



## Puyallup Watershed Initiative

### COMMUNITY BOARD ABRIDGED MINUTES

**Date:** July 24, 2019 from 5pm to 8pm

**Venue:** Don Partington's home

**Attendance:**

- **Community Board:** Kristy Fry, Nannette Huber, Agustin Moreno, Don Partington, Heather Shadko, Debbie Terwilleger, Anaid Yerena
  - **Absent with Notification:** Kathryn Lewis, Kent Thomas
  - **Absent without Notification:** Jacques Colon, Corey Mosesly
- **Initiative Staff:** Jennifer Chang, Jefferson Mok, Sarah Spence
- **Guest(s):** Mike Warren, Candi Avery & Kelly Rancourt of Clark Nuber

#### MEETING DECISIONS\*

**Topic:** Consent Agenda

**Decision:** APPROVED – the consent agenda as presented.

*\*For additional details regarding each topic and decision, please review the following abridged meeting minutes.*

Activity Summary	Lead	Purpose
<b>WELCOME &amp; DINNER</b> <ul style="list-style-type: none"> <li>• Welcome, fellowship, and community building amongst Board members.</li> </ul>	Don Partington	Fellowship & Community building
<b>ANNOUNCEMENTS &amp; INVITATIONS</b> <ul style="list-style-type: none"> <li>• The 2020 application for Community Board member candidates is live on the Initiative website (<a href="http://www.pwi.org/board2020">www.pwi.org/board2020</a>).</li> <li>• Announcements and invitations shared at the meeting are available in one document for quick and easy review.</li> <li>• <a href="#">July Announcements and Invitations Document</a></li> </ul>	Anaid Yerena	Information Sharing & Initiative engagement (with COIs & beyond)
<b>CONSENT AGENDA</b> <ul style="list-style-type: none"> <li>• The consent agenda included June 12<sup>th</sup> Community Board Meeting abridged minutes, and June 2019 financial overview &amp; narrative. Consent agenda was approved.</li> </ul>	Jennifer Chang	Information sharing & <b>Decision</b>
<b>2020 WORK PLANNING</b> <ul style="list-style-type: none"> <li>• Board members participated in a group activity to review and provide feedback on final draft 2020 Work Plan activities (funded and unfunded).</li> <li>• Feedback and discussion around collaborations between Communities of Interests (COI) occurred. In general, there is excitement to see more collaborative activities that involve multiple COIs, and there is a desire to see the number of cross-COI activities grow. Points were made that current COI</li> </ul>	Jennifer Chang and Jefferson Mok	Information sharing, Discussion, & Brainstorming

<p>structures and Initiative Work Planning processes may hinder greater COI collaboration.</p> <ul style="list-style-type: none"> <li>• The Board observed and discussed equity-oriented efforts across all COI Work Plans, specifically several COIs prioritizing diversity, equity, and inclusion workshops and trainings. There was curiosity to learn more about opportunities for coordinated workshops across interested COIs as well as how expertise from within the Initiative could be used. Also, as the Initiative continues on its organizational equity journey, are there possibilities for Initiative-wide equity workshops.</li> <li>• Future conversations about the Work Planning process and opportunities to streamline, refine, and improve should occur.</li> </ul>		
<p><b>BUSINESS HEALTH CHECK-UP SHARE OUT</b></p> <ul style="list-style-type: none"> <li>• The presenters shared how a “business health check-up” is different than an audit and more suitable to the Initiative’s current stage of development.</li> <li>• The presentation focused on best practices, processes, procedures.</li> <li>• Clark Nuber’s assessment concluded the Initiative has transparent organizational financial practices and strong segregation of financial controls, especially for a young organization.</li> <li>• As the Initiative begins efforts around fundraising, Clark Nuber emphasized the need for establishment of more systems and processes oriented to fundraising, such as a gift acceptance policy.</li> <li>• A full report of prioritized recommendations was produced, and Initiative staff team members responsible for finances as well as the Finance Work Group will move forward efforts to implement the recommendations.</li> </ul>	<p>Candi Avery &amp; Kelly Rancourt, Clark Nuber</p>	<p>Information sharing &amp; Discussion</p>
<p><b>2020 INITIATIVE OPERATIONS BUDGET OVERVIEW</b></p> <ul style="list-style-type: none"> <li>• The Board received an overview of the Initiative’s 2020 operations budget including review of key fixed costs, budget considerations, and financial outlook details.</li> <li>• The Russell Family Foundation (TRFF) remains the Initiative’s primary funder, and TRFF continued with the trend in recent years of reductions to the overall Initiative award invitation amounts.</li> <li>• The Initiative strives to be fiscally responsible and carefully steward resources, which is particularly important as TRFF’s invitation amounts reduce and the Initiative builds capacity to begin resource development efforts.</li> </ul>	<p>Jennifer Chang &amp; Debbie Terwilleger</p>	<p>Information sharing &amp; Discussion</p>