



WORK2FUTURE FOUNDATION MEETING AGENDA

Thursday, November 16, 2017
5:15 pm

Adult Training Center
1601 Foxworthy Ave. Rm# MPR-C
San José, CA 95118
408.794.1175

www.work2futurefoundation.org

Jason Cameron, Board Chair
David Mirrione, Board President

For questions regarding this agenda, please call Kimberley McCoy at 408.794.1175.

To request an accommodation or alternative format for work2future meetings, events or printed materials, please call Kimberley McCoy at 408.794.1175 or call 408.294.9337 (TTY) as soon as possible, but at least three business days before the meeting/event.

NOTICE TO THE PUBLIC

Good afternoon, my name is Jason Cameron, and in my capacity as Chair of the work2future Foundation Board, I would like to welcome you to the work2future Foundation meeting of November 16, 2017.

The procedure for this meeting is as follows:

- The work2future Foundation Secretary will verify quorum; the Chair will read the opening remarks.
- Members of the public wishing to make a comment will then be given two (2) minutes each to comment
- work2future Foundation staff and/or work2future Foundation Directors will present recommendations for each action item on the agenda.
- Foundation Directors may ask questions of work2future Foundation staff and Directors.
- work2future Foundation Directors may take action on any item designated as an action item.
- Copies of the agenda have been placed on the table near the door for your convenience.
- work2future Foundation Directors may only discuss items listed on the Agenda.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the work2future Foundation Board, will be available for public inspection at the work2future Foundation Administration facility located at 1601 Foxworthy Ave., San Jose, California 95118 at the same time that the public records are distributed or made available to the work2future Foundation Board.

WORK2FUTURE FOUNDATION BOARD MEETING
Thursday, November 16, 2017
5:15pm

ORDER OF BUSINESS

I. QUORUM VERIFICATION

II. CLOSED SESSION

- a. Fiscal Update** – September 2017 Financials **{Action}**
Stacey Sauber, Finance Manager
- b. New Board Member** – Presented for a Vote **{Action}**
Jason Cameron, Board Chair

III. CHANGES TO THE AGENDA

IV. PUBLIC COMMENT – For items not listed on the agenda. Limited to three minutes.

V. OPENING REMARKS

VI. AGENDA ITEMS

A. Old Business

- 1. Minutes Approval** **{Action}**
Approval of the October 19, 2017 work2future Foundation Board Meeting Minutes.

B. New Business

- 1. Director's Update** **{Discussion}**
David Mirrione, Executive Director
- 2. Programs Update** **{Discussion}**
Sean Guess, Interim Program Manager
Harold Wilson, Youth Program Supervisor
- 3. Marketing Update** **{Discussion}**
David Mirrione, Executive Director

C. Set Items for Next Agenda

D. Announcements

E. Next Meeting

VII. ADJOURNMENT

VI (A) (1)

MINUTES APPROVAL

[ACTION]

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

II. 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 provide additional services on an as-needed basis.

Motion: Jason Cameron

Second: Dr. 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.

III. CHANGES TO THE AGENDA

No changes to the agenda were made.

IV. PUBLIC COMMENT

No public comments were made.

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

VI. AGENDA ITEMS

A. Old Business

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

Motion: Jason Cameron

Second: Dr. Marzieh Nabi

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

B. 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: Dr. Marzieh Nabi

Unanimous approval and acceptance of the resignation of Andrew Vasquez as the work2future Foundation's Board Secretary.

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: Dr. Marzieh Nabi

Second: Jason Cameron

Unanimous approval and acceptance of the appointment of Kimberley McCoy as 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: Dr. 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.

VII. PUBLIC COMMENT: There were no public comments.

VIII. ADJOURNMENT: The meeting was adjourned at 6:44 p.m.

Motion: Jason Cameron

Second: Dr. Marzieh Nabi

VI (B) (1)

Director's Update

[DISCUSSION]

VI (B) (2)

Programs Update

[DISCUSSION]



Memorandum

TO: work2future Foundation Board

FROM: Sean Guess,
Interim Program Manager
Harold Wilson, Youth Program
Supervisor

SUBJECT: Programs Update

DATE: November 16, 2017

Interim Program Manager Sean Guess and Youth Program Supervisor Harold Wilson to discuss program highlights and status of program goals as of October 31, 2017.

ATTACHMENTS

- San Jose Works update – Brought to Meeting

VI (B) (3)

Marketing Update

[DISCUSSION]



Memorandum

TO: work2future Foundation Board

FROM: David Mirrione
Executive Director

SUBJECT: Marketing Update

DATE: November 16, 2017

At its August 16, 2017 board meeting, the board approved and directed the Executive Director to contract with Full Capacity Marketing (FCM). FCM is a national consulting firm that specializes in aligning an organization's business processes with its brand strategy. Their organizational ecosystem combines private sector quality improvement processes such as Lean Six Sigma, Total Quality Management, and change management with branding, marketing and communications strategies that result in streamlined operations, improved community awareness, strategic partnerships, and funding.

Since the meeting, the work2future Foundation has entered into contract with FCM and has begun the project. An update was provided on the project October 19 and proposed names were discussed with the result being that no proposed name was selected. Additional discussion of names and tag lines will take place in the context of the November 16, 2017 Board Meeting.

VI (C)
Set Items for Next Agenda

VI (D)
Announcements

VI (E)
Next Meeting

VII
Adjournment