

North Kitsap Fishline

Board of Directors Meeting Minutes

October 16, 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, Becky Hall, Stuart Grogen, Karen Timken, Nick Johnson and Roger Zegers

Board members absent: Michael Philbrick, Tracy Russell,

Guests: Paul Deits

Staff Present: Mary Nader, Myle Dahlke

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

Introductions: Paul Deits was introduced to the Board. Paul is Fishline volunteer who comes with much managerial experience. Mary introduced our newly hired Receptionist, Myle Dahlke

Minutes: Minutes of the September 18, 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 Lucy has attended a seminar on Human Resources. Fishline purchased a training package which allows all staff to attend various seminars during the year at no additional cost.

The process of filling the position of Operations Director has been unsuccessful. It was decided to wait until after the first of the year to restart the search. Included in the process will be a staffing study and compensation survey. The responsibilities of the Operations Director have been distributed among the other staff members.

Treasurer report: Becky emailed the report prior to the Board meeting. The board accepted the report as presented. In addition to Craft 3, the finance committee has been contacted by 1st Security bank for consideration of a possible bridge loan for the CSC.

Grants: Becky and committee continue researching grants for the capital project. They are optimistic about the Birkenfeld grant and should have a decision by the end of December.

Development: Mary reported that the form for the Fishes and Bricks project has been redesigned. The project will be re-launched during the 4th quarter of this year and reemphasized in the 1st qtr of 2018.

The Points Casino dinner/auction will be this coming Thursday (October 19). Enough volunteers have come forward to work the event, so Board members are encouraged to purchase tickets and attend as guests. The final results of the Points Casino year long efforts on behalf of Fishline should be known by the 2nd week in December.

In Kind Donations: The committee continues to work with subcontractors and suppliers to contribute labor and/or supplies to the CSC project. A determination has been made that some in-kind donations are not tax deductible. The committee will continue to investigate ways to make the in-kind donations attractive to potential donors.

Thrift Store: It has been determined that in order to proceed with the improvements at the new Thrift Store location, fire sprinklers must be installed. This is an expense that would have to be covered by the building owner, not Fishline. The owner of the current Thrift Store location has agreed to extend that lease until March 31st if necessary.

Assuming the fire sprinkler situation is resolved, we will need some funds to complete the electrical modifications as well as purchasing furniture, fixtures and equipment. Jan Hinson has submitted a very detailed list of her needs. ***Motion 17-23: The Board authorizes the expenditure of up to \$15,000 for tenant improvements (electrical) and Furniture, Fixtures and Equipment for the Second Season relocation to the Mentor building. Motion passed (1 abstained)***

Home Store: Tom N and his committee have been working with options to improve sales at Second Season Home. The revenue, in spite of several changes remains steady at around \$5,000 per month. If the store is to be viable in another location (after the 3rd Ave property is sold), the revenue must increase at least enough to cover a lease payment.

It has been determined that the 3rd Avenue property does not encroach onto the city right of way as was feared at last month's meeting. In doing the research, it was also determined that a small parcel of City owned land had been transferred to Fishline many years ago, although it has never been recorded. The supporting documentation has been secured and the title will be updated. There is also a loan showing on the title report that has been paid off, but the documents were never filed. Tom E is in the process of correcting this situation.

Bob L has reassessed his commitment to represent Fishline in the sale of the 3rd Ave property. He has recommended that we use a different broker that specializes in commercial listings. Suggestions from the Board include Craig Steinlicht, Lisa Phipps and Kelly Muldrow.

Auction: 650 ***Save the Date*** cards have been mailed out. Board member can also pass out these cards, as long as they notify Karen of the names and contact info so she can follow-up.

“Raise a Paddle” – Last year this part of the auction was used for supporting homeless projects. There are currently several sources of funding for homeless issues, so it was decided that this year we would focus on Children's Issues, including nutrition, and other services.

Karen emphasized the need for auction items, especially ‘experiences’.

Human Resources: Judy D. reported that the Employee Manual has been completed. Her committee will be helping with the Compensation Survey which Mary referred to in her report.

Website / Marketing: Nick has added several pages to the web site, including “Help us ‘Meat’ the Holidays”. The Come to the Table Auction page will be live very soon. Mary announced that we have a new volunteer Kristi Tanaka who is helping with marketing materials, the newsletter and market PowerPoint slides. Kristi was one of the painters of our truck murals.

IT / Salesforce Project: Roger reported that progress has been very slow. A document of 80 scenarios that may impact a client’s eligibility for food and other services has been developed by staff, but the ‘rules’ about each of these scenarios have yet to be written. These rules are necessary before Michael can continue development.

In the mean time, Mary has been talking with Rainier Valley Food Bank about their Salesforce implementation. She arranged for an online demonstration last Friday to determine if it might be an alternate solution to updating our software. While the RV software has potential, it does not address the major issues which make Fishline unique.

Michael (via phone conversation with Roger) has committed to spend 1-2 full days shadowing ‘our best people’ in the market, and then customize Salesforce to replicate what Client Card is currently doing. This will eliminate the need to have staff flesh out the 80 scenarios. He will be able to do this in November.

Comprehensive Services Center: Mary reported that as of today, it looks like Kitsap Mental Health will not be one of the tenants of the CSC as they are not able to meet their needs in the space we could allocate for them. Peninsula Community Health is an option to replace KMH.

Construction: The storm water system has been completed.

It was determined that due to the location of power lines and the setback requirements, we will have to move the building south approximately 7 feet. This move will only impact landscaping. It also allows us to locate a sewer line on our property, which originally was going to be on city property.

Next Meeting: 6:00, November 20, 2017

The meeting was adjourned at 8:01

Respectfully submitted,

Roger A. Zegers,
Secretary