



**Meeting of the PHPDA Governing Council**  
**July 12, 2016 5:30-7:00 p.m.**  
 Quarters 2 Building, Beacon Hill  
 1200 12<sup>th</sup> Ave South Seattle, WA 98144

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Mike Heinisch	Rhonda Berry	Tony McLean	Jeff Natter	Michael Finch
Ellie Menzies	Judy Tobin		Christina Bernard	Denise Stiffarm
Doris Koo	Susan Crane		Rikka Dayao	Bob Cook
Teresa Mosqueda	Nancy Sugg			

Mike Heinisch called the meeting to order at 5:30 p.m. A quorum was present. There was no public comment.

The Governing Council approved the June 14, 2016 Governing Council minutes (Moved/2<sup>nd</sup>ed by Tobin/Sugg, 8 of 8 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes June 14, 2016 and the Program Committee minutes from June 1, 2016.

**Executive Director and Staff Report**

The Executive Director advised that activities in the past month included transitioning Rikka Dayao into the Grants Coordinator position and listing the Office Coordinator position online. Governing Council Chair, Mike Heinisch, presented staff and the Council a poster of the positive feedback word cloud that was included in the UW Evans School Grantmaking Evaluation capstone report. The staff and Council thanked the Chair for this thoughtful and generous action.

**Governance**

*Report on Governance Retreat Planning*

Board member Nancy Sugg updated the Council on the past Governance Retreat Planning meetings that entailed which topics to include for the draft agenda, how to split up the five-hour day on Tuesday September 13, and what documents to review as prior preparation before the retreat.

*Retention of Governance Retreat Facilitator*

The Executive Director advised that he has been working with potential consultant Alice Shobe regarding facilitating the PHPDA Governance Retreat.

The Governing Council voted to hire Alice Shobe as the 2016 PHPDA Governance Retreat Facilitator and authorized the Executive Director to execute a contract with Ms. Shobe (Moved/2<sup>nd</sup>ed by Tobin/Sugg, 8 of 8 in favor).

**Grantmaking**

*Update on New and Renewal Major Grants*

The Finance & Grants Manager advised that the 2016-2017 Grant period began on July 1 with most of the New Major and Renewal Grant contracts and first payment checks being signed and delivered. Staff met with five of the six New Major grantees with YWCA having a phone meeting due to already being familiar with the PHPDA contract process. Final reports are expected to be due in the beginning of August from current New Major and Renewal grantees.



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**Strategic Planning**

*Review and status of Strategic Plan*

The Executive Director informed the Council that PHPDA staff had a two-day retreat to focus on the 2016-2019 Strategic Plan and Risk Management Plan. The staff compiled their comments on the PHPDA's progress and status of activities related to the Strategic Plan. In terms on grantmaking, PHPDA is on track with their goals and activities pertaining to the Major, Nimble, and Aligned Funding. Staff and the Finance Committee found that PHPDA is on target with almost all of the financial areas of the Strategic Plan. The Council reviewed and discussed the staff's comments on the Strategic Plan and agreed with their findings.

**Executive Session for discussion of real estate matters pursuant to RCW 42.30.110(1)(b)**

The Governing Council entered executive session for 25 minutes to discuss real estate matters pursuant to RCW 42.30.110(b) at 6:05. Executive session ended at 6:30. The Council voted to re-enter executive session until 6:40 (Moved/2<sup>nd</sup>ed by Sugg/Tobin, 8 of 8 in favor). The Council entered executive session at 6:30. Executive session ended at 6:40.

**North Lot Right of First Offer**

The Executive Director advised the Council that Resolution 10-2016 had been drafted and states that staff believe that the requested thirty day extension of the Exercise Period will provide adequate time to complete the PHPDA's due diligence review and feasibility activities and provide a recommendation to the Governing Council. WRC.com Development LLC agrees to extend the Exercise Period for an additional thirty days subject to the PHPDA's payment of \$10,000.00 to WRC.com Development LLC, which would be nonrefundable but applicable to any subsequent exercise by the PHPDA's of the right of first offer, in consideration of WRC.com Development LLC's agreement to hold the right of first offer open for an additional period of time.

The Governing Council discussed and adopted Resolution 10-2016 Extension of North Lot Right of First Offer and approved the recommendation of the extension payment to come from the Reserve Fund (Moved/2<sup>nd</sup>ed by Tobin/Koo, 8 of 8 in favor).

**Adjournment**

The meeting was adjourned at 6:47 p.m.

Minutes approved \_\_\_\_\_

\_\_\_\_\_  
(Date)