



Meeting of the Planning Committee
 Wednesday November 6, 2013
 7:30-9:00 a.m.
 Quarters 2 Building, Beacon Hill Campus
 1200 12th Ave South, Seattle, WA

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT
Judy Tobin	Marc Provence	Sharyne Shiu Thornton, Strategic Advisor	Jeff Natter
Mike Heinisch	Dan Lessler		Christina Bernard
Diane Narasaki (until 8:35)	Michael Leong, Strategic Advisor (until 8:50)		Acasia Olson (phone 7:35-8:50)

Chair Marc Provence called the meeting to order at 7:30 a.m. A quorum was present. There was no public comment.

Minutes

The Committee voted to approve the October 9, 2013, meeting minutes (Moved/2nd, Tobin/Heinisch, 5 of 5 in favor).

The Committee voted to amend the agenda to move the discussion of the two items related to Planning Committee Governance to the end of the meeting (Moved/2nd, Tobin/Lessler, 5 of 5 in favor).

Grantmaking

2014 Available Program Funding

The Finance & Program Analyst summarized the programmatic components of the draft 2014 budget. The Executive Director then presented an example of how that funding could be divided between competitive grantmaking, a nimble fund, and pooled grantmaking with other funders. The discussion of nimble funding and pooled grantmaking will continue early next year.

2014 grantmaking timeline

The Committee discussed possible changes to the previously-discussed timeline for 2014 competitive funding. They focused primarily on whether the Committee should review panel recommendations prior to final Governing Council action. They agreed that the Planning Committee should review the panel’s recommendations with summaries created by staff outlining recommended and non-recommended applications. In order for this to occur at the May Planning Committee meeting, several changes were made to the draft timeline, moving the application due date and all aspects of application review process up by approximately one week. The Committee voted to approve the 2014 Grantmaking Timeline, as revised (Moved/2nd, Tobin/Lessler, 5 of 5 in favor).

2014 draft Request-for-Proposal (RFP) guidance

The Committee reviewed several aspects of the draft RFP guidance, particularly the sections on credentialing requirements and reporting schedules. They discussed possible wording for both of these sections that would maintain the purpose of the requirements, while minimizing the burden on grantees. It was also suggested that an additional requirement regarding background checks for those who will work with children and vulnerable adults be included. Staff will make these changes in the next draft. Committee members will continue to provide feedback on the draft by email by Monday November 11 before staff sends it to legal counsel for review. A final version will be reviewed at the December meeting.



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Continue discussion of grantmaking focus areas and proposal review process for 2014

The Committee discussed some aspects of grantmaking focus for 2014, agreeing that the geographic focus will be limited to King County and that funding would be available to non-profit and public entities. They briefly discussed some other decisions that will need to be made regarding focus. A full decision on all aspects of grantmaking focus will be made in December.

Planning Committee Governance

Revisions to the Planning Committee Charter

Chair Marc Provence led discussion on possible revisions to the Planning Committee Charter to allow for voting non-Governing Council Committee members. The Finance Committee has had voting non-Governing Council members for several years. The Committee discussed the benefit of having these Committee members participating as full members, rather than just as strategic advisors as they are now. They also discussed options for limiting the number of voting non-Governing Council members allowed on the Committee, settling on a requirement stating that at least half of the quorum at any given Committee meeting be made up of Governing Council members. This is different from the Finance Committee's limit. Staff will draft these changes and bring the Charter to the December Planning Committee meeting for action.

Recommendation to Appoint Acasia Olson as Planning Committee Strategic Advisor

The Committee discussed the qualifications of Acasia Olson. They voted to recommend to the Governing Council that she be appointed an advisor to the Planning Committee (Moved/2nd, Tobin/Lessler, 4 of 4 in favor).

Adjournment

The meeting adjourned at 9:01 a.m.

Minutes approved: _____
(date)