



Board of Directors Meeting Minutes Tuesday, April 3, 2018 10 a.m. – 12 p.m.

Members Present: Tom Rembiesa, Charlotte Booth, Karen Brady, Scott Hanauer, Jeff Clare, Kerry Ann Shaughnessy, Erin Shea McCann, Paul Cavanaugh, Megan Walton (on phone)	Members Absent: Brian Carroll, Jessie Di Pardo
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Agenda Item	Discussion	Decisions
1. Call to order		The meeting was called to order at 10:05 a.m.
2. Interview Feedback / Interview Committee Recommendation to the Board of Directors / Compensation Package / Board Vote / Verbal Offer / Hire Letter	<p>Those who participated in the interviews of the final two candidates on 3/28 updated the board on their decision. Jill Marshall May was recommended as the new WACF Executive Director.</p> <p>The question was asked, what should be in the Executive Director’s personnel file and who should hold it. Possibly the Secretary? It was recommended that a checklist be created for what the personnel file should contain.</p>	<ul style="list-style-type: none"> The motion to offer Jill the position of WACF Executive Director carried. The Board will offer Jill an annual salary of \$110K with a benefit package that includes health insurance and time off. Tom will call Jill to make the offer and will call Jim to inform him that he was not chosen. Tom will draft an offer letter and Charlotte volunteered to help if any editing is needed.
3. Next Steps: Onboarding Details / Formal Identification of “Go-To” Board Members Prior to Election of President / Timeline for Funding	<p>Brian and Charlotte have agreed to be the go-to Board Members for Jill until the election of the new Board President.</p> <p>It was suggested that Jill should meet with the funders.</p> <p>The Board discussed doing some sort of announcement, a press release, and a post to the website. Some kind of legislative meet and greet was also suggested.</p> <p>It was also suggested that there should be in-person introductions to CA, CWAC, Children’s Alliance, Legislators and probably more.</p>	<ul style="list-style-type: none"> Tom will request a sit-down meeting with Jill, Brian and Charlotte as soon as Jill is available. Paul volunteered to help the Board and the new Executive Director with administrative stuff and drafting a work plan. Erin will hand over resources and historical work that led to the formation of plans, as well as a contact list. Paul will ask Andrea Estes if she has a resource that could write a press release.

Agenda Item	Discussion	Decisions
	<p>Paul suggested hiring a payroll service and paying Jill once a month.</p> <p>We need to write a letter to the funders once Jill is hired to initiate funding.</p> <p><u>Possible meetings Jill might want to attend:</u></p> <ul style="list-style-type: none"> • 4/20 9:00 a.m. – 11:00 a.m. - WA Data & Alignment to Foster Recruitment with Dyann Daley (expert in heat mapping) and CPA's at Balmer • Tentative meeting – 6/7, CPA/Intensive Services Divisions meeting with Frank Ordway. <p><u>Other suggestions for next steps:</u></p> <ul style="list-style-type: none"> • Business cards • Profile with bio and/or photo on the Board of Director's Page 	<ul style="list-style-type: none"> • Tom will look into his organization's payroll service. • Erin will draft letter to funders, to be signed by Tom. • Brian will need to let Seth know about new Executive Director.
<p>4. Approve Minutes from the March Meeting</p>		<p>The motion to approve the minutes carried.</p>
<p>5. Public Policy Update</p>		<p>Brian was not present and there was no public policy report.</p>
<p>6. Elections / Nominations</p>	<p>The following members have been nominated for the open Board positions: <u>President:</u> Brian Carroll, Jeff Judy <u>Vice President:</u> Karen Brady <u>Secretary:</u> Ray Deck, Megan Walton</p> <p>The Nominations Committee will request a statement from each of the candidates, 250 words or less, telling members how they have supported WACF and what their understanding is of where WACF is going and what would they be most excited to do to further those goals.</p>	<ul style="list-style-type: none"> • The candidates will be asked to turn in their paragraphs by Thursday, 4/5. • If possible, Linda will send out an electronic vote on Friday, 4/6, with a cutoff date of 4/16.
<p>7. Membership Meeting Agenda</p>		<ul style="list-style-type: none"> • Treasurer's Report • Approve March minutes • Announcement of new ED • Announcement of election results • Debrief on FFA conference call • Division Reports
<p>8. Activity Coordination / Adjournment</p>		<p>The meeting was adjourned at 11:50 a.m.</p>