

**Minutes of the
CHIME Institute
Board of Directors Meeting
Tuesday, February 3rd 2026**

Members Present: Patrick Smith, Beth Lasky, Kate Kodet, Josh Mark, Dawn Hamilton

Members Absent: Matt Rinnert, Keisha R. Carroll, Marc Polansky

Others Present: Will Caplenor, Erin Studer, Annie Cox, Julie Himot, Irina Castillo

- I. **Call to Order:** The meeting was called to order by Patrick Smith

- II. **Public Comment:** (3 minutes each)—Members of the public were given the opportunity to make a public comment. Each speaker, if any, was advised of the three (3) minute time limit and that ordinarily, Board members cannot respond to presentations on non-action items as no action can be taken on non-agenda items, but that the Board may advise that direction may be given to staff following a presentation later.

- III. **Consent Agenda** (5 min) The following item(s) may be adopted by a single vote of the board, or any item(s) may be pulled off of consent by any member's request (without any need for a vote to pull from consent).
 - A. Approval of the minutes of the 1/6/2026 CHIME Institute Board Meeting
 - B. **M/S/P Motion** (P. Smith, B. Lasky) to approve the Minutes of the CHIME Institute Board of Directors meeting held on 1/6/2026
 1. **Public comment:** There was an opportunity for public comment. None were made
 2. B. Lasky's name was added to the "absent" list.
 3. **VOTE:**
 4. **Yeses:** P. Smith, K. Kodet, J. Mark, D. Hamilton
 5. **No's:** none
 6. **Abstentions:** B. Lasky
 7. **MOTION PASSES:** 4-0-1

- IV. **PRESENTATION and APPROVAL: Review of authorized credit card holders**
 - A. Dr. Studer listed the credit cards that exist: Dr. Studer (two cards), Caitlin Healey (up to \$1,000), Tina Goodman (up to \$1,000), Kathy Jamison's card has been cancelled as well as Cathy Doyle's card, and an Office Card for general purposes. There is also a VISA card for which A. Cox and E. Studer are the cardholders.
 1. There was a discussion about why the cards were selected.
 - B. **M/S/P Motion** (P. Smith, J. Mark) to approve the current credit card holders.
 1. **Public comment:** There was an opportunity for public comment. None were made
 2. **VOTE:**
 3. **Yeses:** P. Smith, K. Kodet, J. Mark, D. Hamilton, B. Lasky
 4. **No's:** none
 5. **Abstentions:** none
 6. **MOTION PASSES:** 5-0-0

V. Educational Programs Report

- A. A. Cox provided a report on the Early Ed Programs updates.
 - 1. There were discussions about several points of her updates.

VI. Board Committee Reports

- A. J. Himot presented information about bringing in community financial support.
 - 1. She talked about the upcoming golf tournament.
- B. There was a discussion about executive director performance reviews.

VII. Adjournment:

- A. **M/S/P Motion** (P. Smith) to adjourn the CHIME Institute Board meeting.
- B. **Public comment:** There was an opportunity for public comment. None were made
 - 1. **Public comment:** There was an opportunity for public comment. None were made
 - 2. **VOTE:**
 - 3. **Yeses:** *P. Smith, K. Kodet, J. Mark, D. Hamilton, B. Lasky*
 - 4. **No's:** none
 - 5. **Abstentions:** none
 - 6. **MOTION PASSES:** 5-0-0