

## **HFN, INC.**

### **MINUTES OF A MEETING OF THE BOARD OF DIRECTORS**

September 20th, 2021

A meeting of the Board of Directors (the "Board") of HFN, INC., a Washington corporation, was held on September 20th, 2021, at 4:00pm (Pacific Daylight Time) via an online Zoom.us conference call in order to avoid meeting in person due to COVID-19.

#### **Directors Present:**

Allen Enebo, Charlie Herb, Howard Kapustein, David Ngai and Larry Norton, Frank Pineau and Tim Underwood

#### **Also Present Were:**

Jeremy Fallt, HFN General Manager

#### **Directors Absent:**

None

#### **Call to Order**

Jeremy Fallt called the meeting to order at 4:06pm (Pacific Daylight Time) and Tim Underwood recorded the minutes. A quorum of directors was present, and the meeting, having been duly convened, was ready to proceed with business.

#### **Approval of Minutes**

No minutes were approved at this meeting.

#### **Managers Report**

Jeremy sent out reports for August.

#### **Vetro Data Input Bonus**

Jeremy presented a proposal to provide a bonus to Shawn Sutter if the Vetro project is completed early and/or under budget. There was a discussion to change the proposal to time-based milestones instead of being based on the original number of hours estimate. The total proposed bonus amount is \$5000. The board voted unanimously to approve the revised proposal.

#### **Rebranding Project**

There was a discussion around the rebranding project following the Brand Reveal Joint Board Meeting from September 14<sup>th</sup>. The board is seeking clarification around the next steps since that was unclear from the joint meeting. The HFN board is currently planning to wait for the new design for the Issaquah

Highlands website before starting a redesign of the HFN website. However the board would like to start reviewing and updating the existing website content now.

### **Issaquah Highlands Community Fund**

Allen led a discussion about the Issaquah Highlands Community Fund and what HFN would like to see from it.

### **New Accountant**

Jeremy discussed some changes to our accounting methods that might save some taxes in the short term.

### **Adjournment**

There being no further business to come before the meeting, the meeting was adjourned at 5:04pm (Pacific Daylight Time)

Respectfully submitted,

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Tim Underwood, Recording Secretary