



Meeting of the Program Committee
 Wednesday January 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	Michael Leong (from 7:36)	Sharyne Shiu Thornton	Jeff Natter	Ellie Chopp
Doug Jackson	Ellie Menzies (from 7:40)	Susan Crane		Christina Bernard	Marcie Rubardt
Mike Heinisch				Rikka Dayao	

Nancy Sugg called the meeting to order at 7:34 a.m. A quorum was present. She introduced Marcie Rubardt who came to observe the Program Meeting and learn more about the PHPDA and its work in the community. Ms. Rubardt shared information about her career in international health and thanked the Committee for welcoming her.

Minutes

The Committee voted to approve the December 2, 2015 meeting minutes (Moved/2nd, Tobin/Heinisch, 6 of 6 in favor).

Update on Finance Committee

The Executive Director updated the Committee on the December Finance Committee Meeting. Finance continued the Executive Director Salary Range process, approved the 2016 Pacific Tower and PHPDA Operating Budget, and will be moving forward on exploring creation of a Program-Related Loan program.

Grantmaking

Nominations for 2016 Grant Review Panels

- *LOI review:* Participating Program Committee members and staff will review Letters of Intent at February’s Program Meeting. Letters of Intent are one-page proposals that the Committee will review, deliberate, and forward on to be invited to apply for a 2016 Major Grant. The Program members who will be reviewing LOIs are Mike Heinisch, Judy Tobin, Sharyne Shiu Thornton, and Michael Leong.

The Program Committee forwarded the remaining Grant Review Panels (Quarterly Nimble Fund Review, Renewal Application Review, and New Major Grant Application Review) to the Governing Council (Moved/2nd, Tobin/Leong, 7 of 7 in favor)

Grant Management

Grant update

The Grants Coordinator reviewed the 2016-2017 Grant Management Dates for Council & Committee Members. The document outlined each committee’s responsibilities throughout the granting year. The Executive Director thanked the Grants Coordinator for her work on organizing the detailed document.

Committee Governance

2016 Program Committee Workplan

The Executive Director advised that with future correspondences regarding Committee Meeting Packets he will emphasize certain areas in the meeting minutes along with documents to thoroughly review before the next meeting, if needed. Once the 2016 Program Committee Workplan is approved



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the Executive Director and Finance & Grants Manager will use it as a guideline throughout the rest of the year when planning each month's meeting agenda. The Committee discussed having a 2017 Funding Discussion be sooner rather than later into the year along with any changes or updates to the Grantmaking process and favorable considerations around September to November. Favorable additions to the workplan were cultural competency training for committees and staff and a Board Retreat.

Adjournment

The meeting adjourned at 8:59 a.m.

Minutes approved: _____ (Date)