

work2future Foundation Board
MEETING MINUTES
December 13, 2018
Call to Order: 5:25 p.m.

I. QUORUM VERIFICATION

Members Present: Joe Foster, Dr. Marzieh Nabi

Members Absent: None (See Board Member Resignation Action Item.)

Staff Present: Executive Director Jose Rivera, Associate Director Kimberley McCoy, and Human Resources Director Robin Rodoni

II. CLOSED SESSION

Closed session business took place after New Business Action Items VI. a. 1. and VI. b. 2 & 3.

Fiscal and Fundraising thru September 2018 w/Staffing and Recruitment Information

Executive Director Jose Rivera provided the Board with an overview of the September 2018 Statement of Financial Position and Statement of Financial Activities, and current fundraising efforts.

The Board did not vote to approve the September Financials based on a noted error. Financials will be corrected and presented again for a vote in February 2019.

III. CHANGES TO THE AGENDA

The agenda was changed to reflect a need to conduct Old and New Business first (VI. a. – Approval of October 2018 Board Meeting Minutes and VI. b 2. & 3. - Approval of Board Member Resignation and Vote to Add New Board Member Frank Romero).

IV. PUBLIC COMMENT

No public comments were made.

V. OPENING REMARKS

VI. AGENDA ITEMS

A. Old Business

1. **ACTION: Approval of the minutes from the October 25, 2018 meeting of work2future Foundation Board.**

Motion: Joe Foster

Second: Marzieh Nabi

Unanimous approval of the October 25, 2018 work2future Foundation Board meeting minutes.

B. New Business

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

Executive Director Jose Rivera provided the Board with an update

2. **ACTION: Board Member Resignation**

Motion: Joe Foster

Second: Marzieh Nabi

Unanimous approval to accept the resignation of Board Member Sara Moghadam

3. **ACTION: Board Member Recommendation and Vote**

Motion: Joe Foster

Second: Marzieh Nabi

Unanimous approval to add new Board Member Frank Romero.

4. **DISCUSSION: Programs Update**

Executive Director Jose Rivera provided the board with an update of adult and youth programs, including San Jose Works.

5. **DISCUSSION: Board Development**

Executive Director Jose Rivera provided the board with an update.

C. Set Items for Next Agenda

- December 13, 2018 Board Meeting Minutes Approval
- Fiscal Update – to include reports covering financial activities, position, and fundraising
- Board Development – to include activities around Board recruitment
- Director's Update
- Programs Update
- Proposed Meeting Dates thru June

D. Announcements

There were no announcements.

E. Next Meeting

The next work2future Foundation meeting is scheduled for Thursday, February 14, 2018 at 5:15 pm at the San Jose Job Training Center, 1601 Foxworthy Avenue, Room 20, San Jose, CA 95118.

VII. ADJOURNMENT

The meeting/discussion was officially adjourned at 6:10 p.m.

Motion: Joe Foster

Second: Frank Romero

The meeting was adjourned.