



**WCSAP**  
Washington Coalition of  
Sexual Assault Programs

## Board of Directors Meeting Minutes

**Date:** Wed, March 17, 2021, 2:30 – 4:30 pm

**Board members present:** Angie Pacheco, Isabella Kent, Debbie Brockman, Alex Sheehan, Carlyn Sampson

**Board members absent:** Dawn Brumfield

**Staff present:** Susan Marks

**Guests present:** none

| Agenda item                | Notes   |
|----------------------------|---|
| Welcome & introductions    | <ul style="list-style-type: none"><li>• Meeting is called to order at 1438.</li><li>• Everybody introduced themselves, agency representation, tribal land acknowledgment, and favorite 'green food' for St. Patrick's Day.</li></ul>  |
| Consent agenda             | <ul style="list-style-type: none"><li>• Carlyn motioned to approve January 2021 Board Minutes and was seconded by Debbie. Motion passed at 1444.</li></ul>  |
| WCSAP Organizational Chart | <ul style="list-style-type: none"><li>• Susan went over a new Organizational Chart for WCSAP.</li><li>• The org chart is a visual representation of current filled and vacant positions within the agency.</li><li>• It shows the Office of Crime Victim Advocacy (OCVA) that WCSAP has a stable organizational structure.</li><li>• Acceptance of WCSAP Organizational Chart motioned by Carlyn and seconded by Isabella. Motion passed at 1500.</li></ul> |
| Financial report           | <ul style="list-style-type: none"><li>• Jazmin created a new dashboard to reflect financial report that is easier to follow and report current finances.</li><li>• Jazmin is working on February 2021 and March 2021 financial reports that will be available at the May 2021 Board Meeting.</li><li>• Jazmin is working with Sue and Carlyn to create FY2022 Budget Projection for the next fiscal year.</li></ul>   |

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|                               | <ul style="list-style-type: none"> <li>• Angie requested Budget Narrative be included when budget is presented.</li> <li>• Alex motioned to approve February financial reports and seconded by Carlyn. Motion passed at 1449.</li> </ul>   |
| By-laws updates               | <ul style="list-style-type: none"> <li>• Board went over By-Law Changes. No changes or references made to By-Law Updates. They will be presented at the WCSAP annual meeting for avote.</li> </ul>   |
| Bank signers resolution       | <ul style="list-style-type: none"> <li>• Susan reported the only change to the new Resolution is to keep Michelle Dixon-Wall as a signer, as she lives near the office and can easily sign checks.</li> <li>• Carlyn mentioned adding Alex Sheehan to the Bank Signers Resolution per by-law reflection, so that Secretary can step in to provide dual-support as Treasurer if needed.</li> <li>• Sue made updates to the bank signers certificate of resolution to reflect those changes.</li> <li>• Carlyn motioned to approve the bank signers resolution and was seconded by Alex. Motion passed at 1457.</li> </ul> |
| Board recruitment/nominations | <ul style="list-style-type: none"> <li>• Applications were reviewed for WCSAP Board Membership.</li> <li>• Iliana Monarrez and Riannon Bardsley were unanimously voted on to join the Washington Coalition of Sexual Assault Programs (WCSAP) Board of Directors as Members At-Large. Motion proposed by Isabella and seconded by Alex. Motion passed at 1520.</li> </ul>  |
| WCSAP annual meeting          | <ul style="list-style-type: none"> <li>• Annual Meeting is set for 04/27/2021.</li> <li>• Board Members could potentially lead breakout sessions with our members and get to know each other.</li> <li>• Angie and Carlyn will meet with Sue to think through the annual meeting agenda.</li> <li>• Annual Meeting Agenda will be sent out by Sue at a later date.</li> </ul>  |
| Adjourn                       | <ul style="list-style-type: none"> <li>• Meeting officially adjourned at 1600.</li> </ul>  |