

North Kitsap Fishline

Board of Directors Meeting Minutes

December 18, 2017 Poulsbo City Hall – Council Chambers

Board members present: Tom Eckmann, Bruce McCain, Tom Nelson, Rod Reed, Judy Dougherty, Danielle Murphy, Betty Herman, Judy Granlee-Gates, Tracy Russell, Michael Philbrick, Karen Timken, Nick Johnson and Roger Zegers

Board members absent: Becky Hall, Becky Erickson, Stuart Grogen

Staff Present: Mary Nader

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

Minutes: Minutes of the November 20, 2017 minutes were approved as presented.

Document Retention Policy:

- Judy Dougherty and her committee have finished the draft of the Document Retention Policy. It is available for all Board members to review on Fishline OneDrive. Mary will have our auditors review it. Final Board approval will be during an upcoming Board meeting.

- An Office 365 account has been established for each Board member. Nick and Roger will get together to establish the initial directory structure and guidelines for file names.

Executive Director's Report:

- Mary reported that Marta has left Fishline for an opportunity that provided a better benefits package, specifically healthcare.

- We discussed the impact of the new WA State mandated sick leave policy taking effect January 1, 2018. Mary will inform employees of the new policy (1 hour paid sick leave accrual for every 40 hours worked).

- Development highlights:

- Direct mailing going out this week

- Donations up significantly this month

- Bricks/Fish flyers going out soon. Response from newspaper ad poor (only 1 purchase)

- Michael will work with Mary to see how the standard Salesforce donor tracking software can provide better donor year to year tracking.

- Grants:

- Birkenfeld – we were approved for \$300K (applied for \$450k). Claire from the Birkenfeld Foundation has agreed to meet with the Development Committee to investigate other potential grants.

- Point Casino donated an unexpected 3300 lbs of food, along with their check for \$117,000.

- Home Store updates:

- The lease has been signed for the new Second Season Thrift Store
- Dick Prine will be assisting in the design of the tenant Improvements
- January 1st is estimated for taking over the space. NNN expense will begin then.
- We have a TI allowance of \$38,000
- Estimate occupancy between 1/15/18 and 2/1/18.

President's report:

- The lease for the Mentor property has been terminated. We are awaiting a refund of the deposit.
- The 3rd Avenue property (Home Store) has been listed for \$440,000.
- First Security Bank is conducting an appraisal of the Fishline property on Liberty Lane (cost \$5,000 – included in the loan fee).

Treasurer's report:

- Becky had previously emailed the October and November financial statements.
- 2018 Budget will be presented for approval at the February Board meeting.

Board Development:

- We have a couple openings on the Board. We would like to recruit new Board members having expertise in finance, marketing or operations. Please pass on any suggestions to Betty H.
- Betty presented the following slate of candidates for the 2018 term:

President	Tom Eckmann
Vice President	Judy Dougherty
Past President	Betty Herman
Treasurer	Becky Hall
Secretary	Roger Zegers

Motion: 17-30: Resolve to elect Tom Eckmann (President), Judy Dougherty (Vice President), Betty Herman (Past President), Becky Hall (Treasurer) and Roger Zegers (Secretary) for the 2018 term.

Motion carried.

Transforming Lives Project:

- Construction:
 - The foundation is in.
 - Under slab utilities (plumbing, electrical) are going in this week.
 - Slab will be poured in the next couple weeks.
 - The metal components will be delivered in the next few days.
 - The City has approved the revised landscaping plans
- CSC Operations:
 - Provider meetings are being held monthly. Agreements regarding scheduling, cleaning and other services are available via the Fishline OneDrive.
 - A draft lease for PCHS (Peninsula Community Health Services) has been created.
 - Updated cost estimates have been defined for use in determining the cost-share rate.

Auction:

- There are only 44 seats remaining for the auction. Karen reminded the Board that she hopes to receive 2 bottles of wine from each Board member to be used for the ring toss event.
- Leo Freid will be the guest speaker
- Reminder to get your list of guests to Karen within the next week.

Human Resources:

- The committee is conducting a 'Capacity Building' study to determine projected personnel gaps and the potential impact on future budgets. They are also completing a compensation study, using Guidestar as a resource.
- Proposing a staff retreat for the Spring. Various topics are being considered to assist the staff with their effectiveness, especially during this time of intense change.
- Will work with Mary to implement the new WA State Sick Leave Policy.
- Judy D will present the staff with their Christmas bonuses this week.

Website / Marketing:

- Nick is working on signage for the new Second Season store location.
- Continues to develop the donor page on the website.

IT / Salesforce Project:

- Michael reported great progress on the Salesforce project. The Receiving module has gone live. He is working with staff to define specific monthly reports.
- The market (check-in / check-out) and client registration is ready for staff testing. The goal is to use the new system when new registrations begin in February.
- Salesforce has a very usable fundraising platform. Michael is researching the cost/benefit of also purchasing add-on products to extend the usability.

Next Meeting: 6:00, January 15, 2018

The meeting was adjourned at 8:00

Respectfully submitted,

Roger A. Zegers,
Secretary