



Meeting of the Program Committee
 Wednesday July 6, 2016
 7:30-9:00 a.m.
 Quarters 2 Building, Beacon Hill Campus
 1200 12th Ave South, Seattle, WA

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Nancy Sugg	Judy Tobin	Sharyne Shiu Thornton	Jeff Natter	Yana Li (from 7:40 until 8:31)
Doug Jackson	Ellie Menzies		Christina Bernard	Kristin Villas (from 7:40 until 8:31)
Michael Leong	Teresa Mosqueda		Rikka Dayao	
Mike Heinisch				

Nancy Sugg 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 June 1, 2016 meeting minutes (Moved/2nd, Tobin/Menzies, 7 of 7 in favor).

Update on Finance Committee and ROFO

The Executive Director updated the Committee on the Finance Committee’s May meeting and the Right of First Offer (ROFO) received by PHPDA from Wright Runstad & Company. PHPDA assembled an ad hoc ROFO Committee consisting of Jeff Natter, Mike Heinisch, Paul Feldman, Tony McLean, Teresa Mosqueda, and Doris Koo. The ROFO Committee has been conducting meetings and compiling research regarding the ROFO, available funding, and any other information needed before making a decision. The Executive Director requested information regarding the North Lot from Wright Runstad & Company. He thanked Board Chair, Mike Heinisch, and Finance Committee member, Doris Koo, for all of their expertise and due diligence.

Presentation on Report Prepared by UW Evans School Students

The Executive Director introduced Yana Li and Kristin Villas, University of Washington Evans School students, to present their Evaluation Capstone Report on the PHPDA Grantmaking Process. Ms. Li and Ms. Villas conducted a five-month evaluation which included an assessment of process effectiveness, community effectiveness, program effectiveness, and financial effectiveness of the PHPDA’s grantmaking activities. The students found that the PHPDA executed the majority of its grantmaking activities with minimal waste and their processes are examples of excellent practices in the field of philanthropy. Ms. Villas and Ms. Li also presented suggestions for improving the processes. The Committee thanked Ms. Li and Ms. Villas for their tremendous work and thorough framework that will assist the PHPDA in moving forward with their grantmaking.

Strategic Planning

Review and status of program-related portions of Strategic Plan

The Executive Director advised 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 regarding the Strategic Plan. In terms on grantmaking, PHPDA is on track with their goals and activities pertaining to the Major, Nimble, and Aligned Funding. The Committee reviewed and discussed the staff’s comments on the Strategic Plan and agreed with their findings.



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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 our previous New Major and Renewal grantees.

Adjournment

The meeting adjourned at 9:02 a.m.

Minutes approved: _____ (Date)