



**NSC Board of Directors**  
**Meeting (Hybrid) Meeting Minutes**  
April 29, 2025  
Bothell Senior Center

**Present:** Rocio Luna-Culotti (virtual), Foram Shah, Chris Fordyce (virtual), Linda Brabant (virtual), Rick Kendo, Jack Peters (virtual), Kenny Mwendar, Setareh Mahmoodi (virtual)

**Excused:** Arny Alejandrino, Han Tran, Vivek Singh

**Staff:** Nathan Phillips, Isaiah Shim, Cliff Perry

**Guests:** Matt Smith from Greenwood Ohlund

**Meeting Called to Order at 5:35 pm**

**Call to Order and Board Member Roll Call**

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**Audit of 2024**

- Matt Smith from Greenwood Ohlund will be presenting
- Hired to do a Financial Statement Audit
- Firm works exclusively with nonprofits and Matt personally works with numerous nonprofit clients
- Highlights:
  - The audit process was very smooth
    - All NSC staff involved were cooperative and provided timely information and requested documentation to auditors
  - Unmodified Opinion
  - No indication of fraud, illegal acts or noncompliance with laws and regulations
  - Completed timely (draft provided within 2-weeks of fieldwork completion)
  - Described NSC's audit as "as good of a report card as you can get" noting that it is relatively rare to have such a clean audit
- Internal Control over Financial Reporting
  - Material Weaknesses-none
  - Significant Deficiencies-none
  - Other matters

- Rate used for donated food was \$1.70/lb which was significantly lower than EFAP (\$2.16/lb) at year-end
  - Form 990 Preparation
    - Questionnaire in process by management
    - Extended due date of November 15, 2025
- Required Communications
  - Significant accounting policies, and the quality of those policies
    - No improper, unusual, or inconsistent policies identified
    - No new accounting policies adopted in the current year
    - The most significant accounting policies include:
      - Revenue recognition (contributions and government grants, in-kinds, memberships dues, and program fees)
    - Management's judgements and accounting estimates
      - Allowance for doubtful accounts
      - Useful lives of fixed assets
      - Functional allocations of expenses
  - Audit adjustments (on entry proposed by management to reflect additional in-kind use of facilities at the Bothell Senior Center- Building 1- \$669,330)
  - Immaterial errors discovered and not corrected (none)
  - Disagreements or difficulties with management (none)
  - Independence (no independence conflicts)
  - Final steps to complete audit:
    - Board and/or finance committee approval for issuance
    - Update subsequent events consideration through approval date
    - Management representations (a separate letter)
- Questions
  - The board asked about NSC's financial health and reserves in comparison to other nonprofits Smith audits
    - Smith stated that NSC's working capital ratio is a healthy 4:1 (he often sees 2:1)
    - He explained that for a nonprofit of NSC's size, while it is recommended to maintain reserves sufficient to cover 3–6 months of operating expenses, it is uncommon for his clients to reach that level, given the financial realities of the nonprofit sector
    - NSC currently holds reserves equivalent to approximately 2–3 months of operating expenses, which he indicated is within the normal range and

consistent with what he typically sees, and that this could be an area of improvement for NSC in the future

- 2025 audit accepted and approved unanimously

#### Public Comment

- Public comments are limited to 2 minutes per person
- The Board acknowledges the comments made but do not comment on them
- No guests present at meeting

#### Consent Agenda- Foram

- Consent agenda is approved unanimously

#### CEO Report-Nathan

- Mission Moment: Transportation Department and New Vans, Cliff Perry
  - 2024:
    - 15,000+ one-way rides
    - Over 100,000 passenger miles
  - 2025:
    - Over 4,000 one-way rides in Q1
  - Transportation serves people in 2 different counties
  - Vans take people to places other than Northshore throughout the Northshore area
- CEO Update
  - Board Designated Funds released
    - In 2023, the NSC Board designated \$25,000 in net assets for the purchase of new transportation vans (page 7 of audit)
    - Motion: remove the board designation, motion approved unanimously
  - Bill Adams (Facilities Coordinator) has been onboarded
  - Hazel (Volunteer Coordinator) starts Thursday
  - Philanthropy Director still in interview process
  - H&W, Part-Time Kitchen Assistant has been hired
  - NSC Day of Giving: May 28<sup>th</sup>
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#### Advisory Committee Update- Chris and Linda

- Charter
  - Linda, Rocio, and Foram have met about the charter and handbook and have read over the changes suggested by the AC
  - Communications feels one-sided
  - History of opinions on the history of the AC is stated as possibly why this disconnect is present
  - Charter needs to be updated
- Meeting with the Membership

- Board members talked to AC about setting up meetings
  - Ex. Coffee with the CEO
  - AC believes this is not the right direction
- Solution could be the Board hosting a general meeting discussing a specific topic with the Board, AC, and CEO is present
  - Talk about the levy and possibly one other subject
- AC believes that meetings should not be like the previous meetings with the CEO, would not be an open forum, would be centered around one topic

#### **Levy Update-Nathan**

- Key Election Dates
  - July 16(?)- last NPRSA Board Meeting to place measure on the ballot, appoint pro/con committees
  - August 5- last day to file w/ King County and Snohomish County Elections and submit pro/con committee names
  - August 12- Pro/con statements due to King County (rebuttals Aug. 14)
  - August 14-Pro/con statements due to Snohomish County (rebuttals Aug. 19)
  - Oct. 15-16- Ballots mailed
  - Nov. 4- Election Day, ballots due by 8 pm
  - Nov. 25- Election results certified

#### **Art Show Planning- Foram, Vivek, and Rick**

- Feedback for workshops: possibly have them on the weekend
- 2 sign-ups for the first workshop
- Set-up begins Thursday, May 1
- Alexa's Cafe is donating food for the reception
- Wine donated by Elevation Cellars
- Marimba band (elementary school students) performing on Friday

#### **Future Meetings- Rocio**

- May 27<sup>th</sup>, June 24<sup>th</sup>, July 29<sup>th</sup>, August 26<sup>th</sup>
  - Foram will be absent for July and August meetings
  - Rocio will be absent July
  - Jack will be absent June

#### **Executive Session**

- Session started at 6:53 pm

**Meeting officially adjourned at 7:10 pm**

Minutes compiled by Isaiah Shim 4/29/2025

Board Review by: