

**work2future Foundation Board Meeting
MEETING MINUTES**

October 13, 2015

Call to Order: 5:10 P.M.

I. QUORUM VERIFICATION

Members Present: Benny Boveda, Denise Boland, Rashad Said, Sima Yazdani

Members Absent: N/A

Staff Present: David Mirrione, Andrew Vasquez, Lixing Wu, Richard Martinez, Sangeeta Durrall

II. OPENING REMARKS: Read by Chair Benny Boveda

III. AGENDA ITEMS

A. Old Business

1. **ACTION: Approval of the Minutes of the May 28th, 2015 work2future Foundation Board meeting.**

Motion: Rashad Said

Second: Sima Yazdani

Unanimous approval and adoption of the May 28th, 2015 work2future Foundation Board meeting minutes.

B. New Business

1. **DISCUSSION: WIOA 2014-15 and 2015-16 Program Updates**

Mr. Mirrione provided the board with an overview of the Adult and Youth program dashboards as well as the HIRE program dashboard. Ms. Boland requested that staff provide an annual forecast for monthly goals along with actual goals attained per month. Mr. Mirrione stated that he does this with the program managers and will begin to bring these to each board meeting.

2. **DISCUSSION: 2015 Summer Youth Program Updates**

Mr. Mirrione provided the board with an update on the status of the Santa Clara County Youth Works program and a final report out on the San Jose Works program.

3. **ACTION: Fiscal Update**

Mr. Mirrione and Mr. Wu provided the board with an overview of the June 2015 Statement of Financial Position and Statement of Financial Activities. Mr. Mirrione clarified to the board that the July - September 2015 Statements at the November board meeting. Mr. Wu reviewed the solvency ratios which were included with the statements per the request of Mr. Boveda.

Motion: Denise Boland

Second: Rashad Said

Unanimous approval of the work2future Foundation's June 2015 Statement of Financial Position and Statement of Financial Activities.

4. Discussion: Fundraising Update

Mr. Mirrione provided the overview of the final grants report from 2014-15, the current 2015-16 grants report, and updated the board on future grants that were in the pipeline. Ms. Yazdani discussed the possibility of hosting a fundraiser in the Spring of 2016.

5. DISCUSSION: Marketing Update

Mr. Mirrione updated the board on the marketing efforts of the organization. The board discussed ways to reach more clients and asked to continue the discussion at the next board meeting.

6. ACTION: Resignation of Board Treasurer

The Board accepted the resignation of Board Treasurer Ms. Susan Vuong.

Motion: Denise Boland

Second: Rashad Said

Unanimous approval of the resignation of Susan Vuong Board Treasurer

7. ACTION: Approval of Board Treasurer

The board appointed the newly hired Director of Finance, Lixing Wu, as Board Treasurer to replace Ms. Susan Vuong.

Motion: Rashad Said

Second: Sima Yazdani

Unanimous approval of the appointment of Lixing Wu as Board Treasurer

8. ACTION: 2015-16 Board Meeting Calendar

Mr. Mirrione provided a proposed calendar of board meetings from November 2015 through June of 2016. A brief discussion was held regarding having board meetings in the evening rather than early afternoon as was standard practice.

Motion: Denise Boland

Second: Sima Yazdani

Unanimous approval of the work2future Foundation's 2015-16 Board Meeting Calendar

C. Set Items for Next Agenda

- **October 2015 Board Meeting Minutes Approval**
- **Program Updates**
- **Fundraising & Financial Updates**
- **Marketing Update**
- **Board Recruitment Update**

D. Announcements: There were no announcements.

E. Next Meeting

The next work2future Foundation meeting is scheduled for Thursday November 19th, 2015 at 5:15 pm at the San Jose Job Training Center, 1601 Foxworthy Avenue, San Jose, CA 95118.

IV. PUBLIC COMMENT: There were no public comments.

V. ADJOURNMENT: The meeting was adjourned at 6:32 pm