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**MINUTES OF THE BOARD OF DIRECTORS' MEETING**  
December 18, 2025, 5:00pm

**In attendance:**

Members of the Board:

Public Sector:

**Melissa Beaton – present**

**Ron Wesen – present**

**Danny Hagen – present**

**Ash Gregorius – present**

Vacant

Private Sector:

**Kate Bennett – present**

**Silvia Reed – present**

**Gregg Davidson – present**

**Morgan Curry – present**

Carl Young – not present

Client Sector:

Kati Ortiz – not present

Heather Wallace – not present

Loly Gomez –not present

Tina Tate – not present

Vacant

Staff: Bill Henkel, Sandi Phinney, Ayumi Orthmeyer

**I. CALL TO ORDER**

President Gregg Davidson called the meeting to order at 5:0 pm.

**QUORUM PRESENT**

**II. CONSENT AGENDA**

Minutes from the November 203 2025 Board of Directors Meetings

Correspondence: Notice from Skagit County re Changes to Population Health Trust Staffing

Salish Current Article: Communities Feel Pressure as Food Banks Face Challenges

Skagit Living Article: Community Action Supports Food Banks AND Farmers

Email- Re Alger Food Bank Updates

Notice from Commerce- HUD withdrawing Continuum of Care Grant Program

Email from David Bradley re Community Action Partnership letter to VP Vance

Division Reports: Melissa Self, Jazmin Flores and Sandi Phinney, Elizabeth Jennings, Taylor Babcock, and Michele

Metcalf

**Motion to approve the consent agenda made by Melissa, seconded by Danny. Passed unanimously.**

### **III. DISCUSSION AGENDA**

#### **6. Finance; Hagen, Orthmeyer**

This month was -\$59,000, but it does not include about \$31,000 of FCS revenue. YTD we are up \$203,000. We are in the process of closing November reports now. Government shutdown did not have a great effect on cash flow. We made it through a challenging time of uncertainty, especially with WIC uncertainty and its monthly burn rate. Our donor development team has been having unprecedented success with its end of the year campaign (November thru December), which will hopefully help us remain positive through the end of the year.

Regarding the 2026 budget, we are very happy we got it done in such a timely fashion this year, as it is always a push, even without extra pressures such as government shut downs and floods. It is a \$17.3 M budget, which includes benefits based on actuals, a 2.8% COLA for staff, and updated expense projections in each program. Our assumptions are also much more precise than before. This year, priorities in the strategic plan are reflected in the budget, and are specifically called out as such. As the budget is slightly lower than last year, we are needing to do more with less.

**Motion to approve the 2026 Budget made by Melissa, seconded by Silvia. Passed unanimously.**

**Motion to approve the December Finance Report (thru October) made by Morgan, seconded by Melissa. Passed unanimously.**

#### **8. Board Planning and Engagement; Bennett, Davidson, Phinney (moved up to 7<sup>th</sup> to allow us to keep quorum)**

Kate thanked Board and staff for participating in our October Retreat and all the input. It was a team effort, and the resulting strategic plan will set us up well for our future. Kate said she was proud of this work, and of the team. Sandi then gave an overview of our revised vision, mission, values, equity statement and the top six strategic priorities in the strategic plan. She also reviewed the 2026 Work Plan and the logic of the Objectives and key results (OKRs) and how input was collected. Staff outlined their plan for achieving many of those objectives in a workshop earlier in the month. She said the Whole Family Approach objectives are highlighted in yellow, and Board-related objectives are highlighted in green. Though the entire agency work plan looks detailed, it is all based on our six strategic priorities, and each of our programs' goals and objectives to achieve those priorities.

**Motion to approve the 2026-2028 Strategic Plan made by Danny, seconded by Silvia. Passed unanimously.**

**Motion to approve the 2026 Agency Work Plan made by Melissa, seconded by Morgan. Passed unanimously.**

**Motion to approve the 2026 Board Work Plan made by Ron, seconded by Danny. Passed unanimously.**

The proposed slate of officers include Danny as president, Carl as vice president, Silvia as secretary, and Melissa as treasurer. Danny was noted that 3 of the 4 nominees are graduates of Leadership Skagit. Gregg asked for any other nominations; as none were offered, he entertained a motion to approve the slate of officers.

**Motion to approve the 2026 slate of officers made by Ron, seconded by Morgan. Passed unanimously.**

Staff and Board members shared gratitude and many thank you's to Gregg and Kate for their outstanding leadership during these challenging times, for their extraordinary servant leadership, and for the accomplishments across every aspect of our Board and organization. We are fortunate that both will continue to serve on the board,

though not in officer roles. Gregg will continue to chair CREAT and be on Housing Work Group, and Kate will continue to lead and participate in our Development Committee.

Gregg then moved the Board into Executive Session for approximately 15-20 minutes to review the Executive Director's performance evaluation

#### **Executive Session; Reed, Davidson**

Gregg brought the Board out of Executive Session at approximately 6:20 pm. Gregg also noted that the Board Executive Committee had not yet gotten to reviewing the ED contract and compensation proposal, but would do so by the January Board meeting.

**Motion to approve the Executive Director Performance Evaluation as presented and delegate the Executive Committee to recommend an updated contract and amount made by Morgan, seconded by Ron. Passed unanimously.**

#### **7. State of the Agency; Henkel**

Bill reviewed Community Action's response to the recent catastrophic floods. Among other things, our team joined COAD (Communities Active in Disaster) as a support member, especially around providing easily accessible resource information to partners and flood victims, as well as volunteer matching to local volunteer activities. The Community Engagement team worked with staff to create an extremely helpful web link for flood info and volunteer matching and support. Our outreach and housing teams pitched in at the Red Cross shelters, to help connect flood victims with resources, and in some cases provide direct critical needs support – which was also provided at our resource centers across the county. We are grateful to generous donors and other funders, as those gifts have flowed in to support an array of victim needs. Though we're not the main player in the immediate emergency response, we play an important role in helping impacted low income families recover after a disaster like the recent floods, both with linking victims to immediate supports, as well as longer term resources. The team has been doing an incredible job.

Bill reviewed where we are in discussing the Meals on Wheels/Senior Nutrition RFP application. A few Board members and Bill appreciated having an initial a conversation with outgoing county Commissioner, Lisa Janicki, and look forward to follow up conversations with Ron and Peter Browning. The team shared with the Commissioner that it's intimidating to be facing down a project that is at its outset operating with a deficit of \$750,000 in the first year, and \$1 million from there on, and especially in the tight time frame. Though we're definitely analyzing various service levels and cost structures that might make it more doable, without funding partners coming together, we don't believe we or any other organization would have the capacity to sustain the program. But we want to be an advocate and helpful in supporting jurisdictions and funders coming together. Danny recognized it needs a new business model, and Morgan mentioned the county needs to help with the public outreach around the event, as any organization that steps up to provide this service with the significant drop in funding might be perceived as the reason the service levels dropped significantly. Bill recognized that even with a new business model, it would need additional funding. As it stands now, we do not have the capacity to do it without committed funding partners to help bridge the significant funding gap.

Bill also celebrated our success in all things donor development; as of the end of November, we were already about \$58,000 above our fundraising goal for the year, including 72 new donors. We are also celebrating \$145,000 from PSE for an electric van and mobile outreach work, as well as \$100,000 from the Skagit Valley Food Co-op to support small farmers and their infrastructure needs, with a "loan" that will be repaid through the donations of produce, dairy and protein to be distributed to the emergency food network through our food distribution center. The Kulshan View project also recently received \$2.4m from the Federal Home Loan Bank, and has raised \$9.4m of or the \$10.2 M budget. We are very optimistic that we can get the final amount raised and have a ground breaking in the spring! It's been a wild and wooly year, but we seem to be in a strong and resilient position on several fronts. Thanks for all your contributions and happy holidays to all!

**IV. ADJOURN:** Meeting adjourned at 6:42pm.

<b>BOARD REVIEW &amp; APPROVAL:</b>		<input type="checkbox"/> Approved as submitted	<input type="checkbox"/> Approved with changes noted below
<hr/> <input checked="" type="checkbox"/> Board Secretary <input type="checkbox"/> Acting Board Secretary		<hr/> Date Signed	