



**Dispute Resolution Center
OF THURSTON COUNTY**

BOARD MEETING

Wednesday, December 20, 2023

5:30 - 6:30 p.m.

Board members present: Deborah Jayne, Curt, Matt, Michael, Kevin, Emmie, Mary Sue, Julie

Staff present: Jody, Joe

Meeting minutes:

5:30 meeting called to order

5:32 Consent Agenda (Deborah)

- Vote: Kevin moves to accept consent agenda, Matt seconded; unanimous approval

5:33 New Member Proposal (Curt)

- Curt introduced topic and Board Development Committee proposal
- Matt and Deborah gave glowing recommendations
- Mary Sue asked how she connected with us (Mickey recruited)
- Vote: Curt: Motion to adopt Board Development Committee's recommendation to bring Eileen on board; Mary Sue seconded; unanimous approval
- Deborah: She'll join us next month

5:41 Jody's Executive Director Report (see report in meeting materials)

- Deborah: Thanks so much for the work you've done synthesizing from the retreat

5:53 Proposed Budget (Jody)

- Recap of discussion from November
- Have made some refinements to the budget since then: adding the new DOJ funding, making the refinements around salaries, etc.
- Designed to be more of a "stabilizing budget" as the big capacity campaign over last 3 years comes to a close and we're not taking on big new programs.
- Most of our funding goes to staff, second most is facility and associated expenses
- Deborah: Do you know anything about the other tenant/spots in the facility? Jody: 2 spaces actually-- one was recently open and we passed on it. The other space would actually be more advantageous. We'd have to make sure we have the finances, but we do have "first right of refusal" if the other space becomes open. Jody suggests the facilities committee consider that, or the first right of refusal clause, in the next lease.
- Mary Sue: Clarifying question about salary equity; Jody: building on our past work, we have a 5% raise for staff in this budget, with one exception that was increased more
- Mary Sue: Clarifying- board role is to approve budget not to determine individual salaries (with the exception of the executive director)
- Matt: Employee benefits? Need help? Jody: tend to budget 18-20% for those ancillary employee benefits, which is typically a little more than we need, which allows us to slush. This year those expenses are 19.5%.
- Michael: Strategic Reserves would be nice to have, but aren't included in this budget. How do we orient to that? Jody: We've been trying to grow that funding to 3-6 months of reserves. Currently have 2 accounts. One is a rainy day, the other is more flexible. It currently sits at ~2 months' worth of reserves. As we've grown our reserves we've grown our budget. Hoping to put in 40-50k this year (end of 2023). This lives in the strategic plan and will stay a priority. If we do great and have overage, this is a high priority for where we'd put it.
- Vote: Kevin moves we adopt the 2024 budget; Matt seconded. Motion passes unanimously.

6:10 Succession Planning Update (Curt)

- Per our policies, we form a succession planning committee that includes a former board director, current board members, and staff. Terry is interested as a former board chair. Matt and Kevin have expressed interest. Talked to staff on ops and programs- Jen and Leah, and a former volunteer Andrea. That's the proposed membership of the ad-hoc committee (with Curt).
- The committee will sort out process, timing, who should be on the interview panel, outreach, etc. and make a recommendation to the board in February. March-April implement the plan. May-June hope to get someone on board to provide some transition time.
- Lots of big ideas from staff and board members for the org's path forward, and our new director is going to be a key part of that. So focusing on this important decision is a big priority for the next 6 months.
- Hope to make a broader community announcement in January.
- Matt: Does ResWA help at all/support director searches? Jody: There could be, if the board wanted to connect with other boards at other centers. Jody could help make those connections so we can learn how they managed their transitions. Every member of ResWA submits a transition plan to ResWA to ensure there's thoughtfulness and stability in programs. Matt: If anyone has done that recently, it would be great to see what they've done as a starting point for the committee.

6:22 January Meeting Change & Closing (Deborah) Connection

- Deborah will be working with Angela on updating the Board Portal – Jody: Angela and I are going to start working on this tomorrow; calendar, meeting holds, etc.
- January meeting is in-person
- It would be great to have affirmative RSVPs so we know if we have quorum.
- Still have a treasurer opening- Deborah is attending those meetings for now
- Happy holidays! See you in the new year!

6:28 Adjourn

Board Meeting Consent Agenda:

- December Agenda
- November Meeting Minutes
- November Financial Dashboard
- Policies Committee Report
- Proposed: Board Member Job Descriptions
- Finance Committee Report

Informational Resources:

- Executive Director's Report
- 2024 Proposed Budget Detail (for separate vote)

Upcoming Events:

Professional Mediation Training (Public)
January 10-12 & 17-19, 2024

Professional Mediation Training (SPSCC)
January 8 – March 20, 2024