

TEEN Network - First Board Meeting via Zoom - 12/11/24

Attendance: Samantha (Sam) Neel, Kimberly Biegel, Abby Thompson, Kaela Chong, Antonio (Tony) Rodriguez, Elizabeth (Liz) Kohl

Start at 11 am via Link <https://us06web.zoom.us/j/85940003399>

-1st meeting to fulfill requirement for 501 (c)(3)

-Been around for a year, implementing in the last 6 months

-Harris House – board would oversee TEEN Network (navigation services) and Harris House (submitting app to state and working on licensing)

-Introductions: Sam, executive director, Kaela, Abby, former Sky Valley Youth Coordinator, Tony, board member and volunteer coordinator for Youth Care for Seattle, Kim, Liz– business consultant for non-profits and working with Skyland Ranch (future site of Harris House), downtown emergency services for King County.

Board Session Started at 11:08 am

VOTE:

Approval of 1st Thursday at noon of every month works for everyone virtually.

Sam – yes

Kim – yes

Tony – yes

Kaela – yes

Abby – yes

VOTE:

Approval of allowing voting over email by Wed. December 18th, 2024.

Sam – yes

Kim – yes

Tony – yes

Kaela – yes

Abby – yes

-2 items of deficiency: Treasurer to oversee the budget for board & 1 Youth on board who they are not actively serving.

-Ask around to find a youth so they can be interviewed.

-Treasurer will be the most important role on board, and needs to be intentional.

-Q: Bookkeeping or oversight? A: Wants feedback. Ideally, more than 1 set of eyes on the budget for liability purposes.

-Need to develop processes and procedures to address budget, bookkeeping, and oversight.

-Intent of being an employee of Harris House? Might affect being on the board down the road.

-Board > Exec director > Staff of Harris House

-Q: Do meetings need to be publicized? A: Because TEEN Network is not a public entity, it doesn't have to be a public meeting, but notes do have to be shared if asked along with 990. Can have closed meetings.

-If we go for grants, they will look at notes from meetings.

-NEED: Approval of bylaws, budget, positions (president, secretary, treasurer)

-They will ask for copies of the above/anything applicable to issue

-Liz: Adding perspective contract but a suggestion with 2 separate processes to get 501.c.3: We don't have any committed dollars to us now although we are planning on moving forward with Harris House. We have a prospective date but not confirmed and we could make a budget for small outreach, when we find out more about the funding scenarios and contracts in place, could bring it to the board.

-Go back and to do a prelim budget on what we know we're already doing.

-Launch date for Harris House will be when we get licensed

-June is when we could see the grant will happen

-If we are under 50K, the process is quick, if over, it could be months

VOTE:

Approval of moving forward with the budget for nav services before we launch Harris House and that we will approve the Harris House budget when funding is confirmed.

Kim -Yes

Tony - Yes

Abby - Yes

Kaela - Yes

Sam – Yes

-The next special meeting would come via email with the date, time, and Zoom link.

-Noon on Thursday works for all

-Outside of voting, she wants to have open discussions on rules for board members regarding participating and attendance

-Tony has worked with youth care for about 3 years and has an abundance of overstock in hygiene, school supplies, and other items and can provide a list

-He can connect with volunteers and talk with companies to help with the Harris House renovation

-4 board members minimum for a vote, to include a youth

-We have a perspective youth, but they have been a recipient of services from TEEN Network

-Liz: examples~ Bylaws will have who has to be there. It is a % of board members to show quorum. Votes cannot count if we don't have all members and have to wait until the next meeting.

~Every board member agrees to donate \$1 – donors ask how much the board donates.

~Every board member leads 1 fundraising activity.

~This would go into the job description portion for board members.

-Liz: Suggests submitting ideas now, could talk at next board meeting, other than board sec. & treasurer, board members at large, the job description is more internal document and can be worked on in the coming months.

-Job description is encouragement and if you don't meet it, you aren't fired

-Liz: The Board could decide that the expectation is to attend 10/12 regularly scheduled meetings and if someone cannot make that, the board can choose to exit the person and re-open the seat. It is not a clause that you HAVE to do that.

-Meeting on the 19th for bylaws and budget: if everyone submits a vote before the meeting, can you Cc everyone, please? Everyone acknowledged.

-The budget will be to the board before the meeting to review.

-If the budget is to the board by the night of Monday 12/16, is that enough time on the 19th, everyone said yes.

Approval to adjourn.

VOTE:

At 11:41 am, Kim motioned to have the meeting adjourned.

Abby - yes

Tony – yes

Kim- yes

Sam - yes

Kaela – yes

The meeting was adjourned.