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WASHINGTON STATE LEADERSHIP BOARD

RECOGNIZING LEADERS. CULTIVATING LEADERSHIP.

Executive Committee Meeting Minutes

August 2, 2023

10:30 AM – 11:30 AM

Streaming Location:

Olympia Timberline Library

Meeting Room

313 8th Ave SE

Olympia, WA 98501

1. Welcome

- **10:34 AM**
- **President Brian Moreno called meeting to order.**

2. Roll Call, Adoption of Agenda, and Meeting Minutes

- **Roll Call**

Name	Title	Organization	Present
Voting Officers			
Brian Moreno	President	WSLB	x
Colin Pierce	Vice-President & Washington World Fellows Committee Chair	WSLB	x
Mary Cadera	Treasurer	WSLB	x
Conner Huey	Secretary	WSLB	x
Chester Baldwin	Board Governance Committee Chair	WSLB	
Andrea Ornelas	Boundless Washington/Team S.A.M. Committee Chair	WSLB	x
Olivia Sarriugarte	Compassion Scholars Committee Chair & At Large	WSLB	
Allison Ball	Honors Committee Chair	WSLB	x
Mark Gjurasic	Legislative Affairs Committee Co-Chair	WSLB	x
Staff			
Audrey Baker	Executive Director	WSLB	x
Amy Ubungen	Director of Programing	WSLB	x
Claire Muehleisen	Administrative Assistant	WSLB	x
Guests			

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Paul Bitar	Senior Financial Analyst	DES	x
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• Adoption of Agenda

- President Moreno asked for a motion to adopt the agenda.
- **Motion:** Mary Cadera
- **Second:** Colin Pierce
- **No discussion.**
- **Ayes have it, motion carries.**

• Adoption of May 3, 2023, Executive Committee meeting minutes.

- President Moreno asked for a motion to adopt Executive Committee meeting minutes.
- **Motion:** Conner Huey
- **Second:** Mary Cadera
- **No discussion.**
- **Ayes have it, motion carries.**

3. Opening Comments

- President Moreno expressed gratitude for everyone's engagement in the discussion over the future of WSLB as a Hybrid Trustee Agency, he acknowledged the complexity of this transition. He emphasized the need to embrace change and prioritize what is best for the board and for students.
- Treasurer Cadera reemphasized President Moreno's comments and asked what practices the WSLB could maintain and create.
- President Moreno stressed the importance of amplifying every board member's voice.
- Vice-President Pierce agreed and added that the WSLB must work on translating vision into concrete action.

4. Treasurer's Report

- Treasurer Cadera requested an overview of the Treasurer's Report from Executive Director Baker and Paul Bitar.
- Paul Bitar elaborated on the May projection; he noted that final numbers were slightly lower due to reduced discretionary purchases. He explained that the agency fully utilized its 26H appropriation and dipped into account 26J. Throughout the year, 26J increased by approximately \$134,000, leaving a balance of around \$426,000, indicating excellent financial health.
- Paul Bitar continued, noting that while the agency spent roughly \$625,000 last year, the budget for the coming year was about \$924,000, with room to spend more since 26J is a non-

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appropriated account. He concluded by noting that to prevent the account balance from growing, it was advisable to spend at least \$985,000.

- Executive Director Baker informed the committee that the reports that were voted on were based on the May figures, while final reports would be sent out later for greater clarity on the agency's financial needs.
- Director Mark Gjurasic inquired about oversight for the accuracy of the projections and books.
- Paul Bitar explained that he and the State Auditor's Office oversee this, with audits conducted every four years to ensure compliance with the state accounting practices.
- President Moreno commended Paul Bitar's work and asked for a motion regarding the Treasurer's Report.
- **Motion:** Andre Ornelas
- **Second:** Mary Cadera
- **No discussion.**
- **Ayes have it, motion carries.**

5. Business

a. Advisory Committees

- **Board Governance**
- President Moreno moved on to board member vacancies and gave an overview of the new board member applications:
 - Board Director Applications
 - Michael Meotti
 - i. Executive Director of the WA Student Achievement Council.
 - Suzanne Ames
 - i. President of Peninsula College.
 - Maria Siguenza
 - i. Executive Director of the Commission on Hispanic Affairs.
- President Moreno noted that the WSLB currently has two Director vacancies. Per WSLB Bylaws 3.3.1, "The Board of Trustees has the authority at any time and from time-to-time to designate and appoint any other individuals as ex officio members of the Board of Trustees". He added that Michael Meotti and Suzanne Ames' applications were received first, so the Board Governance Committee recommended appointing Michael Meotti and Suzanne Ames as Board Directors and appointing Maria Siguenza as an ex officio member, per WSLB bylaws 3.3.1. President Moreno noted that upon the occurrence of a Director vacancy the Board Governance Committee recommended Maria

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Siguenza to be expeditiously appointed as a Board Director to assume the vacant position automatically.

- President Moreno solicited a motion for Michael Meotti and Suzanne Ames to be appointed as WSLB Board Directors and to appoint Maria Siguenza as an Ex Officio Member until there is a vacancy on the Board.
- **Motion:** Andrea Ornelas
- **Second:** Colin Pierce
- **No discussion.**
- **Ayes have it, motion carries.**

b. Committee Vacancies

- **Executive Committee, At-Large position**
- President Moreno moved on to committee vacancies and passed the meeting over to Executive Director Baker.
- Executive Director Baker noted that the WSLB still had an At-Large vacancy on the Executive Committee. Audrey asked for a motion to appoint Andrea Ornelas to the vacant At-Large position.
 - **Motion:** Mary Cadera
 - **Second:** Colin Pierce
 - **No discussion.**
 - **Ayes have it, motion carries.**
- **Finance Committee**
- Executive Director Baker continued, noting that per the WSLB bylaws the Finance Committee also had a vacancy. She requested a motion to appoint Conner Huey to the Finance Committee.
 - **Motion:** Andrea Ornelas
 - **Second:** Mary Cadera
 - **No discussion.**
 - **Ayes have it, motion carries.**

c. Policies

- President Moreno invited Executive Director Baker to discuss the new Alumni Intern International Activities policy.
- Executive Director Baker reviewed the new policy and noted that it had been reviewed by the Assistant Attorney General's office and The Board Governance Committee.
- Executive Director Baker asked for a motion to adopt the Alumni Intern International Activities policy.

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- **Motion:** Mary Cadera
- **Second:** Colin Pierce
- **No discussion.**
- **Ayes have it, motion carries.**
- **Executive Director Policy Review Approval**
- President Moreno announced that He, Vice-President Pierce, and Executive Director Baker had discussed the need for an annual policy review and settled on having the Executive Director conduct this review annually. The Executive Director can approve policies so long as there are no changes to that policy.
- Vice-President Pierce inquired about the scope, asking if that included board policies.
- Executive Director Baker clarified that HR related policies could be implemented by the Executive Director, but those pertaining to volunteers, students and board members must be approved by the board.
- President Moreno requested a motion to approve the Executive Director Policy Review.
 - **Motion:** Andrea Ornelas
 - **Second:** Mary Cadera
 - **No discussion.**
 - **Ayes have it, motion carries.**
- **Washington World Fellows**
- Executive Director Baker explained that the Executive Director can't sign agreements exceeding \$10,000 and that the contract for the Washington World Fellows newly implemented college bootcamp would exceed that amount.
- Amy Ubungen noted that the college bootcamp program had been developed before Covid-19. WSLB Staff planned to start piloting the new WWF domestic program and college bootcamp.
- President Moreno asked for a motion to approve Executive Director Baker to sign contract.
 - **Motion:** Mary Cadera
 - **Second:** Andrea Ornelas
 - **No discussion.**
 - **Ayes have it, motion carries.**

d. Ad Hoc Committees

- **Honors**

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- President Moreno thanked the Honors Committee for having such a detailed proposal.
 - 2023 Washington Leadership Awards Proposal:
 - Washingtonian of the Year
 - Organization of the Year
 - Justice for All
 - Legacy of Service
 - Emerging Leader
 - Executive Director Baker explained that the Emerging Leader was a new award. WSLB Staff compiled a list of all the nominators who had nominated students for WSLB programs. They were invited to nominate a WSLB student to empower and uplift WSLB student alumni and include them the WSLB Honors Award Ceremony. The other four awards were legacy awards that had been given in the past. She finished her explanation by noting that the WSLB had approval from the Lieutenant Governor's office.
 - Vice-President Pierce expressed his satisfaction with including awards that engage the community and highlight the organization.
 - Executive Director Baker noted that WSLB staff were working on finding two keynote speakers. She invited the committee to share suggestions and ideas.
 - President Moreno solicited a motion to accept the Honors Committee proposal.
 - **Motion:** Mary Cadera
 - **Second:** Andrea Ornelas
 - **No discussion.**
 - **Ayes have it, motion carries.**

e. Executive Committee Meeting Schedule

- President Moreno proposed having a more frequent Executive Committee meetings to handle the workload and strategic discussions.
- Vice-President Pierce agreed, linking the idea to Treasurer Cadera's earlier question about best practices.
- Treasurer Cadera noted that most boards have monthly Executive Committee Meetings but raised concerns about scheduling and attendance.
- Vice-President Pierce suggested proposing a few potential meeting times and conducting a poll to schedule monthly meetings.
- Executive Director Baker confirmed her willingness to send out a poll and arrange monthly meetings.

f. Office Lease

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- Executive Director Baker announced that the WSLB had found a physical office space, but it exceeded the Executive Director's spending authority limits with a lease of \$884.12 per month (total \$21,218.88). Contract duration: July 1, 2023 - June 30, 2025.
- Executive Director Baker asked for a motion to approve the lease.
- Director Gjurasic asked if the lease included parking.
- Director Baker replied that parking was not included but that there was a separate contract for parking.
 - **Motion:** Andrea Ornelas
 - **Second:** Mary Cadera
 - **No discussion.**
 - **Ayes have it, motion carries.**

g. Organization Vision and Mission

- President Moreno discussed the need to create a mission and vision for the WSLB, citing the book 'Start with a Why' and presented a draft mission statement based on prior discussions.
- Vice-President Pierce expressed his enthusiasm for this discussion despite its late timing in the meeting.
- Executive Director Baker assured the board that the conversation would be continued via email.

6. Announcements

- President Moreno announced that all voting members of the WSLB would be asked to switch to state-run WSLB emails.
- Executive Director Baker noted that staff would be in contact to help set up the new email system.
- President Moreno announced that there would be an in-person board meeting in November and invited board members to share ideas for the location.
- Executive Director Baker added that the board would cover all travel, lodging and meals.

7. Public Comment

- No public comment

8. Closing Remarks and Adjournment

- Vice-President Pierce expressed his excitement about the organization's future and about his partnership with President Moreno. He thanked the board and asked for a motion to adjourn.

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- **Motion:** Mary Cadera
- **Second:** Brian Moreno
- **Ayes Have it, motion carries.**
- **Adjourned at 11:35 AM**



Conner Huey, WSLB Secretary



Brian Moreno, WSLB President

