



Annual Report (2021)

March, 2022

Board Members (January, 2022)

SFPH Board Members

	Title
Maria Montalvo	Chair
Mary Wysocki	Vice Chair
Joe Vessey	Treasurer
Chris Cook	Secretary
Lika Smith	Board Member
Lynn Sordel	Board Member
Nasiha Hussein	Board Member
Robin Fenn	Board Member (Vice Chair, 2021)

Ex-Officio Board Members

Stephanie Wright	Snohomish County Council
Shawn Frederick	SHD Administrative Officer

Additional Contacts

Sarah de Jong	SHD Clerk of the Board
---------------	------------------------

Legal and Organizational Progress

- Bylaws: Completed and Filed (April, 2021)
- Articles of Incorporation: Completed and Filed (April, 2021)
- Reciprocal Agreement: Completed and Filed (April, 2021)
- County/State/Federal Incorporation or Licensing:
 - County: Completed June, 2021
 - State: Completed May, 2021 (Inc. and Business)
 - Federal: Completed May, 2021
- Logo Development: Completed (May, 2021)
- Website/Email Addresses: Completed (November, 2021)
 - www.soundfoundationph.org and info@soundfoundationph.org
- Bank Account: Selected Coastal Community Bank (June, 2021)
- Start-up Funds (\$50,000): Invoiced to District June, 2021
- IRS Non-Profit Status: Completed & Submitted (September, 2021)

2021 SFPH Priorities

- Main goals and priorities for 2021 focused on standing up the Foundation
- Agreement-stipulated tasks for 2021 completed
 - Legal documentation and incorporation
 - Non-profit designation
 - Fundraising Plan
 - Operating procedures
 - Financial reporting structure
 - Mid-Year Report to District
- Other priorities identified by Board

Priority	Status	Notes
Legal Documentation		Complete
Incorporation		Complete
Logo/Website/Email Addresses		Complete
Non-Profit Designation (IRS)		March 2022
Operating Procedures		Complete
Financial Reporting Structure		Complete
Fundraising/Strategic Plan		Complete

Additional Priorities

- Engaged two consultants to complete Strategic/Operational Planning and Fundraising plan
 - 1-, 3-, and 5-year plans to support District and eventual expansion beyond
 - Operating procedures and policies necessary to ensure compliance with Federal and State regulations and that Reciprocal Agreement requirements are met
- Engaged Moss Adams (pro bono) to support incorporation process and help establish financial reporting structure
- Established relationship with District staff, including Grant Officer, to identify early funding sources for SFPH staff
- Board insurance secured and awaiting IRS designation received
- Initiated grant funding discussions with District resource (JS), including how to identify, evaluate, and manage grants and establish partnering parameters
- Completed position description to begin hiring process for foundation leadership staff

Progress and Where We Are Going

- Legal requirements completed initially to reduce bureaucratic burden on board once strategic and funding work begins
- Expanded board membership to ensure needed expertise for strategic planning
- Initiated communications work to facilitate funding work in the future
- Strategic and operational planning key to future success
- Overall success reliant on effective messaging and collaboration with the District



End-of-Year Report Outcomes

- Per our Reciprocal Agreement, the SFPH is presenting this report to the District as our end-of-year report for 2021
- Priorities for our relationship with the District include:
 - Establishing a method to receive dedicated in-kind support as outlined in the Agreement:
 - Admin Support at ~20 hours per month/5 per week
 - Grant Support at 10 to 80 hours per month
 - ✓ Management/Technical Oversight at ~20 hours per month
 - Marketing/Media Support at ~15 hours per month)
 - ✓ One small office and mailing address at the SnoHD facility, including additional meeting space
 - Provided input for District's 2022 budget development:
 - Maintain in-kind estimates at least at current levels
 - Funding for foundation lead and select operational costs
 - Finalized data sharing/document storage (District's MS Suite)
- Provide input/answer questions to ex-officio board member, as needed

Questions?

