

North Kitsap Fishline

Board of Directors Meeting Minutes

April 17, 2017 Poulsbo City Hall – Council Chambers

Board members present: Tom Eckmann, Karen Timken, Bruce McCain, Tony Hinson, Nick Johnson, Becky Erickson, Bob Linz, Betty Herman, Danielle Murphy, Stuart Grogan, Judy Granlee-Gates, Tom Nelson, Becky Hall, Rod Reed, and Roger Zegers

Board members absent: Michael Philbrick, Tracy Russell

Guests: Alane Basco-Yu, Stan Reeve, Paula Gritzmacher

Staff Present: Mary Nader, Holly James, Rae Rodriguez

President Tom Eckmann called the meeting to order at 5:30

Tom introduced guests Stan Reeve and Paula Gritzmacher, volunteers whom have contributed significant hours to the CSC project.

Alane Basco-Yu gave a presentation on her involvement with our outreach through social media. This includes maintaining the current website, assistance with the new website, newsletters, event coordination and promotion (food drives and other community events) and analyzing use and impact of social media.

Minutes: Minutes of the March 20, 2017 minutes were approved as presented. Thank you Betty!

Executive Director's Report: Mary answered questions about the ED report which had been mailed to all Board members previously. Tom E. suggested that with the new format, we should consider making the report available to more interested parties. Nick will look at including it on the new website. Mary reported that she has been in discussion with Westside Baby although no commitments have yet been made.

Director of Operations Search: Tom Nelson/Mary Nader. The job description for this new position has been completed (with a few minor tweaks suggested by the Board). They will also be reworking the job description for the Executive Director to reflect the new position. Tom presented the following timeline for filling the position.

- Complete Job Description, Org Chart & Job Posting 4/17
- Finalize On Boarding Outline 4/21
- Post Job Internal & External 4/28 – 5/10
- Run Ads; Kitsap Sun, Craig's List, Indeed, Glass Door 4/30 – 5/07
- Conduct Interviews 5/18 – 5/19
- Fishline Tour & Q & A for final 2 – 3 Candidates 5/18 – 5/19
- Operations Director on board 5/30 or sooner if possible

Construction Project: Bruce presented the latest elevations for the new building. The application for the building permit will be submitted to the City on May 5th or 8th with an expected approval within 3 months (July-August). The Clearing and Grading permit application will be submitted this Friday (April 21) with approval expected by late May or early June. He also expects the total estimated cost of the entire project by mid May. If all goes according to schedule, the building should be completed by June 2018.

Bruce discussed the 'cost overrun' in the preconstruction costs. Per the contract, the preconstruction costs were limited to \$100,000, although the builder had been under the understanding that the amount was \$150,000. The actual costs came in at almost \$160,000. It should be noted that this does not increase the total cost of the project by that amount, just what was classified as 'preconstruction' costs. ***Motion 17-07: The Construction Committee shall be authorized to revise the Preconstruction Budget from \$100,000 to \$160,000. Motion carried.***

During the construction of the CSC, we will lose a significant number of our parking spaces. An agreement has been reached with James Lumber to lease space for 25 vehicles for \$250.00/month during this period.

Comprehensive Services Center: Rae Rodriguez gave a comprehensive report on the CSC and who will be tenants. Some highlights:

Full time partners:

- Kitsap Mental Health
- Peninsula Community Health Services – Dental (in old Fishline building)
- Kitsap Community Resources
- YWCA
- Kitsap Sexual Assault Center

Part time partners:

- Sound Works Job Center
- Department of Social and Health Services

Becky Erickson highly recommended that we get signed Letters of Intent from each of these partners ASAP.

In addition to the dedicated office space (exclusive use or shared offices) there will be other facilities available to these partners and others needing classroom or conference spaces.

Fishline will be hosting two meetings to inform interested parties of our plans:

April 25 – Neighborhood meeting – specifically for our uphill neighbors.

May 11 – Community meeting – for anyone else interested in what we are planning.

Treasurer's Report: Becky reviewed the Financial Statements as previously distributed, paying specific

attention to the construction budget. There are still quite a few unknowns (state funding, etc) but overall we appear to be on track as planned.

Development Director's Report: Holly reviewed a couple highlights of her report which was previously distributed. On Good Friday (April 14th) a team of 11 employees from Masterworks spent half a day at Fishline to lend their expertise in marketing, fundraising and strategies. Several of the employees have said they will continue to work with us. Donna Pledger, former Board member was part of the team that attended.

Holly continues to work on several grants, including the CDBG (Community Development Block Grant).

The Kitsap Great Give will be held this year on May 2nd. However, the website is now open so she encouraged everyone to go ahead and make your donation ASAP. If you donate either \$250 or \$500 (or more) you will be contacted after the event to determine what you want inscribed on your donor brick. The advantage of buying a brick through the Kitsap Great Give is that there are some matching funds available, plus bonus matching funds for the non-profits with the highest amount raised.

Second Season Thrift Boutique: Tom E. and Mary reviewed a proposal (previously emailed to all Board members) to relocate Second Season from its current position to newly remodeled space at the north end of Anderson Parkway (formerly occupied by the Antique Mall). The current location has reached its limits and we are now turning away donations. With more retail space, the Second Season team can display more merchandise, add new departments and significantly grow sales and net income. ***Motion 17-08: Proceed with securing a 5 year lease with the Mentor Company for the property located at 18955 Anderson Pkwy, Poulsbo, WA 98370, at the terms specified in the "Second Season Thrift Boutique Proposal" dated April 6, 2017. Motion carried.***

New Website: Nick received positive feedback from Board members who have had the opportunity to review the proposed new website. He anticipates it to be made 'live' within the next couple weeks.

New Business:

Legal representation: Tony Hinson has been providing legal council on certain matters for Fishline for many years. However, due to the additional legal matters upcoming with the construction project and partnering with other non-profits in the CSC, he is recommending that we establish a relationship with an outside firm. He has recommended Ellis, Li, McKinstry, PLLC in Seattle due to their significant work with other non-profits. The board agreed with Tony's assessment and requested him to proceed with getting a proposal from the firm.

Recognition: Tom recognized and complimented Rod Reed on his efforts to improve the safety procedures at Fishline. Great work Rod!

Sanctuary Fishline The Fishline staff has requested direction in establishing a policy in dealing with clients who might be undocumented aliens. Several recommendations were made of other resources and agencies that have already developed policies. The Board directed Mary to draft a policy/procedure to be reviewed at the next Board meeting.

Next Meeting: 6:00, May 15, 2017. Poulsbo City Hall (Executive Committee meets at 5:00)

The meeting was adjourned at 8:15

Respectfully submitted,

Roger A. Zegers
Secretary