



PHPDA Program Committee Meeting Minutes

Wednesday, November 6, 2024

7:30 AM – 9:00 AM

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

Virtual Location: Meeting ID: 826 4157 2544 |

<https://us02web.zoom.us/j/82641572544?pwd=ctaErAawQfdPoLYgVE2oMkOX59ayop.1>

Phone Option: +1 253 215 8782

Password: 029221

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Martine Pierre- Louis (Joined at 8:00am)		Virgil Wade	Christina Bernard
Nancy Sugg			Mallory Fitzgerald	Brenda Hernandez

Douglass Jackson called the meeting to order at 7:32 a.m. A quorum was not present. There were no public comments. There were no members of the public present.

Consent Calendar Minutes

Douglass Jackson announced that the minutes will be approved at the next program committee meeting. They could not vote without a quorum present.

Grant Management

2023 Major Grant Final Report Summaries

The Grants & Program Specialist provided an overview of the 2023 Major Grant final report summaries. Overall, it was reported that most organizations met their outcome metrics. They have begun drafting their goals and outcomes for the next year. Most organizations spent all of their award funds. She then reviewed 3-year summaries. A strategic advisor noted that she appreciated how challenges were outlined for some organizations. The committee held a brief discussion on the summaries provided by organizations.

Nimble Quarterly Report Summaries

The Grants & Program Specialist shared the Nimble Quarterly report summaries. The reports covered the 2024 Cycle-1 quarter 2. There are 7 total grantees in this cohort. The committee discussed the summaries.

2024 All Grantees Meeting

The Program and Finance Director provided an update on the All-Grantees Meeting. It will be held on December 5th, 2024. It will be the second year that the event is back in-person. Grantees have begun to



PHPDA Program Committee Meeting Minutes

Wednesday, November 6, 2024

7:30 AM – 9:00 AM

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

Virtual Location: Meeting ID: 826 4157 2544 |

<https://us02web.zoom.us/j/82641572544?pwd=ctaErAawQfdPoLYgVE2oMkOX59ayop.1>

Phone Option: +1 253 215 8782

Password: 029221

register for the event. A large attendance is expected because of the larger grantee cohorts. The Program and Finance Director then reviewed the agenda for the full day meeting.

Program & Grantmaking –

Draft 2025 Program Budget

The Finance and Program shared the draft 2025 program and overall budget. The budget includes standard income and expenses, such as rent and tower operating costs. She noted the slight deficit in the budget. The reserve and savings are high enough to cover this amount.

The Executive Director reviewed the transformation work portion of the budget. He explained that we would shift unspent funds and nimble grant funds towards the transformation plan. Strategic advisors will be invited to participate. The Committee Chair shared that the council would work on the new transformation every month in the new year. The Council will plan to meet with consultants regularly. They are committed to meeting once a month to continue building out the year plan.

Grant Guidance and Calendar

The Committee Chair began a discussion on the grant guidance and calendar. All work on awarding grants in 2025 will be related to major grants (new and renewal). The Program & Finance Director explained the process of the grant calendar and its changes. The grants team will continue to discuss decisions surrounding the renewal process.

The review panel for renewals will be a small group (3 Governing Council or Strategic Advisors working with the grant staff). It is expected that LOI's received will be a large pool and would need a bigger review panel, with reviews being split. The number of new major grantees would likely be the same as in past years, with a panel of similar size to those years (2-3 staff and 4-5 Governing Council and Strategic Advisors).

Committee Governance

Draft 2025 Program Committee Workplan

The Committee Chair suggested the committee add “to be determined” on the program committee workplan for certain items until transformation work has been refined. These are items that will be particularly impacted by the new work. The Committee will vote to adopt a workplan in December, then sharing it with the Governing Council.



PHPDA Program Committee Meeting Minutes

Wednesday, November 6, 2024

7:30 AM – 9:00 AM

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

Virtual Location: Meeting ID: 826 4157 2544 |

<https://us02web.zoom.us/j/82641572544?pwd=ctaErAawQfdPoLYgVE2oMkOX59ayop.1>

Phone Option: +1 253 215 8782

Password: 029221

Adjournment

The meeting adjourned at 8:50 a.m.

Minutes Approved: Signed by:
Douglas Jackson
029AF0B61B324C4... _____ 2/19/2025
(Date)