

# North Kitsap Fishline

Board of Directors Meeting Minutes

May 15, 2017 Poulsbo City Hall – 3<sup>rd</sup> floor conference room

Board members present: Tom Eckmann, Bruce McCain, Tony Hinson, Nick Johnson, Bob Linz, Betty Herman, Stuart Grogan, Judy Granlee-Gates, Tom Nelson, Becky Hall, Rod Reed, Tracy Russell, Michael Philbrick, and Roger Zegers

Board members absent: Becky Erickson, Danielle Murphy, Karen Timken

Guests: Judy Dougherty – potential board member

Staff Present: Mary Nader, Holly James, Marta Holt

President Tom Eckmann called the meeting to order at 6:00

Tom introduced Judy Dougherty, a potential board member. Judy has recently retired from Childrens Hospital.

Marta Holt gave a presentation on the Homeshare Program, where Fishline works to match up people needing housing and people who would like to share their space with individuals, working together to determine the remuneration. Marta does background checks on both parties. One match has been completed, with several others being worked. Marta's position at Fishline (20hrs/week) is being funded by a CDBG grant through the end of 2017.

**Minutes:** Minutes of the April 18, 2017 minutes were approved as presented.

**Executive Director's Report:** Mary answered questions about the ED report which had been mailed to all Board members previously. In addition, she reported that the annual postal food drive was very successful this year.

Nick commented that we are inconsistent in how we are identifying ourselves in printed materials. We currently use "North Kitsap Fishline", "NK Fishline" and "Fishline". It was the consensus of the Board that we should eliminate the "NK Fishline".

**Treasurer's Report:** Becky reported that there had been a minor 'hitch' in the State Appropriation but that everything is back on track. All money from this original grant must be spent by June 30<sup>th</sup>.

Becky has determined that we can achieve a better rate of return at Liberty Bay bank than we are getting on our Ameriprise account. ***Motion 17-09: The Board approves opening a new, interest-bearing account for Fishline at Liberty Bay Bank and transferring all funds from Fishline's Ameriprise account. Authorized signers on the account shall be Becky Hall, Tom Eckmann, Tom Nelson and Roger Zegers. Motion carried.***

**Director of Operations Search: Tom Nelson/Mary Nader.** Mary and Tom N reported that 45 applications were received for the position. They have narrowed the candidates down to 6 finalists and are conducting interviews this week. The goal is to have the position filled between May 29 and June 5.

**Construction Project:** Bruce reported that the grading permit is in for review. The building permit was submitted and it should be reviewed within 3 weeks.

FPH Construction has submitted bid requested to their subcontractors. We anticipate a firm total construction cost projection by June 1.

A Ground Breaking ceremony has been tentatively scheduled for the 3<sup>rd</sup> weekend in June. Tom N., Tom E., Nick, Judy, Holly and Mary volunteered to plan the celebration.

Bruce will contract FPH Construction to get a pre-release copy of the building contract so we can begin our internal and legal review.

**Comprehensive Services Center:** Tracy reported that the CSC committee continues their weekly meetings. Draft Letters of Intent have been sent to all the primary tenants. They are also working with a space planner to best arrange space for tenant and client needs and work flow.

Community meeting no. 1 was held specifically for people living in the vicinity of Fishline. While mostly supportive, some expressed concern about bringing more people with issues into the neighborhood. Mary presented the neighbors with direct contact info and encouraged them to stay in contact. We will keep them informed via email.

Community meeting no. 2 was open to all interested parties. Tom Eckmann made a presentation and the feeling from everyone in the room was very supportive. Representatives from Kitsap Mental Health and Kitsap Community Health also spoke.

**Development Director's Report:** Holly reviewed a couple highlights of her report which was previously distributed. She is working with Alane to produce a simple form to be used for selling the bricks and fish.

Holly continues to meet with potential donors (foundations and individuals) to build long term relationships.

**Second Season Thrift Boutique:** Tom E. and Mary are working to finalize the contract for the new Second Season retail location. The goal is to be in the new location by August 1<sup>st</sup>. We are being given 3 months free rent which will eliminate paying rent in two locations until the lease expires on the current space

**Second Season Home:** Mary believes there is still upside potential for the store, although we must overcome some hurdles such as consistent pick-up and delivery. One option being considered is to hire someone for this duty. She will be setting up a committee to review how to make the Home Store more efficient and more profitable. How to best market the store is of prime concern.

**New Website:** Nick will have the new website live very soon. With the new site, we will be able to accommodate many more email addresses than what we currently have. Other projects completed: HomeShare Materials, CSC neighborhood meeting ad, Home Store signage, volunteer parking signage, vehicle magnetic signs.

Currently working on: Possibility of a thermometer or other device to illustrate progress on the capital campaign.

**IT Committee:** Michael reported that instead of waiting for the implementation of the new Salesforce replacement for ClientCard, it has been decided to continue using ClientCard to gather data, but then use Salesforce to process that data. This will allow Mary and other staff to begin using the new data almost immediately.

**Board Development:** Betty Herman's term as Director expires at the end of June. A written ballot was distributed to all board members. ***Motion 17-10 The Board elects Betty Herman to another 3 year term on the Fishline Board of Directors. Motion carried unanimously.*** Betty's new term will run through June, 2020.

#### **New Business:**

Natalie has requested that all board members submit an accounting of their volunteer hours on a monthly basis. Hours should be divided into either regular volunteer hours, or Professional Services (anything you would normally bill for). If reporting Professional Services hours, also include your standard bill rate. She will send out a reminder at the end of every month. These hours are used in applying for some grants as well as other marketing materials.

Mary briefly discussed the need for a sanctuary policy so staff and clients know how to respond should an incident arise. She had previously email a proposal to all Board members. The Board concurred with the proposal and instructed Mary to proceed forward.

Tom E. passed out a proposed revision to our financial accounting. Time did not permit reviewing it at the meeting; however, everyone is encouraged to review the document for future discussion.

Tony Hinson has been working to retain Ellis, Li, McKinstry, PLLC in Seattle to assist us in our legal needs. He has requested an Engagement Letter to formalize the arrangement. They are currently reviewing documents pertaining to the HomeShare program.

**Next Meeting:** 6:00, June May 19, 2017. Poulsbo City Hall (Executive Committee meets at 5:00)

The meeting was adjourned at 8:15

Respectfully submitted,

Roger A. Zegers  
Secretary