

work2future Foundation Board Meeting
MEETING MINUTES
January 25, 2018

Call to Order: 5:33 p.m.

I. QUORUM VERIFICATION

Members Present: Jason Cameron, Dr. Marzieh Nabi, Sara Moghadam, and Joe Foster

Members Absent: None

Staff Present: Kimberley McCoy, Stacey Sauber, Sean Guess, Harold Wilson, Hau Huynh, and Robin Rodoni

II. CLOSED SESSION

Fiscal Update w/Staffing and Recruitment Information and Fundraising Report

Finance Manager Stacey Sauber provided the Board with an overview of the November 2017 Statement of Financial Position and Statement of Financial Activities.

Motion: Joe Foster

Second: Jason Cameron

Unanimous approval and acceptance of the work2future Foundation's November 2017 Statements of Financial Position and Statement of Financial Activities.

Interim Executive Director Kim McCoy provided the Board with an overview of current fundraising efforts.

Interim Executive Director Kim McCoy discussed the recommendation to use an executive recruitment firm to identify a new candidate for the position of Executive Director.

Board Chair Jason Cameron introduced new Human Resources Manager Robin Rodoni. Ms. Rodoni expounded on discussion of the recommendation, presented a report on three specific firms, and addressed questions about the firms listed, after which time, she exited the room prior to the Board vote.

Motion: Jason Cameron

Second: Sara Moghadam

Unanimous approval to table discussion of the listed salary range aligned with the position of Executive Director and to use an executive recruitment firm in identifying a candidate to take the position of Foundation Executive Director.

III. CHANGES TO THE AGENDA

At the request of the Chair, the Programs Update was moved to after discussion of the Board President Appointment.

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 December 13, 2017 work2future Foundation Board meeting.**

Motion: Joe Foster

Second: Jason Cameron

Unanimous approval and adoption of the December 13, 2017 work2future Foundation Board meeting minutes.

B. New Business

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

Ms. McCoy provided the board with an update.

2. **DISCUSSION: Programs Update**

Discussion of this item was delayed and moved to after discussion of the appointment of a new Board President. See Changes to Agenda section of this document.

Mr. Guess provided the board with an update, including a correction in the OJT and Adult Program numbers cited in the report attached to January 25, 2018 reporting information.

Mr. Wilson provided the board with an update.

Mr. Huynh provided the board with an update and completed his descriptive overview of SJ Works, which was carried over from the December 13, 2017 meeting.

3. **ACTION: Board President Resignation**

Ms. McCoy provided the board with a recommendation regarding the approval of the resignation of David Mirrione as Board President based on his resignation as Executive Director.

Motion: Joe Foster

Second: Sara Moghadam

Unanimous approval of resignation of Board President David Mirrione.

4. **ACTION: Board President Appointment**

Ms. McCoy provided the board with a recommendation regarding the approval of Board Chair Jason Cameron to also serve as Board President based on his current position and the fact that Interim Executive Director McCoy currently serves as Board Secretary, and further, that once a new Executive Director has been selected, that person will be appointed to serve as Board President.

Motion: Joe Foster

Second: Dr. Marzieh Nabi

Unanimous approval of appointment of Board President Jason Cameron

5. DISCUSSION: Board Development

Ms. McCoy provided the board with an update, including a request to respond quickly to any potential needs aligned with executive recruitment.

6. DISCUSSION: Marketing Update

Ms. McCoy provided the board with an update. The Board requested removal of this item as a standing agenda item.

C. Set Items for Next Agenda

- January 25, 2018 Board Meeting Minutes Approval
- Fiscal Update to include Staffing and Executive Recruitment
- Board Development
- Director's Update
- Program Update

D. Announcements

There were no announcements.

E. Next Meeting

The next work2future Foundation meeting is scheduled for Thursday, February 22, 2018 at 5:15 pm at the San Jose Job Training Center, 1601 Foxworthy Avenue, San Jose, CA 95118.

VII. ADJOURNMENT

The meeting was adjourned at 6:59 p.m.

Motion: Jason Cameron

Second: Joe Foster