



Meeting of the PHPDA Governing Council
January 8, 2013 5:230-7:00 p.m.
 Quarters 2 Building, Beacon Hill
 1200 12th Ave South Seattle, WA 98144

| MEMBERS PRESENT | | NOT PRESENT | ALSO PRESENT |
|-----------------|------------------|----------------|-------------------|
| Marite Butners | Judy Tobin | Diane Narasaki | Rosemary Aragon |
| Mike Heinisch | Kevin Fox | | Christina Bernard |
| Marc Provence | Theresa Rambosek | | Denise Stiffarm |
| Dan Lessler | Nate Dreon | | |

Theresa Rambosek called the meeting to order at 5:33 p.m. A quorum was present. There was no public comment.

Consent Calendar

The Governing Council approved the December 11, 2012 Governing Council minutes (Moved/2^{nded} by Tobin/Fox. 8 of 8 in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes from December 11, 2012 and the Planning Committee Minutes December 5, 2012.

Tower Update

Vice Chair Kevin Fox updated the Committee on the work of the PHPDA’s real estate broker.

Governance

Executive Director Search process-RFI for search firm, anticipated steps and time frame

Chair Theresa Rambosek discussed the Executive Director’s plan to retire at the end of August/early September in 2013 and the planned process to search for her replacement. She and the Executive Director created a draft calendar including target dates for specific parts of the process. The first task is the appointment of a Search Committee. The Governing Council voted to amend the agenda to include the appointment of such a committee (Moved/2^{nded} by Butners/Provence. 8 of 8 in favor). Ms. Rambosek then stated that she had asked Judy Tobin, Nate Dreon, and Mike Heinisch to serve, with Mr. Heinisch as Chair of the Committee. The Council voted to appoint these three Governing Council members to the Executive Director Search Committee (Moved/2^{nded} by Provence/Fox. 8 of 8 in favor).

The Committee’s first responsibility is to finalize the draft RFI created by the Executive Director and send it to several search firms. The Executive Director reviewed the questions included in the draft and Governing Council members provided feedback and suggestions on the questions and tasks covered in the document. The Council voted to delegate authority to finalize the RFI to the Search Committee and to the Executive Director to issue the RFI when it is complete (Moved/2^{nded} by Lessler/Butners. 8 of 8 in favor).

Chair Theresa Rambosek then led the Council through discussion of several questions about the Executive Director role and the PHPDA’s future focus to help prepare for the search process and transition. Several Council members discussed the types of knowledge and background that they thought would be important for the future Executive Director. They acknowledged that with activities as varied as those of the PHPDA, they are unlikely find someone with expertise and background in every aspect of the work. The Council also asked that the current ED and other staff provide feedback on the important aspects of the job, as well as those aspects that could potentially be removed from the role. The Executive Director noted that she planned to work on such reflections during January. She also



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said that she would update the Executive Director job description to reflect the current reality. This will be the basis on which a new job description can be developed by the search committee and the search firm.

2012 Committee accomplishments

Planning Committee Chair Marc Provence and Finance Chair Marite Butners reviewed the 2012 accomplishments for their respective committees. The Planning Committee's work was largely focused on the strategic planning process and grants management, whereas the Finance Committee worked on the lease default and termination, and financial management and projections.

Draft 2013 Committee workplans

Planning Committee Chair Marc Provence and Finance Chair Marite Butners outlined the 2013 workplans and goals for their respective committees. The Planning Committee will do significant work on deciding what types of projects to fund in the future and the PHPDA approach to all aspects of grantmaking, while continuing regular management, monitoring and renewal of existing grants. The Planning Committee will finalize their 2013 workplan at the February meeting. The Finance Committee will work on regular financial management and will also focus on increased property management and maintenance after the end of the Tower lease.

Adjournment

The meeting was adjourned at 7:05 p.m.

Minutes approved _____ (Date)