

**work2future Foundation Board Meeting**  
**MEETING MINUTES**  
**October 19, 2017**

**Call to Order: 5:31 P.M.**

**I. QUORUM VERIFICATION**

**Members Present:** Jason Cameron, Dr. Marzieh Nabi

**Members Absent:** Sara Moghadam

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

**CLOSED SESSION**

**a. Fiscal Update**

Finance Manager Stacey Sauber provided the Board with an overview of the June – August 2017 Statements of Financial Position and Statement of Financial Activities. The Board also reviewed and discussed the FY17 Closeout Report of the work2future Foundation.

Executive Director David Mirrione provided the Board with an overview of current fundraising efforts, including the October 19 release of a Request for Qualifications for contracted career consultants, which will allow the Foundation to add fee for service income as related to outplacement.

**Motion:** Jason Cameron

**Second:** Marzieh Nabi

**Unanimous approval and acceptance of the work2future Foundation's June - August 2017 Statements of Financial Position and Statement of Financial Activities. Unanimous approval and acceptance of the work2future Foundation's FY17 Closeout Report.**

**II. CHANGES TO THE AGENDA**

No changes to the agenda were made.

**III. PUBLIC COMMENT**

No public comments were made.

IV. **OPENING REMARKS:** Opening remarks were read by Chair Jason Cameron,

V. **AGENDA ITEMS**

1. **Old Business**

1. **ACTION: Approval of the Minutes of the August 16, 2017 work2future Foundation Board meeting.**

**Motion: Jason Cameron**

**Second: Marzieh Nabi**

**Unanimous approval and adoption of the August 16, 2017 work2future Foundation Board meeting minutes.**

2. **New Business**

1. **DISCUSSION: Director's Update**

Mr. Mirrione provided the board with an update.

2. **DISCUSSION: Marketing Update**

Mr. Mirrione provided the board with an update.

3. **ACTION: Board Secretary Resignation**

Mr. Mirrione provided the board with a synopsis of why the current Board Secretary is resigning.

**Motion: Jason Cameron**

**Second: Marzieh Nabi**

**Unanimous approval and acceptance of the work2future Foundation's Board Secretary resignation.**

4. **4. ACTION: Board Secretary Appointment**

Mr. Mirrione provided the board with a synopsis of why the appointment of a new Board Secretary was necessary.

**Motion: Marzieh Nabi**

**Second: Jason Cameron**

**Unanimous approval and acceptance of the work2future Foundation's new Board Secretary.**

5. **ACTION: Updates to Salary Schedule. Addition of Positions**

Mr. Mirrione provided an overview of the need to update the salary schedule and add two positions.

**Motion: Jason Cameron**

**Second: Marzieh Nabi**

**Unanimous approval and acceptance of the work2future Foundation's update of the salary schedule and addition of two positions.**

**C. Set Items for Next Agenda**

- ▣ **October 19, 2017 Board Meeting Minutes Approval**
- ▣ **Fiscal Update**
- ▣ **Director's Update**
- ▣ **Marketing Update**
- ▣ **Programs Update**
- ▣ **New Board Member Vote**

**D. Announcements:** No announcements.

**E. Next Meeting**

The next work2future Foundation meeting is scheduled for Thursday, November 16, 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 6:44 p.m.

**Motion: Jason Cameron**

**Second: Marzieh Nabi**