

North Kitsap Fishline

Board of Directors Meeting Minutes

June 19, 2017 Poulsbo City Hall – Council Chambers

Board members present: Tom Eckmann, Bruce McCain, Bob Linz, Betty Herman, Stuart Grogan, Judy Granlee-Gates, Tom Nelson, Becky Hall, Rod Reed, Tracy Russell, Michael Philbrick, Becky Erickson, Danielle Murphy, Karen Timken, Judy Dougherty and Roger Zegers

Board members absent: Nick Johnson (excused)

Guests: Mike Brown, Kerry Chamberlin – FPH Construction

Staff Present: Mary Nader, Bill Eley

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

Mary introduced Bill Eley, the newest member of the Fishline staff. Bill has been hired to fill the newly created Operations Director position.

Transforming Lives Project: Tom Nelson led a detailed discussion of the final project cost estimates and timeline. Becky presented a document illustrating the projected cash flow for the duration of the project. The discussion covered the likelihood of the projected income, the total costs including overages and funding alternatives. ***Motion 17-11: Board hereby approves the expenditure of up to \$3.4 million for the Transforming Lives Project and authorizes FPH Construction to proceed with construction of the new food bank and comprehensive services building. Financing shall be from existing funds, operational surplus, and confirmed future grants and donations. Any shortfall shall be covered from increased mortgage financing. The Fishline Construction Committee and Development Committee shall provide detailed monthly updates on performance to plan and budget. Motion carried.***

Minutes: Minutes of the May 15, 2017 minutes were approved as presented.

Executive Director's Report: Mary reported that the new website is up. All employees, and other designated individuals will be able to update the site to keep it current.

The company that sold us the new walk-in freezer has agreed (after many repair calls) to replace the entire unit. Olympic High School has agreed to donate two freezers that will be available due to their remodel. They also agreed to store them until we are ready to install them in our new CSC.

It was noted that the funds spent on housing assistance has dropped. Unfortunately Mary informed us that it is not due to a drop in need, but rather to the unavailability of housing.

Treasurer's Report: At last month's board meeting it was agreed to open a new bank account at Liberty Bank for the funds being removed from the Ameriprise account. However, due to the cash flow

requirements of the Transforming Lives Project, it was determined it didn't make sense to open the account as the funds will be needed very soon. The funds have been deposited in our regular account at First Security Bank.

Ground Breaking: Tom E. and Mary reported on the final preparations for the groundbreaking ceremony on June 24th at 12:30. All members are strongly encouraged to attend to represent the Board and Fishline and thank all our supporters. Natalie has created new nametags for all Board members.

Comprehensive Services Center: Tracy reported that the CSC committee continues their weekly meetings. MOUs (Memorandum Of Understanding) will be going out very soon. In addition to the previously identified interested partners, they have added Dispute Resolution, West Sound Treatment Centers and Kitsap Co Senior Services to the list.

Tom E reported that Rice Fergus has submitted a bid of \$17,500 for space planning services. ***Motion 17-12: Board hereby authorizes the expenditure of up to \$17,500 for space planning services for the entire CSC. Contractor shall be Rice Fergus. Motion carried.***

Development Director's Report: Holly reported that Fishline has been awarded a grant of \$75,000 from Port Madison Enterprises.

She thanked everyone that attended and/or helped with the Casino Royale event at the Point Casino. It was agreed that a good time was had by all. Their next event benefitting Fishline will be their annual golf tournament on August 11th. The funds from the Point Casino events, estimated to be in the \$150,000 range will be available sometime in December.

A full report of her activities was emailed to all Board members.

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

Auction: Karen has set the annual auction for February 10, 2018. It is not too early to begin arranging for donations. Just a reminder – if you get gift certificates, make sure that the effective date reflects the date of the auction, not the date of the donation.

Second Season Thrift Boutique: Tom E. and Mary are working to finalize the contract for the new Second Season retail location.

Second Season Home: Tom N. and Karen T are working with Felicia to improve profitability. The goal is to double the revenue by the end of the year.

New Website: The new website is now live. Nick will be working with the staff and a couple members to determine who is responsible for what areas. A meeting is scheduled for June 29 (2:00 pm) at Fishline

IT Committee: Michael reported that the Receiving unit is ready for staff viewing.

Board Development: Betty welcomed our newest Board member, Judy Dougherty.

Tony Hinson submitted his letter of resignation from the Board. The Board regretfully accepted his resignation. Mary Nader will be the point person for any legal issues, specifically to determine the cost/benefit of using professional services on a case by case basis.

The Executive Committee has been discussing how to recognize former Board members for their dedication and service to Fishline. It was decided to recognize these former members by securing an engraved brick (1 term = single brick, 2 or more terms = double brick) to be installed in the walkway of the new building. Betty will review the Board roster going back two years to determine the list.

We have two open positions on the Board. We are specifically looking for someone with legal, financial, retail or HR expertise. We would also like to include a current client.

Next Meeting: 6:00, July 17, 2017. Poulsbo City Hall (Executive Committee meets at 5:00)

The meeting was adjourned at 8:02

Respectfully submitted,

Roger A. Zegers
Secretary