

**BOARD MEETING AGENDA**

**Wednesday, December 20, 2023, 3:00PM- 5:00PM, Northwest Museum of Arts and Culture**

**ZOOM LINK AVAILABLE UPON REQUEST**

1. **Welcome- Dr. Francisco Velázquez (5 minutes)**
	1. Establish Quorum. Call to Order.
	2. Approve September 2023 Meeting Minutes
	3. Review of Today’s Action Items: Votes Deferred Committee Reports
		1. 2024 Budget-Discussion and Vote
		2. Quarterly Grant Submissions-Discussion and Vote
		3. Officer Nominations and Elections
		4. Grant Writing Assistance Awards and Life Science Washington Process
2. **Board Chair's Report- Dr. Francisco Velázquez (minutes)**
	1. 2024 Meeting Schedule
3. **Executive Director's Report- see attached (5 minutes)**
	1. Active Grants
	2. State Audit Update
		1. Annual Disclosure Information for Audit- Now a Form to be Sent via Docusign
	3. Office Efficiencies
	4. Clarity & Transparency
	5. Increased Awareness & Community Engagement
	6. 2024 Work Plan
		1. Current Matching Grant RFPs, Applications, and Rubrics
4. **Finance Committee Report- Dr. Allison Glasunow, Committee Chair (15 minutes)**
	1. Follow Up on Membership Organization Discussion
	2. Review of Quarterly Financials
	3. Presenting 2024 Budget for Discussion and Vote
5. **Grants Committee Report- Dr. Kevin Oldenburg (30 minutes)**
	1. Quarterly Proposal Submissions for Discussion and Vote
	2. Updating the Application Process Due to Increase in Applicants
6. **Governance Committee Report- Dr. Darryl Potyk (15 minutes)**
	1. Officer Duties
	2. Officer Nominations and Elections 2024
	3. Board Matrix Survey Results
	4. Call for Board Applicants
	5. Life Science Washington Update
	6. Grant Writing Assistance Awards Process
7. **Executive Session**
8. **Public Comments**

**Adjourn:** Next Meeting: March 20, 2024, 3pm, location TBD