



## Meeting of the PHPDA Governing Council

Tuesday, October 10, 2023 5:30 - 7:00 PM

**Physical Location:** Quarters 2 Building, Pacific Tower, 1200 12th Ave S., Seattle, WA 98144

**Virtual Location:** <https://zoom.us> | Meeting ID: 852 7868 2339

<https://us02web.zoom.us/j/85278682339?pwd=SHBvMUFOem1CaVBRV0VHMIN2U1KQQT09>

**Phone Option:** +1 253 215 8782

**Password:** LEAVES (Numeric Password for Phone: 870351)

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Doris Koo	Bob Cook	Sue Taoka	Virgil Wade	Christina Bernard
Douglass Jackson	Paul Feldman	AyeNay Abye	Gene Yoon	Mallory Fitzgerald
		Gloria Burton	Denise Stiffarm (arrived 6:03 pm)	Michael Finch
		Martine Pierre-Louis		

Doris Koo called the meeting to order at 5:37 PM. A quorum was not present. There was no public comment.

### Consent Calendar Minutes

The Governing Council did not have quorum and could not vote to approve the minutes. The September minutes will be reviewed at the November meeting,

### Staff Report

The Executive Director updated the Governing Council on the Staff Report.

- He reported on HR consultation, staff workplans, budgeting for 2024, and 2024 Nimble Grants from Cycle 3. PHPDA’s HR consultant is studying salary compensation, with extensive prior experience working with nonprofits, for-profit companies, and tribal organizations.

### Grantmaking & Grant Management

#### *Ad Hoc Grants Work Group’s Final Report-Out and 2024 Grantmaking Discussion*

The Associate Director and Ad Hoc Work Group’s Chair provided a report on their work and led discussion on 2024 Grantmaking.

- Items were reprioritized and reorganized by urgency and what can be reasonably achieved by the end of this year in preparation for 2024 grantmaking.
- Grant processes were reviewed internally with perspectives of evaluators, staff, and applicants. A few key immediate changes include:
  - Splitting reviews to reduce burden assuming a high number of applicants,
  - Inviting past Council members and staff to serve on panels
  - LOI review at a separate panel meeting instead of a Program Committee meeting.
- Further conversations will likely be had at the next Council retreat, which will include potentially simplifying applications, guidance documents, and reporting forms.

### Governance

#### *Potential New Governing Council Appointments and Upcoming Reappointments*

The Chair led discussions on potential new council members and upcoming reappointments.

- She suggested beginning a conversation on the frequency of Governing Council meetings, streamlining the agenda, and making the use of time more intentional.



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- There are two appointments for 2024: one for the Governing Council (seat currently vacant), and one for a Mayoral Appointee (seat currently occupied by Gloria Burton).
  - Gloria Burton will not seek reappointment in 2024, and potentially rejoin as a Strategic Advisor in the future. PHPDA will not resubmit her name.
  - Paul Feldman's information has already been submitted for reappointment by the Mayor.
- The Chair mentioned increasing representation and awareness of groups not currently represented on the Council, such as: age diversity, knowledge, and reflection of our grantee community; and Latinx, Indigenous, and less-represented Asian and Pacific Islander members.
- The Executive Committee has recommended further discussion and consideration of including the grantee community in Council appointments, allowing for two more council-appointed members that have been awarded grants, either previously or currently. We would potentially take the organizations' nominations, have a selection process, and potentially pay for their time.
  - Potentially check with Rainier Valley Corp and Leadership Tomorrow.
  - For contracted grantees, they may not be eligible depending how they're compensated.
  - Potentially structure a "Human Resource Bank" or "Bench Builder," where we have a list of contacts who may be interested in becoming a Strategic Advisor or Council Member.
- Some of these changes would require charter amendments.

### *Appointment of Strategic Advisor*

The Executive Director reported on a potential Strategic Advisor to the Program Committee.

- Nancy Sugg has agreed to rejoin the Program Committee as a Strategic Advisor.

The Council could not take action without quorum and the action-item will be moved to the next month.

### **Property & Real Estate**

#### *North Lot Update*

The Executive Director and Communications Manager updated the Council on North Lot activities.

- The Executive Director provided an update on the water filtration installations.
- The Communications Manager reported on updates from SCIDpda: renaming the "North Lot" project as "Beacon Pacific Village," signage plans, and their Art Mural project.

#### *Update on Quarters Buildings*

The Executive Director provided updates on the Quarters Buildings.

- He reported on the status of the Access Agreement, Campus Master Lease with the Washington Department of Commerce, and compliance intended to be executed as soon as possible.



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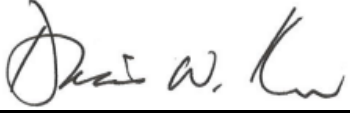
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### Adjournment

The meeting was adjourned at 6:38 PM

Minutes Approved: 

11/15/2023  
(Date)

**From:** [Whitney Regan](#)  
**To:** [Doris Koo](#)  
**Subject:** RE: PHPDA Acting Governing Council Chair Signature Requested  
**Date:** Wednesday, November 15, 2023 12:21:00 PM  
**Attachments:** [image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image001.png](#)

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Thank you, Doris! I will add your digital signature to the 9/12 and 10/10 meeting minutes.



**Whitney Regan** (she/her) | **Office Coordinator**  
206.432.3027 | [w.regan@phpda.org](mailto:w.regan@phpda.org) | [2022 Annual Report](#)

Pacific Hospital Preservation & Development Authority  
[1200 12th Ave S](#), Quarters 2, Seattle, WA 98144



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**From:** Doris Koo <doris.w.koo@gmail.com>  
**Sent:** Wednesday, November 15, 2023 12:20 PM  
**To:** Whitney Regan <w.regan@phpda.org>  
**Subject:** RE: PHPDA Acting Governing Council Chair Signature Requested

**CAUTION:** This email originated outside the organization. Please don't click links, open attachments, or reply with confidential details unless you are certain you know the sender and are expecting the content. **NEVER PROVIDE CREDENTIALS** via email!

Yes please add my electronic signature. Thank you Whitney.

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**From:** Whitney Regan [<mailto:w.regan@phpda.org>]  
**Sent:** Wednesday, November 15, 2023 11:12 AM  
**To:** Doris Koo <[doris.w.koo@gmail.com](mailto:doris.w.koo@gmail.com)>  
**Subject:** PHPDA Acting Governing Council Chair Signature Requested

Hi Doris,

Please see attached for the Governing Council's 9/12 and 10/10 meeting minutes which were approved at the meeting yesterday 11/14.

With your permission, I will add your digital signature to the minutes.

Thank you!



**Whitney Regan (she/her) | Office Coordinator**  
206.432.3027 | [w.regan@phpda.org](mailto:w.regan@phpda.org) | [2022 Annual Report](#)

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