

World of Work Foundation
Board Meeting Minutes
Date: September 16, 2025
Time: 2:00 p.m.
Location: Business Services Conference Room

Members in Attendance: David Miyashiro, Scott Buxbaum, Karen Minshew, Miranda Durning

1. Welcome and Call to Order

The meeting was called to order at 2:10 p.m.

2. Review and Approval of Previous Minutes

Minutes from the July 15, 2025 meeting were reviewed.

Motion to approve by Scott Buxbaum

Seconded by Miranda Durning.

Vote passed 4-0.

3. Board Member Appointments

Nomination of Glenn Hillegas (Executive Vice President, American General Contractors) for Board Membership, serving in the Board Director position of Workforce Development Leader.

Glenn Hillegas replaces Scott Buxbaum.

Motion to accept by Scott Buxbaum

Seconded by Karen Minshew.

Vote passed 4-0.

4. Nomination and Election of New Foundation Secretary

This item was removed from the agenda.

Discussion noted the need for both a quorum and technical/financial support during the WOW Foundation's transition to an external foundation (to maintain accounting, agendas, and minutes).

5. Review and Acceptance of Annual Policies for New Board Members

Policies to be reviewed and signed by Glenn Hillegas:

Conflict of Interest Policy

Whistleblower Policy

Signed policies will be returned and presented at a future meeting.

6. Website Development Contract

Approval of a WorkforceConnect (WFC) contract for website development related to the WOW Foundation transition and curriculum development.

Contract not to exceed \$10,750; duration approximately 5–6 weeks.

Motion to approve by Miranda Durning

Seconded by David Miyashiro.

Vote passed 3–0.

7. Professional Services Agreement (WoW Contract)

Approval of WorkforceConnect (WFC) professional services WoW contract to support the transition of the Board to an external foundation and curriculum development.

Contract not to exceed \$20,000.

Scope includes governance assistance, Board support, stakeholder coordination, and strategic/operational support.

Motion to approve by Karen Minshew

Seconded by David Miyashiro.

Vote passed 3–0.

8. Future Agenda Items

Identify and appoint new Board members to continue the transition process.

Karen Minshew and Miranda Durning identified to replace remaining existing board members.

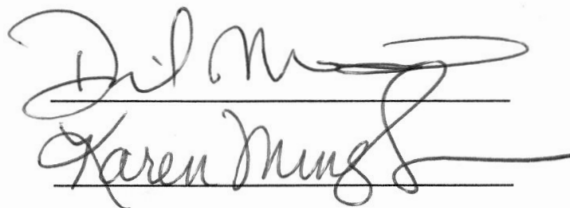
9. Adjournment

The meeting was adjourned at 2:27 p.m.

Signatures:

President: David Miyashiro

Secretary: Karen Minshew

Handwritten signatures of David Miyashiro and Karen Minshew. The signature of David Miyashiro is written above a horizontal line, and the signature of Karen Minshew is written below another horizontal line.