



Meeting of the PHPDA Governing Council
March 8, 2016 5:30-7:00 p.m.
 Quarters 2 Building, Beacon Hill
 1200 12th Ave South Seattle, WA 98144

| MEMBERS PRESENT | | ALSO PRESENT | |
|------------------------|--------------|-------------------|-----------------|
| Mike Heinisch | Rhonda Berry | Jeff Natter | Ellie Chopp |
| Ellie Menzies | Nancy Sugg | Christina Bernard | Denise Stiffarm |
| Doris Koo (calling in) | Judy Tobin | Rikka Dayao | Bob Cook |
| Teresa Mosqueda | Tony McLean | | |
| Susan Crane | | | |

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 February 9, 2016 Governing Council minutes (Moved/2nded by Tobin/Sugg, 9 of in favor).

The Governing Council accepted as information the Finance & Audit Committee minutes February 9, 2016 and the Program Committee minutes from February 3, 2016.

Executive Director and Staff Report

The Executive Director reported that the past month has been busy with a focus on real estate and property management regarding signage on the campus. Activities have also included grant reviews and the completion of the Major and Renewal Grants site visits and evaluation assistance with the UW Evans School and volunteer, Marcie Rubardt. PHPDA is still currently looking for a Communications Consultant after an unsuccessful RFI process.

Grantmaking

Nimble Fund Awards (Res 04-2016)

The Nimble Grants Cycle 2 Review Panel meeting took place on March 3 with reviewers Christina Bernard, Ellie Chopp, Nancy Sugg, and Paul Feldman. Doris Koo had to remove herself from the panel due to illness. The panel reviewed 14 applicants and after discussion recommended four for funding:

| Organization Name | April 1, 2016 - March 31, 2017 Funding |
|------------------------------------|--|
| Somali Health Board | \$17,332 |
| Mary's Place Seattle | \$22,590 |
| Seattle Central College Foundation | \$12,000 |
| Washing State Smile Partners | \$20,000 |
| Total | \$71,922 |

The panel recommended two Nimble Fund applicants for the Finance & Grants Manager to reach out to specifically in regards to their program being more appropriate for a Major Grant.

The Governing Council reviewed and approved the Nimble Fund Cycle 2 Review Panel's recommendations for funding (Moved/2nded by Tobin/Berry, 9 of 9 in favor).



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Grant Update

The Finance & Grants Manager reported that the grant season is quite busy with the completion of 17 Major and Renewal Grant site visits, 2016 Renewal Grant applications being submitted, and the start of contracting with the Nimble Fund Cycle 2. Staff is currently going through the Renewal Grant tech reviews with Major Grant applications due by March 23.

Governance

Planning and Finance Committee 2016 Workplans

The 2016 Program and Finance Committee Workplans have previously been reviewed and adopted as final. The Program Committee Chair highlighted the updates the Program Committee made to their workplan; the Treasurer reported that the Finance Committee Workplan includes primarily standard topics.

Annual Report to the City of Seattle

The Finance & Grants Manager advised that the PHPDA is required to submit an Annual Report to the City of Seattle presenting the organization's 2015 priorities, key activities, financial stewardship, Council Members and Officers, operating budget, and future priorities for 2016. The Council agreed that the report was well written and pleased to see the organization's work summarized for the City.

The Governing Council reviewed and approved the Annual Report to the City of Seattle (Moved/2nded by Tobin/Sugg, 9 of 9 in favor).

Planning for 2016 Governing Council Retreat

The 2016 Governing Council Retreat is scheduled for Tuesday September 13 at the Smart Building Center. There will not be a Finance Committee meeting that day to accommodate the 2-7pm retreat. The Retreat Committee which consists of Jeff Natter, Nancy Sugg, and Paul Feldman will work on compiling an agenda with the feedback and ideas from the Council and Strategic Advisors.

Overview of Current PHPDA Property Leases

Legal counsel, Denise Stiffarm, presented to the Council comprehensive points regarding PHPDA's three main leases: Department of Commerce, PacMed, and Wright Runstad. She reviewed the historical background of the PHPDA and answered questions about details of the PHPDA Federal Deed, Charter, and Mission. Ms. Stiffarm covered the terms and premises of the three leases. The Council had questions regarding the maintenance obligations, improvements, and payment of such for the PHPDA and its tenants which concluded with the agreeance that Ms. Stiffarm should return for a follow-up presentation to dedicate more time on the complex information. The Council thanked Ms. Stiffarm for her highly informative and detailed presentation.

Potential Development of North Lot

The Executive Director announced that he has recently been informed that the Department of Commerce has begun preliminary conversations with Wright Runstad regarding sub-leasing and developing the North Lot of the Pacific Tower campus. Because the PHPDA has an existing lease agreement with Wright Runstad for the North Lot, staff, Governing Council members, Strategic Advisors, and representatives/agents are legally prohibited from engaging in direct conversation with Commerce about their plans without Wright Runstad's explicit approval.



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Adjournment

The meeting was adjourned at 7:11 p.m.

Minutes approved _____

(Date)