

# North Kitsap Fishline

Board of Directors Meeting Minutes

September 18, 2017 Poulsbo City Hall – Council Chambers

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

Board members absent: Becky Hall, Stuart Grogen, Michael Philbrick, Tracy Russell,

Guests: Paul Deits

Staff Present: Mary Nader

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

**Introductions:** Paul Deits was introduced to the Board. Paul is a fairly new Fishline volunteer who comes with much managerial experience.

**Minutes:** Minutes of the August 14, 2017 minutes were approved as presented.

**Executive Director's Report:** Mary answered questions about the ED report which had previously been emailed. She added that the Lions and Rotary clubs held a food drive resulting in donations of over 7000lbs of food, plus \$3200.

**Website / Marketing:** Nick continues to tweek the website. He will be adding a spot for the ED report.

**Treasurer report:** Becky emailed the report prior to the Board meeting. The final Audit Report and 990 were presented for approval. ***Motion 17-20: The Fishline Board of Directors accepts and approves the 2016 Audit Report prepared by Larry Hurley (Hearthstone CPA Group). Motion carried.*** The Board will address their recommendation to create a Financial Policy Manual at the October meeting.

**Development:** Mary updated the Board on the status of the grants that are currently being worked on. Nancy Plant, a professional grant writer has been contracted specifically to secure 3 \$50,000 plus grants.

**Thrift Store:** Jan Hinson is heading up the planning for the build out of the new location. The current schedule is for a 4<sup>th</sup> quarter 2017 occupation of the new retail space.

**Home Store:** Since we began advertising in the Kitsap Sun, there has been an increase in customers, although there has not been a corresponding increase in sales. The evaluation of the long term viability of the Home Store continues. Tom N. encouraged all Board members to stop by both stores to show our support and to thank the volunteers for their efforts.

Bob L discussed his efforts to date regarding the marketing of the 3<sup>rd</sup> Ave property. There are some questions about property lines, encroachments, etc. that need to be addressed. His recommendation is

that we should do the research now rather than later. A full, 4 corner survey can be conducted for approximately \$7,000. **Motion 17-21: The Board authorizes Bob Linz to arrange for a full property survey, not to exceed \$7500. Motion carried. (2 abstains).**

Bob discussed a possible new location for the Home Store, next to JRO. He will be arranging a time for staff and Board members to visit and evaluate the property.

**Auction:** Karen passed out information to each Board member that had committed to supporting the auction this year. It documented their participation at last year's auction (items donated, tickets purchased, etc.) She has secured \$13,000 in sponsorship so far, out of a goal of \$16,000. She encouraged everyone to be securing items for the silent and live auctions.

**Operations:** Tom N. discussed the parking situation. With the coming construction activity we will be losing more of our parking spots. The spots at James Lumber are secure for now, but they have a 30 day notice provision. Other options are being evaluated.

**IT / Salesforce Project:** No report. Mary, Roger and Bob will be meeting this coming Thursday to discuss project status.

**Fishline 2020 Business Plan:** Tom E had emailed the Business Plan to all Board members. It is a very comprehensive document which discusses all phases of NK Fishline. It will be used in making future presentations and applying for grants. All Board members are requested to give their feedback ASAP. Several Board members joined a working group to revise and continue to update this document.

**Construction:** The construction contract with FPH has been signed! The metal building will be arriving in December. Prior to that, the plumbing and electrical systems will be worked on. The team is currently working on signage and landscaping/irrigation plans.

**Comprehensive Services Center:** The committee is not seeking any additional tenants at this time. They have identified specific equipment needed (generators, etc.) and will be looking for suppliers. They continue to work on space planning with prospective tenants, including the major tenant, Kitsap Mental Health. An option being considered would be to have KMH occupy the current building instead of part of the second floor in the CSC.

**Finance Update:** Tom E presented the updated Costs and Source of Funds Projection. Becky E talked about the status of the legislative capital budget which is still on hold. With the upcoming elections, it is very possible that the legislature will take action on the capital budget as soon as January 2018. At this point our appropriation is still 'on the list' for funding.

In reviewing the financing of the Transforming Lives Project, the committee has come up with Plan 'A' financing, which includes securing the state appropriation as well as selling the 3<sup>rd</sup> Avenue property. As a fallback position, Tom has been in discussion with Craft3 and other financial institutions to determine alternative financing solutions. **Motion 17-22: The Board authorizes Tom Eckmann to pursue and negotiate "Plan B" financing with Craft3 and other financial institutions. Motion carried.**

**Next Meeting:** 6:00, October 16, 2017. Poulsbo City Hall (Executive Committee meets at 5:00)

The meeting was adjourned at 7:50

Respectfully submitted,

Roger A. Zegers,  
Secretary