

Mission: We work from the heart to unite caring people to tackle our community's toughest challenges.

AGENDA

TIME	TOPIC	WHO	DESIRED OUTCOME
7:30am	Opening Remarks <ul style="list-style-type: none"> • Call to Order/Welcome • Approval of Minutes from June 17, 2015 	Jamey McCormick Board Chair	ACTIONS: Approval of Minutes
7:35am	Finance Update	Jennifer Nino	Information
8:45am	Governance Committee Update <ul style="list-style-type: none"> • Board Recruitment <ul style="list-style-type: none"> ○ What composition do we need if we are going to be successful? • Board Goals Update <ul style="list-style-type: none"> ○ Where do we want to be in 5 /10 years? ○ How will we measure success? 	Linda Nguyen Vice- Chair	Information/Discussion
8:15am	Planned Parenthood Update <ul style="list-style-type: none"> • Risk Management strategies 	Dona Ponepinto	Information/Discussion
8:30am	2015 Campaign – Strategies for Success	Sean Armentrout	Information
8:45am	President's Report <ul style="list-style-type: none"> • Centers for Strong Families – updates and next steps • Staffing updates • Business Plan Update /Internal Scorecard • Staff and Volunteer Roundtable 	Dona Ponepinto	Information/ Discussion
9:00am	Adjournment	Jamey McCormick	

**United Way of Pierce County
Executive Committee**

June 17, 2015
7:30 – 9:00 am

United Way of Pierce County
1501 Pacific Avenue, 4th Floor

**Jamey McCormick, Presiding
MINUTES**

Executive Committee Members

Jamey McCormick	Matt Levi	Kent Roberts	Jo Anne Coy
Linda Nguyen	Jennifer Nino	Rick Meeder	Patty Rose

UWPC Staff: Dona Ponepinto, Pete Grignon, Sean Armentrout, Heidi Hansen

Call to Order/Welcome

Jamey called the meeting to order at 7:30am

**Approve Minutes from May 20, 2015
M/S/C**

Finance

Jennifer gave a brief review of the finances:

- 2014-15 campaign pledges to fall short by \$200K to \$250K; we should make it up through departmental expenditure savings, over collecting of the 2013 campaign and designations may come in less than anticipated.
- Collections on pledges in the door are 55.00% within the normal range of 0-3% of the prior two years: 52.36% and 54.44%
- Departmental expenditures under by \$140,000
Line items over by \$5,000 – None
- Endowment balance at \$3,762,778, highest ever; \$3,291,301 prior year
- MultiCare will be making a lease offer to stay in our building in June
- Snohomish County United Way in the Everett Newspaper regarding misappropriation of funds (\$6,000) – We are putting together a communication to share with staff and board in case we are asked about how we protect donor dollars.

Pete gave an update on our internal controls in light of the situation that happened at the Snohomish County UW. A handout was also included in the packet.

Governance

Board Member Recommendation – David Pearson, Sr. VP at TrueBlue has been recommended by the Committee for a position on the Board. After discussion, a motion was made to pass David through to the full board. **M/S/C**

Status of the recruitment process - The Committee is reviewing criteria and competencies and looking at the balance between being a policy board as well as one that raises funds. Staff's goal is to have a board that can open doors, influence, and that can bring resources to the table as well. We have 12 members with terms that end in 2016, some will be re-elected, but this is a large amount and needs to be looked at. Dona has other people that are being looked at, but have not been approached yet. We have a Board Member Recruitment Policy that will be updated and we will develop a checklist for future candidates. At the June Board meeting, we will be asking members for their strengths. This will give us a better idea of the talent we need on the board.

Organizational Assessment – Matt gave an update on a discussion at the governance committee meeting where they determined the three priority areas of focus for the board over the next 6-8 months:

- Communicate strategically to accelerate impact (with the strategic and business planning)
- Measure and evaluate results and adapt strategies
- Develop board talent

For these areas we need to evaluate where we are and then decide where we want to be. Also to remember the importance of the strategic business plan as a key tool to capture and articulate our strategies.

Website – Heidi stated that the public website (uwpc.org) now has a secure log on for board members to access documents. This information has been sent out and we will continue to send it in out in future correspondence as a reminder.

The Year Ahead – Strategy Session

Business Plan was originally to be a tool for marketing, but now we sees it more as an internal document to guide our work and can use some of the components as we go out and talk. The metrics still need work.

The community is seeing us as thought leaders, convener and catalyst. We are now being approached to get involved in lots of projects, but we need to get clear on what we are doing internally first.

We have worked on our strategy enough, now let's implement it.

We need to make sure our funded agencies tell the UWPC story, not just theirs. They should have our name and logo on their marketing material. We need to be stronger with our partners. This should be address in the next funding cycle.

Bold play 3 – Corporate Partnership Agreements

These has been talked about but not happening yet, this could be a great opportunity. Dona talks with CEO regarding how we can be better partners. We want to be their partner of choice. Not just about running a campaign. If they have a corporate responsibility initiative, we can help with thought leadership. We could co-create a project (summer learning program). The foundation is in place, now need to build it up.

Bold play 2 – World-Class Individual Experiences

We have looked at and are using the toolkits for donor retention and churn rates. We have run a traditional campaign, but now we are talking with CEO's to let them know we are more than a work place campaign. We need to educate people about what we really do.

We are working on core initiatives, our signature projects.

- Centers for Strong Families
- Hunger Initiative (funded by George & Dion Russell unrestricted donation)
- Summer Learning
- Maybe one more

Presidents Report

- First 5 FUNdamentals – is now a 501c3, they have acknowledged this could not have been done without our help.

- Food Vans – with the Russell Family Foundation we have purchased 3 refrigerated vans. They will be wrapped with UWPC logo.
- Neighborhood grants:
 - **8th & I Neighbors:** Little Red Wagon Reading Mobile
 - **27th Street Station:** Community Message Board
 - **Hilltop Missional Community:** Summer Youth BBQ's and Family Nights
 - **People's Steering Committee:** 28 Scholarships to low-income kids for membership to People's Center
 - **Springbrook Connect:** Community Garden in Lakewood's Springbrook neighborhood
- Farmers Market - voucher for those with SNAP benefits
- Chamber – Dona is on the board, they are against the \$15 minimum wage, would like to compromise, maybe \$12 -13. UWPC should stay neutral. The city has put together a task force to look at the \$15 minimum wage issue.

Adjourn

Jamey adjourned at 9:00am

**UWPC – TREASURER’S REPORT
As of July 31, 2015**

SELECTED FINANCIAL INFORMATION

PLEDGES - 2014-15 CAMPAIGN

Total pledge revenue booked is **\$5,892,922**. We are at 95.58% of our budget goal compared to 99% prior year and 90.62% two years ago. We are anticipating our 2014-15 campaign to fall short of budget by \$270K. The good news is that we should be able to make up the difference with savings from departmental expenditures, over collections from the past year campaign and designations may come in under estimate as well.

COLLECTIONS

Collections of dollars on pledges for the current campaign are 60.44%, last year 58.30%; two years ago 56.96%. Our normal range in year over year comparison is 0-3 percent difference due to the timing of pledge payments.

Also, we have over collected on the prior year 2013-14 campaign by \$44,500. We were expecting to collect 96.25% of pledges, but now have collected 97.25%!

ENDOWMENT

Our endowment continues to prosper due to favorable market conditions in both bonds and equities. The endowment stands at \$3,745,784 compared to \$3,290,080 prior year. The Finance Committee met with one of our two investment advisors in July and reviewed the performance and investment mix.

FUNCTIONAL EXPENSES (DEPARTMENTAL EXPENDITURES)

We are under budget by \$195,000. Salary and benefit line items are from hiring lags and attribute to \$167,000 of the savings. Other line items are related to timing differences in expenditures.

Line Items over by \$5,000: None

BUILDING

MultiCare has made an offer to extend their lease for two years with an option to renew for two more one year periods. This is good news as their current lease ends September 30, 2015. Having them as a tenant will secure our ability to make the final two payments to the Boys and Girls Clubs for their Hope Center operations.

FINANCE COMMITTEE

Minutes of the July Finance Committee meeting are attached. Highlights include the following:

- Reviewed our insurance. Recommendation we consider dropping our earthquake insurance and earmark the premium payment as a contingency reserve.
- Reviewed money manager performance – will most likely consider consolidating into one investment advisor
- Reviewed building cash flow for 2015-2016

**UNITED WAY OF PIERCE COUNTY
SELECTED FINANCIAL INFORMATION**

AS OF JULY 31 2015			
2014-15 Community Campaign Budget Goal			6,164,842
Pledges Received			(5,892,922)
Pledges needed to reach Community Campaign Budget Goal			271,920
Community Impact Budget Goal			\$688,000
Pledges Received			(212,126)
Pledges (over) under Goal			475,874
2014-15 CAMPAIGN PERCENT COLLECTED			60.44%
COLLECTIONS - SAME MONTH PRIOR YEAR			58.30%
COLLECTIONS - SAME MONTH TWO YEARS AGO			56.96%
BALANCE SHEET INFORMATION:			
	2015	2014	
Cash & Short Term Investments	\$2,027,036	\$2,032,522	
Unrestricted Asset Balances			
Building - Betye Martin Baker Human Service Ctr	3,177,556	3,365,763	
Equipment	108,565	98,638	
Endowment	3,745,784	3,290,080	
Undesignated	600,246	558,994	
STATEMENT OF ACTIVITIES INFORMATION:			
	2015 Y-T-D	2015 Y-T-D	2015
	ACTUAL	BUDGET	FULL YR BUDGET
Campaign Total (2014-15 Campaign)	\$5,892,922	\$6,164,842	\$6,164,842
Designations (estimated)	(2,401,679)	(2,375,000)	(2,375,000)
Provision for Uncollectibles	(193,307)	(193,307)	(193,307)
Other revenues, gains and support	450,434	(230,750)	1,097,063
Net Campaign, Support & Revenue	3,748,370	3,365,785	4,693,598
Funded Partners	(691,477)	(700,000)	(1,200,000)
Impact	(263,057)	(319,850)	(518,900)
Functional Expenses & Dues (Incl UWPC Program)	(1,463,338)	(1,660,141)	(2,962,672)
Other Distributions	(204,561)	(1,000)	(105,000)
Depreciation on Equipment	(28,000)	(14,000)	(19,000)
NET REVENUE(EXPENSE)	1,302,499	671,794	(111,974)
BETYE MARTIN BAKER HUMAN SERVICE CENTER			
As of JULY 31 , 2015	ACTUAL	BUDGET	
Net Inc./(Loss) - per books	(73,712)	(78,390)	
Net Inc./(loss) - cash flow	2,273	(55,267)	
	2015	2014	
Cash Position	206,222	281,921	
Miscellaneous Payables	0	0	
Long Term Debt	0	0	

UWPC BALANCE SHEET

		7/31/15
1	<u>ASSETS</u>	
2	Cash and Short Term Investments	\$2,027,036
3	Long Term Investments	\$3,551,774
4	Other Investments (Chihuly)	83,000
5	Gifts In Kind Inventory	8,120
6	Grants/other Receivable	701
7	Promises Receivable 2014 Campaign - less Allowance (\$193,307)	1,567,110
8	CFC receivable - 2014 - less allowance (\$13,252)	40,472
9	Furniture, Fixtures and Equipment - net of	
10	accumulated depreciation - (\$600,367)	177,161
11	Building -Betye Martin Baker Human Service Center	3,177,556
12	Permanently Restricted Investments	102,452
13	Prepaid expenses	16,913
14	CFC Prepaid Expenses	63,983
15	Total Assets	<u>\$10,816,277</u>
16	<u>LIABILITIES AND NET ASSET BALANCES</u>	
17	Liabilities and deferred support:	
18	Accounts Payable	\$25,339
19	Designations payable	\$622,538
20	Grants payable	\$193,035
21	Remaining budget	1,978,249
22	Total liabilities	<u>\$2,819,162</u>
23	Net Asset Balances	
24	Unrestricted	
25	Building -Betye Martin Baker Human Service Center	3,177,556
26	Equipment	108,565
27	Board Designated - Impact	86,773
28	Board Designated - Endowment	3,425,719
29	Undesignated	600,246
30	Subtotal Unrestricted	<u>7,398,859</u>
31	Temporarily & Permanently Restricted	
32	Temporarily Restricted	401,361
33	Donor Designated - Impact	94,443
34	Permanently Restricted	102,452
35	Subtotal Temporarily Restricted	<u>598,257</u>
36	Total net asset balances	<u>7,997,115</u>
37	Total liabilities and net asset balances	<u>\$10,816,277</u>

UWPC STATEMENT OF ACTIVITIES
For the seven months ending
July 31, 2015

	YTD Actual	YTD Budget	YTD Variance	2014 Budget	% Budget
1 TOTAL CAMPAIGN (2014-15)	\$5,892,922	\$6,164,842	(\$271,920)	\$6,164,842	95.59%
2 Donor Designated - Est.	(2,401,879)	(2,375,000)	(26,679)	(2,375,000)	101.12%
3 2014-15 Campaign - Undesignated	3,491,244	3,789,842	(298,598)	3,789,842	92.12%
4 Allowance for uncollectibles	(193,307)	(193,307)	0	(193,307)	100.00%
5 Impact including Early Learning	126,049	310,000	(183,951)	688,000	18.32%
6 Bequests	0	0	0	0	0.00%
7 Campaign - prior year	54,509	10,000	44,509	10,000	545.09%
8 Restricted support	0	0	0	0	100.00%
9 Total Public Support	3,478,494	3,916,535	(438,041)	4,294,535	81.00%
10					
11 Other Support & Revenue					
12 Program & Event Income	226,198	255,000	(28,802)	299,063	75.64%
13 Investment income	19,650	11,667	7,984	20,000	98.25%
14 Realized gain/loss	17,677	0	17,677	0	0.00%
15 Miscellaneous	24,029	23,333	695	80,000	30.04%
16 Total Other Revenue	287,553	290,000	(2,447)	399,063	72.06%
17 Total revenues, gains & other	3,766,047	4,206,535	(440,488)	4,693,598	80.24%
18 Community Investments & Expenses					
19 Investments and grants:					
20 CSF to agencies	691,477	700,000	(8,523)	1,200,000	57.62%
21 Payments to affiliates	77,312	68,000	9,312	68,000	113.69%
22 Impact Funding	263,057	319,850	(56,793)	518,900	0.00%
23 Other distributions	204,561	1,000	203,561	105,000	194.82%
24 Total investments and grants	1,236,407	1,088,850	147,557	1,891,900	65.35%
25 Functional expenses:					
26 Salaries	897,359	979,798	(82,439)	1,768,121	50.75%
27 Employee Benefits & P/R taxes	224,656	309,661	(85,005)	547,991	41.00%
28 Professional fees	47,067	44,662	2,405	74,550	63.13%
29 Advertising/Promotional Items	3,344	10,550	(7,205)	33,500	9.98%
30 Supplies	10,895	13,918	(3,023)	23,860	45.66%
31 Telephone, fax	7,335	14,590	(7,255)	24,493	29.95%
32 Postage and shipping	2,549	4,727	(2,178)	21,175	12.04%
33 Occupancy	23,007	20,432	2,575	33,868	67.93%
34 Rental & maintenance of equip.	45,317	45,740	(423)	82,895	54.67%
35 Printing and publications	21,166	24,219	(3,053)	87,634	24.15%
36 Travel - volunteers & staff	30,517	32,554	(2,037)	81,625	37.39%
37 Conferences & Special Events	57,178	64,829	(7,650)	90,055	63.49%
38 Membership dues	4,872	6,936	(2,065)	12,805	38.04%
39 Interest Expense & Misc.	10,762	8,025	2,737	12,100	88.95%
40 Total expenses before deprec.	1,386,026	1,580,641	(194,616)	2,894,672	47.88%
41 Depreciation	28,000				
42 Total Functional Expenses	1,414,026				
43 Remaining Budget	1,978,249				
44 Net Revenue	(\$862,634)				
45 Asset Balances, Beginning of Year	11,261,956				
46 Assets Released From Restriction	(2,402,207)				
47 Net Asset Balances 07/31/2015	\$7,997,115				

**United Way of Pierce County
Finance Meeting Minutes
July 23, 2015**

Members Present:

Jennifer Nino, Treasurer
Elizabeth Bailey
Mike McCrabb
Silvia Barajas

Staff:

Pete Grignon
Ted Smith

Others:

Christian Anderson, Union Bank, Highmark Capital Management
Donna Haynes, Pilkey Hopping and Ekberg

Welcome

Jennifer welcomed everyone to the meeting.

Investment Review

Christian Anderson, our investment advisor for half of our endowment, provided an overview of the financial markets and economic outlook. He provided us with a comparison of how other endowments and foundations performed based on information from the BNY Mellon U.S. Master Trust Universe which tracks 588 corporate, foundation, endowment, public, Taft-Hartley, and health care plans. Our portfolio compared as follows with the median:

	1 Year	3 Year	5 Year
Median	6.32	9.54	8.86
UWPC	7.22	9.88	9.11

Christian did not recommend any changes to the portfolio at this time. Pete asked the group if they felt comfortable with the current investment mix and everyone did.

After Christian left, Pete reminded everyone that the other half of our endowment is managed by KMS Financial and that perhaps we should invite Stephanie Shinn, the investment advisor, to a future Finance Committee meeting. Pete explained that we have not moved our money to Union Bank because the funds are invested in the same mutual funds that came from a bequest three years ago and the only fees we incur are those within the funds, not an annual investment advisory fee. A handout was emailed with the

meeting packet that showed when both accounts, Union Bank and KMS, are combined together, they meet the policy investment mix of no more than 75% equities.

It was recommended that we should go out to bid to combine our endowment with one financial advisor before the start of our endowment campaign next summer, 2016.

Insurance Review

Donna Haynes reviewed the entire insurance package with us. After that, the discussion centered on our earthquake policy which we currently pay \$19,239. The policy does not cover the brick façade of the building and has a \$550,000 deductible. It was mentioned that had we set aside that money each year, rather than pay it out, we would have saved up to 70% of that deductible. The building was retrofitted in 1994 with the latest earthquake standards. We have already been through a pretty good shaker and the only damage was paint cracks. The Finance Committee would like to propose to the Board that we remove coverage and set aside a separate contingency reserve for disasters, separate from the operating reserve. So that we can be better prepared to present to our board, it was proposed that Donna make a list of the pros and cons of keeping versus cancelling. Dona was also asked to shop around the Directors and Officers insurance which also contains a number of other coverages such as employment practice liability.

Gift Acceptance Policy

Ted Smith, our recently hired VP of Major Gifts and Planned Giving, presented a gift acceptance policy. In building the gift acceptance policy for review, Pete and Ted referenced other United Way and university policies and applied their language as appropriate. Since United Way will be running an endowment campaign starting the summer of 2016, having this policy in place is critical for the types of gifts we will accept. The only gift acceptance policy we have in place is for our Gifts In Kind program. The Finance Committee recommended that the policy be passed on to other appropriate committees and then to the board for approval.

Building Cash Flow Scenarios

We have two payments left to pay to the Boys and Girls Clubs, one in 2015 and the last in 2016. This will complete the 10 year commitment to them to support their Hope Centers. All payments have come from building reserves.

We are currently negotiating with MultiCare Health System to renew their tenant lease that ends October 31, 2015. If MultiCare renews, current projections show that we will remain in the plus column. If MultiCare does not renew, we will slip into the negative September of 2016 in the amount of approximately \$15,000 of which we would borrow from UWPC general reserves and then pay back as our cash flow builds back up. We will keep an eye on the projections as we go forward.

Adjournment – 9AM Next Meeting TBD

Pilkey Hopping & Ekberg, Inc.

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August 5, 2015

United Way Of Pierce Co.
PO Box 2215
Tacoma, WA 98401

Re: Earthquake Insurance

Dear Pete & Finance Committee:

Thank you for allowing us to meet with the Finance Committee. The Committee has asked us to review the earthquake coverage and help weigh the pros and cons of this coverage. The present insurance provides the following:

Building	\$5,500,000
Loss of rents	300,000
Perils	Earthquake shock, including landslide, mudflow, sinking and volcanic eruption
Deductible	550,000
Insurance to value	90% of functional value
Coinsurance	waived
Cost	\$20,051.42
Excludes	contents, masonry veneer

The building is rated as joisted masonry. The co insurance clause is not applicable because the valuation is functional value. This means that the coverage would replace as similar structure but the building materials may not be the same. We used this option to avoid the co insurance penalty.

The building is insured for \$8,888,100 on a replacement cost basis on the main package policy and reconstruction with similar materials.

- Options to consider.
- 1) Create a separate account for earthquake
 - 2) Have a structural engineer review the building and confirm
The level of retrofitting completed on the building
 - 3) Continue quake coverage
 - 4) Don't continue quake coverage

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Unfortunately, we cannot predict when the quake will come, but here is an article written recently.

<http://www.newyorker.com/magazine/2015/07/20/the-really-big-one>

I'd estimate under 10% of our commercial clients have quake coverage, but the percentage is much higher for larger insurance values. Hope this assists the committee in making a decision and forwarding to the board.

In closing, I would like the Washington Surveying and Rating Bureau reinspect your building, since it has been over 10 years. I have enclosed their report, and work with their organization to provide them with additional information they will need to see if we can obtain a sprinkler credit.

Let me know how else we can be of service and what the final decision is.

Sincerely,

PILKEY-HOPPING & EKBERG, INC.



Independent Insurance Agent

Donna Haynes, CPCU
Vice-President

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Independent Insurance Agent



SPRINKLERED PROPERTY REPORT
WASHINGTON SURVEYING AND RATING BUREAU



2003 Western Avenue, Suite 300
 Seattle, Washington 98121-2190

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NARRATIVE REPORT
(Classified Nonsprinklered)

FILE NO. 46-677

A-1995

INSPECTION: October 10, 1995

IDENTIFICATION

RISK Risk No. 042223
 The Betye Martin Baker Human Service Center
 (formerly 1501 Pacific Associates)
 1501 Pacific Avenue
 Tacoma, Washington 98402

CHANGES Since the last Amended Report No. A-1985, dated December 19, 1985, the building is under new ownership and has been completely remodeled. The sprinkler system has been modified: the wet alarm valve has been removed, backflow device with metered bypass has been installed inside the building, a dry pipe valve has been installed to protect attic space, and all sprinklers heads have been replaced.

Building has been reclassified and rated as nonsprinklered due to incomplete documentation for sprinkler modifications, and extensive nonsprinklered concealed space.

SUPERSEDING Superseding all previous reports.

FREQUENCY This property is not on Sprinklered Property Report Service.

DIAGRAM Attached diagram dated October 10, 1995.

OWNER The Betye Martin Baker Limited Partnership.

OCCUPANT Multiple tenant - offices.

DETAILS

CONSTRUCTION Construction Class 2, joisted masonry.

AGE Built approximately in 1900, sprinklered in 1936, and remodeled in 1995.

HEIGHT Five stories with roof space; 76 feet to roof deck.

DETAILS

AREA	11,970 square feet ground; 53,970 square feet total.
WALLS	12- and 20-inch brick with glass on frame office fronts.
ROOF	Built-up composition on 1-inch plywood deck on 3 x 12-inch rafters on 3 x 12-inch wood purlins on 10 x 14-inch wood beams supported by 8-inch diameter wooden columns.
FLOORS	Concrete on ground. Lightweight concrete on 1-inch plywood deck on 3 x 16-inch wood joists on 12 x 16-inch wood beams supported by 12-inch diameter and 12 x 12-inch wooden columns.
INTERIOR FINISH	Plasterboard on metal stud partitions and plasterboard ceilings under floor joists. UL labeled acoustical suspended ceilings throughout.
CONCEALED SPACES	Nonsprinklered 3 - 8 feet deep ceiling spaces above acoustical tile suspended ceilings throughout except sprinklered 7 ¹ / ₂ feet deep attic space.
VERTICAL OPENINGS	One elevator from first to fifth floor enclosed in plasterboard on metal stud shaft provided with self-closing metal doors at each floor. Two sprinklered noncombustible stairs (first to fifth floor and second to fifth floor) enclosed in plasterboard on metal stud shaft provided with self closing metal 1 ¹ / ₂ -hour fire rated metal doors at each floor.
EXTERIOR ATTACHMENTS	Nonsprinklered noncombustible entryway (12 x 15 ft.) at south side of first floor with adjacent noncombustible stairway. Nonsprinklered under 15 x 58 ft reinforced concrete walkway at second floor.
OCCUPANCY	<p><u>Vacant</u> - (35,600 sq. ft.) offices space (50% of first floor, entire second and third floors, and 9,230 sq. ft. of fourth floor.</p> <p><u>Storage</u> - (6,000 sq. ft., 50% of first floor) is used for tenant general storage.</p> <p><u>Boys and Girls Club of Tacoma - Pierce County</u> - (1,870 sq. ft.) offices.</p> <p><u>United Way of Pierce County</u> - (10,500 sq. ft.) offices.</p> <p>Heat for first floor is provided by electric overhead units. Heat for second to fifth floor is provided by HVAC unit located on roof.</p>
EXPOSURES	<p>Building is located in a retail mercantile area of downtown Tacoma.</p> <p><u>NORTH</u> - 6-12 feet to South 15th Street and 27 feet to freeway on ramp.</p>

DETAILS

SOUTH - Parking.

EAST - Landscaping, 24 feet to Park.

WEST - 20 feet to Pacific Avenue.

**FIRE
PROTECTION**

ALARM SERVICE - Local alarm by inside electric bells. No record of recent alarm test. Waterflow alarms, system control valves, air supervisory, manual pull and fire detection signals are annunciated at the fire command center located on second floor. Information regarding monitoring company, method of transmission and frequency of testing of alarm equipment has not been provided.

INSIDE MANUAL FIRE PROTECTION - Adequate supply of listed portable extinguishers; 2 $\frac{1}{2}$ -inch hose connections without hose at each floor to 6-inch combination riser-standpipe in north stairwell. Four-inch with 2-way fire department connection at roof.

PUBLIC FIRE PROTECTION - Class 2, grading Class 2 at risk. Five hydrants within 300 feet with additional hydrants within 750 feet. Fire station within $\frac{1}{2}$ mile.

SPRINKLER PROTECTION - One 6-inch wet pipe and one 4-inch dry pipe systems protects all occupied areas except noncombustible entryway (12 x 15 ft.) at south side with adjacent noncombustible stairway. Sprinkler protection is also not provided in ceiling spaces other than attic. Original equipment installed in 1936 in accordance with obsolete 1-2-3 pipe schedule and modified in 1995 using $\frac{1}{2}$ -inch orifice, 165°F sprinklers. Sprinklers plans indicated that system is hydraulically designed to provide a density of .10 gpm per square foot over an area of 1,500 square feet. The data information plate of hydraulic design criteria is not provided on sprinkler riser as specified by NFPA 13 and contractor's hydraulic calculations have not been provided. No record of recent trip test for the dry pipe system.

MECHANICAL GRADING - Building is classified and rated as nonsprinklered since Contractor's Material and Test Certificates for the overhead piping system, contractor's calculations for the hydraulic calculated system, record of recent trip test results for the dry pipe valve, record of recent tests of main drain and local alarm system have not been submitted to this office, and extensive ceiling spaces are nonsprinklered.

WATER SUPPLY - Single 6-inch connection through spring loaded double check backflow device (inside the building) with metered bypass to 10-inch circulating city main in Pacific Avenue. Flow test conducted by City of Tacoma water Department at South 26th Street and Pacific Avenue on June 14, 1989, indicated a static pressure of 72 psi reduced to 62 psi with 1,194 gpm flowing. No record of recent tests of main drain. System control valves were observed supervised in the open position. Gauges at riser registered 62 psi.

SPRINKLER LEAKAGE - Adequate clearance is not provided around sprinkler piping through concrete penetrations. Contractor's Material and Test Certificates have not been provided for overhead sections of piping (1995 remodel). Drain for dry pipe system is not piped to safe discharge outside building. Waterflow alarm signals are monitored.

DETAILS

COMMENTS

The following comments relate to some of the conditions which affect rates or could affect future rates. They are not made as property loss prevention or life safety recommendations and none are made.

95-1. Sprinklers have not been installed in all areas needing protection as specified by NFPA 13.

95-2. Contractor's Material and Test Certificates have not been submitted for the overhead piping system.



95-3. Contractor's calculations have not been submitted.

95-4. No record of recent trip test results for the dry pipe valve.

95-5. No record of recent tests of main drain and water motor alarm gong.

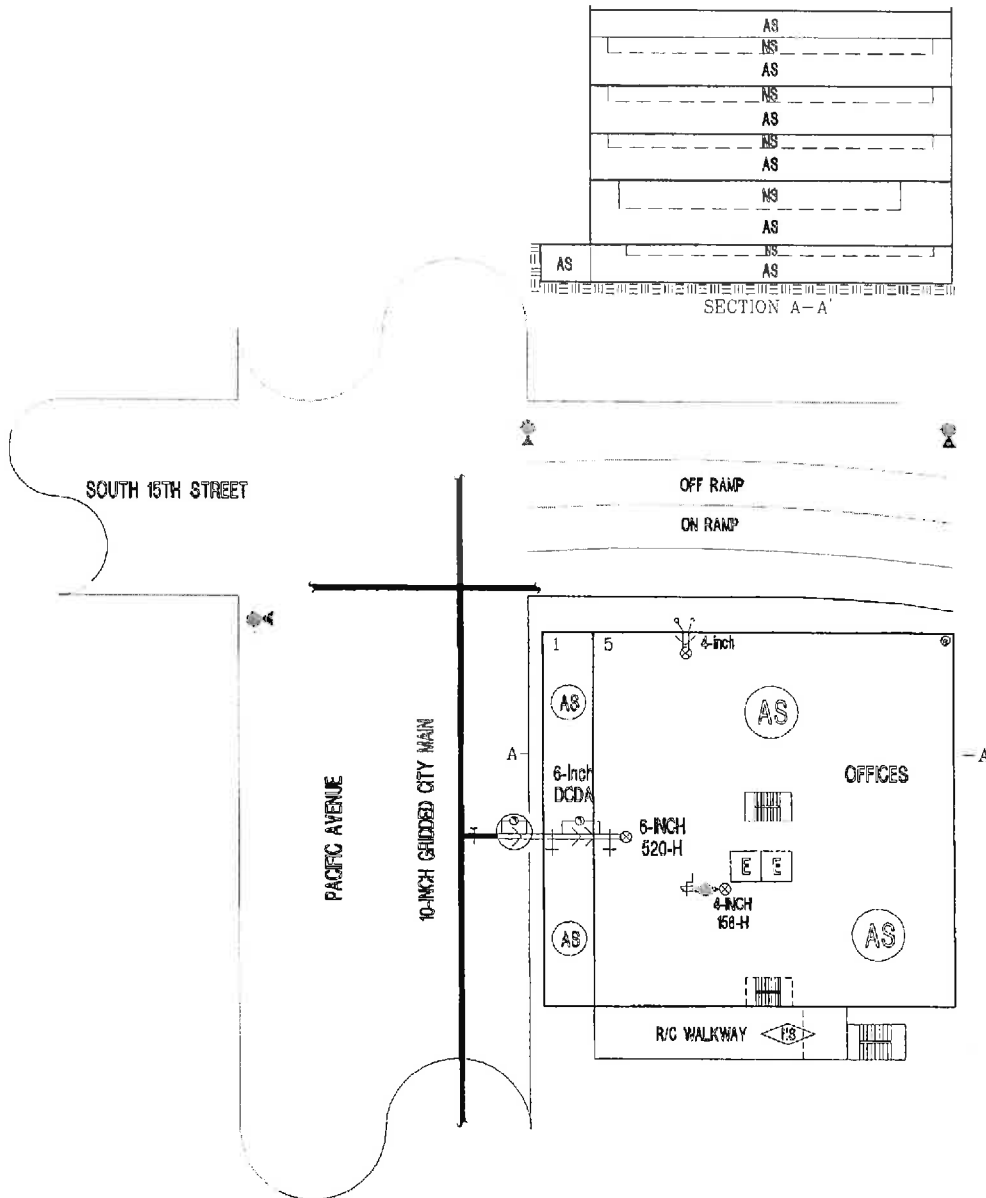
95-6. Drain for dry pipe system is not as specified by NFPA 13.

J. A. BUITRAGO
Field Representative

WASHINGTON SURVEYING AND RATING BUREAU 2003 WESTERN AVENUE, SUITE 300 SEATTLE, WASHINGTON 98121-2100	The Betsy Martin Baker Human Service Center 1501 Pacific Avenue Tacoma, Washington 98402	Flow Test: STATIC----- 72 psi. RESIDUAL-- 62 psi. FLOW----- 1,261 gpm.	Plan Notes:  Drawn by: JAB 10/10/95
CONFIDENTIAL	File No: 46-0677NS	Conducted by City Water Department at Pacific Avenue & S. 26th Street on June 14, 1989.	 SCALE

CONSTRUCTION DETAIL:

- Walls: 12 & 20-inch brick with glass on frame office fronts.
- Roof: Built-up composition on plywood deck on 3x12-inch wood rafters on 3x12-inch wood purlins on 10x14-inch wood beams supported by 8-inch diameter wooden columns.
- Floors: Concrete on ground. Second to fifth floor is lightweight concrete on plywood deck on 3x16-inch wood joists on 12x16-inch wood beams supported by 12-inch diameter and 12x12-inch wooden columns.



Board Goals

GROW REVENUE

Ensure that UWPC meets the 2015 campaign goal to raise an additional \$1M

- Every Board member is a Leadership donor
- All Board members participate in at least Call to Action activities (minimum 5 per year)
 - Thank you calls
 - New business outreach
 - Speak at events
 - CEO calls
 - Cultivate new business
 - Identify candidates for Emerging Philanthropist Program/Women's Leadership

GROW INDIVIDUAL ENGAGEMENT AND PARTICIPATION

Increase Participation and feedback

- Board attendance - 75%
- Committee membership – 100%
- Related event participation – 4
- Financial contribution – 100%
- 100% of Board complete an annual assessment
- Participate in opportunities to educate and advocate on behalf children and families

All board members create individuals plans for engagement

- Action plans and benchmarks created

BUILD AND CULTIVATE RELATIONSHIPS

- 100% Board representation at events (at least a representative)
- 100% of Board attends UWPC community events (beyond affinity groups)
- Board members facilitation / support affinity groups within their company
- Host an event
 - Leadership
 - Lunch and learn for WLC/EPP
- Provide 3-5 personal contacts

Board Goals

70 - 100%	40 - 70%	< 40%
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GROW REVENUE

Ensure that UWPC meets the 2015 campaign goal to raise an additional \$1M

Every Board member is a at Leadership donor	89%		
Board members participate in at least 5 Call to Action activities: <i>Thank you calls, New business outreach, Speak at events, CEO calls, Cultivate new business, Identify candidates for EPP/WLC</i>			

GROW INDIVIDUAL ENGAGEMENT AND PARTICIPATION

Increase Participation and feedback

Board attendance - 75%		73%	
Board Meeting Evaluation			33%
Committee membership – 100%			
Related event participation – 4			
Financial contribution – 100%	100%		
100% of Board complete an annual assessment	96%		
Participate in opportunities to educate/advocate on behalf children and families			
All board members create individuals plans for engagement. Action plans and benchmarks created			

BUILD AND CULTIVATE RELATIONSHIPS

100% Board representation at events (at least a representative)			
100% of Board attends UWPC community events (beyond affinity groups)			
Board members facilitation / support affinity groups within their company			33%
Host an event: Leadership, Lunch and learn for WLC/EPP			3%
Provide 3-5 personal contacts			26%