

**work2future Foundation Board Meeting**  
**MEETING MINUTES**  
**August 16, 2017**

**Call to Order: 5:15pm**

**I. QUORUM VERIFICATION**

**Members Present:** Jason Cameron, Sara Moghadam, Marzieh Nabi

**Staff Present:** David Mirrione, Stacey Sauber

**II. CLOSED SESSION**

**a. Personnel: Employee Performance**

Mr. Cameron led a discussion regarding the performance review of Executive Director, David Mirrione.

**b. Fiscal Update**

Mr. Mirrione provided the Board with an overview of the March, April, and May 2017 Statements of Financial Position and Statement of Financial Activities and the proposed 2017-18 proposed annual budget. Staff also provided an update on the funds -raised for 2016-17.

**Motion:** Jason Cameron

**Second:** Sara Moghadam

**Unanimous approval and acceptance of the work2future Foundation's March, April, and May 2017 Statements of Financial Position and Statement of Financial Activities and the proposed 2017-18 work2future Foundation annual budget.**

**III. CHANGES TO THE AGENDA**

No changes to the agenda were made.

**IV. PUBLIC COMMENT**

No public comments were made.

**V. OPENING REMARKS: Read by Board Chair Jason Cameron**

**VI. AGENDA ITEMS**

**1. Old Business**

- 1. ACTION: Approval of the Minutes of the May 3rd, 2017 work2future Foundation Board meeting.**

**Motion:** Sara Moghadam  
**Second:** Jason Cameron  
**Unanimous Approval and adoption of the May 3, 2017 work2future Foundation Board meeting minutes.**

## 2. New Business

### 1. Director's Update {Discussion}

Mr. Mirrione provided an update regarding the 2016-17 WIOA Programs, San Jose Works, and the possible consolidation of the WIOA Adult and Youth programs to the Kirk Community Center.

### 2. Marketing Update {Discussion}

Mr. Mirrione provided an update regarding the contract with Full Capacity Marketing. At the October 19, 2017 work2future Foundation Board Meeting, Mr. Mirrione will present recommendations from Full Capacity Marketing.

### 3. Resignation of Board Treasurer {Action}

Mr. Mirrione provided an update regarding the resignation of Board Treasurer, Lawson Peters

**Motion:** Jason Cameron

**Second:** Sara Moghadam

**Unanimous approval to accept the resignation of Lawson Peters as the work2future Foundation Board Treasurer.**

### 4. Appointment of Board Treasurer {Action}

Mr. Mirrione provided a recommendation to appoint Ms. Stacey Sauber, work2future Foundation Finance Manager, as the new Board Treasurer.

**Motion:** Sara Moghadam

**Second:** Jason Cameron

**Unanimous approval to appoint Stacey Sauber as the work2future Foundation Board Treasurer.**

### 5. 2017-18 Board Calendar {Action}

Mr. Cameron led a discussion regarding the importance of committing to attend scheduled Board Meetings. A discussion led to the following dates being selected and voted on for this year's calendar with all meetings starting at 5:15pm and being held at 1601 Foxworthy Ave, San Jose, CA 95118.

- October 19, 2017
- November 16, 2017
- December 13, 2017
- January 25, 2018
- February 22, 2018
- March 22, 2018
- April 26, 2018
- May 24, 2018
- June 28, 2018

**Motion:** Jason Cameron

**Second:** Sara Moghadam

**Unanimous Approval of the proposed board calendar with meetings being scheduled monthly.**

#### **C. Set Items for Next Agenda**

- **August 16, 2017 Board Meeting Minutes Approval**
- **Fundraising & Financial Updates**
  - **2016-17 Financial Reports**
- **Marketing Update**
- **Relocation Update**

#### **D. Announcements**

There were no announcements.

#### **E. Next Meeting**

The next work2future Foundation meeting is scheduled for Thursday, October 19, 2017 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 6:51pm.