

ARC BOARD MEETING MINUTES

July 8th 2015

The ARC Board meeting was called to order by Board Vice President, Jonathan Hartung at 6:35pm. Board members present were Julie Morse, Doug Dunham, Sprout Hochberg, Trang Hoang, Charlie Zaragoza, Terry Holme, Jonathan Hartung, Dave Towne.) Chris Copacino, Tamara Driscoll, Antoinette Angulo were excused. William Lowe, Vic Roberson and Candace Bailey were absent.

ARC Staff present were Christina Arcidy, Sharon Mauze and Naho Shioya.

Seattle Parks was represented by Kelly Guy.

We also had guests from Lifelong Recreation Programs – Brenda Kramer, Cheryl Brown, Cayce Cheairs, Carol Fisher and Linnea Mattson.

The proposed agenda was adjusted till the quorum for voting was met, and started with the presentation from Lifelong Recreation Program.

Lifelong Recreation Program Presentation:

Brenda Kramer, manager of the Lifelong Recreation Program gave us some statistics and facts about the programs.

- Lifelong Recreation has been part of Seattle Parks and Recreation for over 40years
- 11 staff
- City-wide program
- 449 classes with 5406 registered participants
- 15 sound steps walking groups that walk an average of 3 miles per week with an average of 150 participants walking each week throughout the year. 500 individuals participate in walking programs throughout the year.
- 181 trips with 3,362 registered participants
- 223 single day events (mostly special events) 2329 participants
- Participation in weekly food and fitness served 19,941 participants throughout the year (384 participants per week receive lunch, social, educational and fitness programs)
- Volunteers spent well over 5000 hours supporting lifelong recreation to have successful programs, trips, special events and volunteer events in 2014.
- They offer food and fitness programs – and those are now supported by the MPD, and they are working on the strategic planning
- Dementia Friendly programs are a new and cutting edge program that serves adults with memory loss.

Cayce Cheairs shared the video from Seattle Channel:

<http://www.seattlechannel.org/videos?videoid=x53729>

- Creating meaningful connection for people with memory loss
- Creating volunteer opportunities

Linnea Mattson shared storied from *Camp Momentia* @ Camp Long

- Activities for people with memory loss include water color painting, nature hikes, treasure hunt, storytelling and campfire with hot dogs and s'mores!
- Story of an older lady accompanied by a daughter who came back from the treasure hunt with handful of fall colorful leaves with a smile on her face.
- A Ranger with an ukulele played a some about "old paint" for a lady who had not said much until then – and she shared a story of her sister who can only play that song
- Caregivers of the folks with memory loss also get a break during the program, since Parks staff will take care of the details, so they too can enjoy the experience

Chery Brown talked about special programs for "Boomers".

- Partnership with AARP
- Working to create "Boomers" programs in every community center
- Started LGBTQ programs
- Planning to offer more educational programs
- Providing volunteer opportunities
- Recently attended the Aging conference in Chicago – and realized how forward Seattle Parks and Recreation is on offering programs for older generation
- Planning to attend Conference in Washington DC to present our programs

Kelly Guy – Thank you for the work

Q: Doug Dunham – How do you do the outreach? How do people find out about those programs?

A: Brenda Kramer – Mostly through physical brochures. Lifelong Recreation just hired a consultant to work on additional outreach methods.

Carol Fisher (Lifelong AC member), stopped at Miller CC when she was out on a walk pushing her grandchild's stroller, and picked up the brochure and joined the walking group. She became an Advisory Council member for the Lifelong Advisory Council – the program has excellent staff, they support the Council, and the Council supports them. Lifelong AC is made of thoughtful people who advocate for Lifelong Recreation AC.

Approval of the Agenda and Minutes (7:09pm):

It was determined that a quorum of Board members was present at this point (8 members). The motion to approve the agenda was offered by Dave Towne and seconded by Trang Hoang. The agenda was approved. The motion to approve the Board meeting minutes from May meeting was offered by Terry Holme, and seconded by Sprout Hochberg. The minute was approved as submitted.

Board Development Committee report:

Trang Hoang reported for Antoinette Angulo who was not able to attend today's meeting. She presented Frana Milan as the new ARC Board candidate. After a brief discussion, Doug Dunham moved to approve her membership, and Terry Holme seconded the motion. Frana Milan was approved to join the ARC Board.

Trang also asked Board members to review Michael Neguse's resume emailed to the members, and asked to consider him as the next ARC Board candidate.

990 Draft Review (7:14pm):

Christina Arcidy presented the ARC 990 review.

- 990 is required for all non-profit organization
- It needs to be published – we put them on our website
- This is a financial information for the donors and foundations
- 3 views of 990 – Governance, tax Compliance and Financial Management
- 990 Best Practices – Provide a copy to the Board prior to filing, and develop a form 990 review policy
- ARC's form 990 process - Contract with Peterson Sullivan to support the Form 990 completion > Accounting Director completes workbook > Peterson Sullivan uses the workbook to draft the return > ARC Board and Staff review draft return > ARC Board approves the return > Accounting Director gives Peterson Sullivan the authority to file the return.

Governance:

ARC has current:

- written conflict of interest policy
- written whistleblower policy
- Written document retention and destruction policy.
- ARC did not make any significant changes to its organizational documents (such as articles, by-laws) since the 2013 form 990.
- ARC does not have members or stockholders.
- The board takes minutes at the meetings held throughout the year.
- All members of the Board will be provided a copy of the final version of the Form 990 before it is filed.

Tax Compliance:

- Filed 90 1099s and 1091 W-2s in 2014.
- Did not have any business income unrelated to ARC's exempt function of \$1,000 or more.
- Did not participate in prohibited tax shelter.
- Did not receive or solicit contributions that were not tax deductible.
- ARC notified donors when they received goods or services that were not tax deductible.

Fiscal Management:

- BOD reviews Executive Director's performance and sets salary annually.
- Executive Director reviews key employees' performances and salaries annually.
- Peterson Sullivan, an independent auditor firm, completed the 2014 ARC Audit.

Q: Jonathan Hartung - what is the reasonable standard for Administration cost?

A: Sharon Mauze/Christina Arcidy – 25% Admin cost, and 75% for programs. For us at ARC, we operate at around only 8% on Admin cost.

Christina Arcidy – All Board members need to complete the conflict of interest form, and we will need a motion to approve the 990 draft.

Sharon Mauze – Fundraising cost is all in schedule G for 2014, however, next year, the cost of the Fundraising and development operation cost will be in the functional statement, and will be reported differently. (About \$84K is included in schedule G this year.)

Dave Towne moved to approve the 990 draft, and Doug Dunham seconded the motion. The 990 draft was approved.

Enrichment Programs Presentation (7:34pm):

Megan Castellano, an ARC Field Supervisor for the GEO 2 (Northeast) presented the growing Enrichment Programs.

- After School Enrichment Programs are the future of ARC to bring in revenue
- Partnership with Seattle Parks and Recreation and Seattle Public Schools
- Enrichment Programs are not licensed
- Use any space in schools – through Parks/Schools agreement
- This is a program for 5-12 year old children (We will have schools that are for K-8, so we will be looking at programs for 12-14 year olds.)
- This is an alternate option to licensed childcare programs
- In 2014-2015 school year, we had 7 programs
- Due to Seattle Public Schools transportation decrease, the need for on-site programs at schools increased.
- PTS/PTSAs were having difficulty with required insurance policy and running background checks as the programs were run by volunteer parents, and looked to ARC for help/support to run the programs.
- We are adding Hazel Wolf K-8, Tops K-8, McGilvra, Leschi and Daniel Bagley.

Q: Sprout Hochberg – It doesn't include the whole city/different neighborhood, and looks exclusive. Is there are reason for most programs being on the North end (and not in the South)?

A: Kelly Guy – We didn't approach other schools without scholarships available and systems in place.

A: Christina Arcidy – we also only took schools that are ready to go – with the programs and system in place for us to come in.

Comment: Sprout Hochberg – I hope that we can address equity and access for the areas that are not served within the next few years, because the need is definitely there, and we are not serving them.

Q: Jonathan Hartung: What is the average cost of running an Enrichment Program?

A: Christina/Megan/Kelly/Sharon – Not clear yet, but around \$40K at least for the personnel/employment of staff cost.

Comment: Jonathan Hartung – This is why we need to be able to spread this out to serve the GEOs/Schools throughout the city – lots of \$\$ involved.

Kelly/Christina - Using this next year to track Revenue/Expenses, so we can analyze.

Q: Dave Towne – Scholarships available?

A: Kelly Guy – Developing criteria, and looking at MPD. It is to be reviews by oversight committee.

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Comment: Jonathan Hartung – This is definitely a growth area.

Report from Advisory Council “Enrichment” Committee (8:05pm):

Charlie Zaragoza reported on the Advisory Council “enrichment” committee.

They have met once, and are developing the timelines and plans. They’ve changed the name of the committee to Advisory Council Enrichment Committee (instead of “relations”). There will be more reports as they meet and develop plans.

Jonathan Hartung asked if there is a motion to adjourn the meeting – Dave Towne motioned to adjourn the meeting and was seconded by Charlie Zaragoza. Approved, and meeting was adjourned.

Respectfully submitted,

Naho Shioya
ARC Executive Assistant