



**Meeting of the Planning Committee**  
 Wednesday January 7, 2015  
 7:30-9:00 a.m.  
 Quarters 2 Building, Beacon Hill Campus  
 1200 12<sup>th</sup> Ave South, Seattle, WA

MEMBERS PRESENT			ALSO PRESENT
Marc Provence	Michael Leong (from 7:40)	Doug Jackson	Christina Bernard
Mike Heinisch	Judy Tobin	Nancy Sugg	Ellie Chopp
Sharyne Shiu Thornton			Byron Larson

Chair Marc Provence called the meeting to order at 7:34 a.m. A quorum was present. There was no public comment.

**Welcome new Committee members**

Chair Marc Provence welcomed Doug Jackson, a new Strategic Advisor, and Byron Larson, who has been recommended as a mayoral appointee to the Governing Council.

**Minutes**

The Committee voted to approve the December 3, 2014, meeting minutes (Moved/2<sup>nd</sup>, Thornton/Sugg, 7 of 7 in favor).

**Grantmaking**

*Nominations for 2015 Grant Review Panels*

Chair Marc Provence reviewed the work of PHPDA grant review panels in 2014. Finance & Grants Manager Christina Bernard then provided an overview of the work to be completed by each review panel in 2015. LOIs will be reviewed by all or part of the Planning Committee, along with staff. Full proposals for renewal and new Major Grants, as well as the next round of Nimble Fund grants, will be reviewed by members of the Planning and Finance Committees, as well as staff.

The Committee discussed the work and schedule of each review panel to determine who would serve on each group.

The Committee recommended the following appointments to the review panels (Moved/2<sup>nd</sup>, Tobin/Sugg, 7 of 7 in favor):

*LOI review:* Mike Heinisch, Doug Jackson, Byron Larson, Mike Leong, Judy Tobin (half), Sharyne Shiu Thornton (half), Jeff Natter, Christina Bernard

*Nimble Fund Cycle 2:* Nancy Sugg, Mike Heinisch, Jeff Natter, Ellie Chopp

*Renewal Major Grants:* Judy Tobin, Sharyne Shiu Thornton, Byron Larson, Jeff Natter, Christina Bernard

*New Major Grants:* Marc Provence, Doug Jackson, Mike Leong, Jeff Natter, Christina Bernard

In the case of some people not being able to serve on their designated panels, several Committee members offered to serve as back-ups. Any such replacements will be confirmed by the Governing Council as needed.



**Meeting of the Planning Committee**  
Wednesday January 7, 2015  
7:30-9:00 a.m.  
Quarters 2 Building, Beacon Hill Campus  
1200 12<sup>th</sup> Ave South, Seattle, WA

The Finance Committee will recommend members of that Committee to serve on the Nimble Fund, Renewal, and new Major Grant panels, with final membership confirmed by the Governing Council at their next meeting.

**Grant Management**

*Update on Site Visits*

The Finance & Grants Manager reported on three site visits that have been completed. All three agencies have strong systems in place for tracking the outputs, outcomes, and finances related to their PHPDA-funded programs. All three also provided information on their experiences carrying out the work of the grants.

The Committee discussed what lessons can be learned from the first year of grants, including the PHPDA grant requirements and the burden they could put on smaller grantee organizations. Committee members also suggested that the PHPDA could possibly assist agencies on the data-collection and reporting processes, which would be broadly beneficial in managing their funders and grants.

*Final Demographic Form*

The Committee reviewed the final draft of the demographic form that was discussed at previous meetings. There are still some terms or categories that Committee members believe could be improved in future iterations. However, they determined that it would be best to initiate use of this form, ask for feedback from agencies, and use that feedback, as well as the information reported, to improve the form in the future. Since this was not a requirement for current grants, it will be voluntary for the current grantees to complete it. In future grants, it will be a required form. The Committee approved the Demographic Form (Moved/2<sup>nd</sup>, Tobin/Sugg, 7 of 7 in favor).

**Foundant Training (grant software)**

Office & Communications Coordinator Ellie Chopp led a training on the PHPDA's new grant system. She demonstrated the processes for reviewing and scoring both LOIs and full grant proposals. The system will be used for all grant submission, review, and management going forward.

**Adjournment**

The meeting adjourned at 9:04 a.m.

Minutes approved: \_\_\_\_\_

(date)