: none"> • Branding package is nearly complete, but not yet selected. • Press release drafted by Amy and Tom, with input from Communications Committee and our incoming CEO, is moving forward under the executive function of the Exec Committee. 	<p>Devyn (Communications Committee Chair), Tom</p>

	<ul style="list-style-type: none"> • Talking Points guide is for interpersonal/community discussions; refer any media requests to Kaileah as Chair. <ol style="list-style-type: none"> 1. Devyn presented the rough draft of the website. 2. Devyn presented the Brand and logo kit. 3. Katie will send out the brand and logo kit to the full board. 4. Chuck has push back on section 4 and section 7 of the talking points. 5. Kaileah is going to touch base with Julie on the talking points. 6. Devyn suggested the Communications Committee reach out to Mike and Julie. 7. Chuck suggested the talking point document be sent out to the full board for their input. 8. The talking points document will be shared out tonight and the board has until the 23rd to send feedback to the Communication Committee, who will then send it back to the Executive Committee as a final draft. 	
<p>6:40 (10min)</p>	<p>Draft Mission Statement</p> <ul style="list-style-type: none"> • Amy derived this mission and values from our April 2024 board retreat. <p><i>Items for Approval: Adopt as SSHD’s official mission statement “To develop and maintain sustainable communities that ensure safe, accessible, and inclusive housing for all.”</i></p> <ol style="list-style-type: none"> 1. Kay doesn’t like the term “mission” if it can’t be changed there is no point discussing, mentioned the history of the word is not great, there is a whole lot of baggage with the word mission and words carry weight. 2. Mike said he would like to see “in perpetuity” included. 3. Chuck asked are we amending our charter? 4. Kaileah says I didn't think so. 5. Kaileah motions to table this conversation pending edits and research into charter, Tom seconds, tabled @ 6:53pm 	<p>Kaileah</p>
<p>6:30</p>	<p>- 10min break -</p>	
<p>6:53 (25min)</p>	<p>Draft Onboarding Plan</p> <p><i>This is a first look; not yet for adoption.</i></p> <ol style="list-style-type: none"> 1. The CEO will be starting August 12th, to help later do strategic planning, he is not coming from 	<p>Kaileah</p>

	<p>Washington so let's keep that in mind too, planning a retreat with our board members and our CEO.</p> <ol style="list-style-type: none"> 2. Tom I would like to know who is developing this list of key stakeholders for the CEO, does the Executive Committee come up with the list or is it the full board, from September to October there is already too much there I just seriously doubt the goals are attainable, I think the list should be shorter for the Board retreat and reformatted. 3. My input on the stakeholders is that I would like to include people who are not the top people. I know people that are on the ground. Where is [the CEO] going to work when he gets here, so is it a good idea to have a planning committee. 4. Devyn said that a goals list will be developed by the board from the retreat. I agree with Wylie, making the list of goals tangible and quantifiable. 5. Wylie said we should use the SMART goals, that would include measurable, for coming up with the plan. 6. Tori do we want this to be where we set up a committee or is this an Executive Committee thing 7. Decided the onboarding would be planned by the Executive Committee with input from the full board, will bring a revised onboarding document to next month's meeting. 	
7:05 (15min)	<p>Draft Community Organization selection process <i>This is a first look; not yet for adoption</i></p> <ol style="list-style-type: none"> 1. There is space for us to identify and select a community organization, this would be where we would make an ad-hoc committee for selecting an org 2. This document will be circulated to the full Board for comments or questions. 	Chuck
7:20 (10min)	<p>Reminders & Announcements</p> <ol style="list-style-type: none"> 1. Wylie to reach out about recording meetings. 	Kaileah, All
7:30pm	Adjourn	Kaileah