



**Meeting of the Planning Committee**  
 Wednesday June 6, 2012  
 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	Linda Ruiz	Dan Lessler	Rosemary Aragon
Judy Tobin	Mike Heinisch (until 8:48)		Christina Bernard

Chair Marc Provence called the meeting to order at 7:33 a.m. A quorum was present. There was no public comment.

**Minutes**

The Committee voted to approve the May 2, 2012, meeting minutes (Moved/2<sup>nd</sup>, Heinisch/Lessler, 5 of 5 in favor).

The Committee briefly discussed scheduling for July and August, as the normal meeting date would be July 4. There will be no Planning Committee meeting in July. There will be an August meeting on the normal date of August 1.

**Governance**

*Report on strategic advisors for Planning Committee*

Committee Chair Marc Provence reported that he and Linda Ruiz had met with two potential strategic advisors to the Committee, Elise Chayet and Pam MacEwan. They believe both will be good additions to the Committee and will bring good experience and insight to the role. The Committee voted to forward to the Governing Council a recommendation that both Elise Chayet and Pam MacEwan be named strategic advisors to the Planning Committee (Moved/2<sup>nd</sup>, Tobin/Ruiz, 5 of 5 in favor).

**Strategic Planning**

*Spending priorities (follow up work from May 30 meeting)*

Committee members reviewed the funding priorities drafted at the May 30 Governing Council meeting for each of the first two goal statements. They reviewed and refined the wording on all of the funding priority statements. In several cases, this involved either clarifying language or broadening the statements to be less specific and limiting.

They went on to draft some potential strategies for a third goal added at the May 30 meeting related to financial stewardship.

*Grant making principles*

The Committee discussed several of the draft grant making principles related to the application process and the types of organizations that may be funded. They asked that the page that focuses on broad principles be clarified based on this discussion and brought to the next Governing Council meeting.



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**Grant Stewardship**

*2012 Interpreter Services Funding*

The Committee reviewed a summary of 2012 Interpreter Services funding. While the adopted 2012 budget included only total funding for the year, the assumption was that it would provide funding for six months at the monthly limit of \$8,333 in PHPDA funds (\$24,999 per quarter). However, as billing levels have declined, the budgeted amounts for 2012 will not be approached until well after the originally-planned six months. The Committee voted to approve continued funding beyond six months until the amounts in the budget are reached (Moved/2<sup>nd</sup>, Lessler/Tobin, 4 of 4 in favor).

*Project Access Northwest Q 1 2012 Report*

Committee member Linda Ruiz discussed the Project Access Northwest Q1 2012 report. She noted that while they are off-pace for their annual goals, this is normally the case in quarter 1. She and Executive Director Rosemary Aragon will be meeting with PANW Executive Director Sallie Neillie in the near future. The Committee voted to accept the PANW Q1 2012 Report (Moved/2<sup>nd</sup>, Ruiz/Tobin, 4 of 4 in favor)

**Adjournment**

The meeting adjourned at 8:59 a.m.

Minutes approved: \_\_\_\_\_  
(date)