

# North Kitsap Fishline

Board of Directors Meeting Minutes

February 12, 2018 Poulsbo City Hall – 3<sup>rd</sup> Floor Conference Room

Board members present: Tom Eckmann, Bruce McCain, Judy Dougherty, Judy Granlee-Gates, Karen Timken, Becky Hall, Danielle Murphy, Stuart Grogen and Roger Zegers

Board members absent: Betty Herman, Nick Johnson, Michael Philbrick, Tracy Russell, Becky Erickson

Staff Present: Mary Nader

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

The Secretary declared that a quorum was present.

## **Introductions:**

- Mary N introduced Peter Crabtree, owner of ChocMo, High Spirits and Silver Creek Farm.

## **Annual Dinner/Auction:**

- Karen reported that the auction was again an overwhelming success. The gross proceeds were \$129,000, with the net profit around \$81,250. A brief discussion was held to review the auction.

- The Board was in favor of holding another Dinner/Auction next year.
- It was decided to move the event to the Clearwater Casino to allow more people to attend.
- Karen agreed to chair the auction for one more year. She needs a co-chair to work with her and be able to take over future events.
- It would be very helpful if there was a designated storage space (other than her family room) for all the equipment and auction items.

## **Secretary Report:**

- Minutes of the January 15, 2018 minutes were approved as presented.

**Executive Director's Report:** Due to the earliness of the Board meeting this month the ED report will be emailed this coming week. Mary will review with staff the possibility of simplifying the monthly reports with a more detailed quarterly report.

## **- Development highlights:**

- Mary would like to develop a "Finish Team" as we anticipate nearing the end of the construction phase of the Changing Lives project. It would include:
  - providing speakers to various community groups, service clubs, churches, etc.
  - conducting 'hardhat' tours
  - Implementing the donor software from Salesforce

Peter Crabtree presented his companies' plans for integrating Fishline into their business plan. They already donated all the dinner wine and champagne for our annual dinner/auction. Future plans

include:

- \$3.00 from each box of Special Edition Caramels will go to Children Services programs
- \$2.00 from each order of Veggie "Pasta" will go to the Healthy Table program
- For every pound of ground beef sold, they will contribute one pound to Fishline

They also are looking into hosting a summer meal program, community Thanksgiving meal and a job training program using their commercial kitchen facilities. The Board expressed gratitude to Peter for his past and future support of Fishline.

**- Second Season Thrift / Home Store updates:**

- The new Second Season space is looking great with an expected move in during the last week of February.

**President's report:**

**- Sale of 3<sup>rd</sup> Avenue property:** - The property has passed the phase one inspection. Closing is scheduled for April 15, but it may be possible to close earlier. All title issues have been resolved. Before closing, the built-in freezer must be removed. It is estimated that it will cost \$1600.00 to remove. Mary has planned a celebration with the current staff and volunteers on March 5<sup>th</sup> at 10:00am. Most volunteers have already been assigned new positions with Fishline.

**- First Security Bank Financing:** Tom reported that the points have been capped at 1.5 million, even though the loan has been approved for up to 2.4 million. It will be an interest only loan through the construction period (up to 18 months), after which we will begin paying principle and interest.

**Treasurer's report:**

- Becky H reported that we have funded \$3.7 million (contributions, grants, loans, etc.) of the \$4 million goal. Mary will arrange updating the thermometer at the construction site to reflect this progress.
- Becky H and Judy D have been reviewing staffing levels taking into consideration the existing personnel and positions, existing gaps, and new requirements as we expand into the CSC. They are recommending the following changes:
  - Rae and Linda will go from 35 hour work weeks to 40 hours
  - Create new position: Business Manager (finances, rent, etc.)
  - Receptionist will become a full time position
  - Natalie will add 2 hours per week
  - Linda will become manager of the market and facilities
  - New position – Market Assistant

After adding in the additional expenses of these changes and making a few other adjustments, the impact to the budget is a decrease in the "Net Ordinary Income" from \$75,000 to \$22,000.

**Motion: 18-06: The Fishline Board of Directors hereby adopts the revised budget designated "2018 Budget – Revised 02-18". Motion carried.** (Note: The vote on this motion was taken via email between 2/16/2018 and 2/22/2018 with 11 'Yes' replies and 2 no response.)

**Transforming Lives Project:**

- Construction: Siding and roofing should be delivered this week. Construction of the mezzanine should begin shortly.

**Human Resources:** (See Treasurer's Report above)

**Website / Marketing:** No report

**IT / Salesforce Project:** - Michael is out of town, but Tom reported the following:

- Mary and Lucy will be providing Michael with some numbers so that he can price out licensing (for more than 10 users included in our free version of Salesforce.)
- All the known issues with receiving have been resolved. Michael is waiting for word from Carol and Lucy to make sure that everything has been addressed.
- Last week Michael gave a demo to the fundraising committee. He is waiting for feedback. He can get them started with the donors anytime, as this is native functionality with the nonprofit starter pack.

**New Business:**

- As we approach the move to the new facility, there has been a lot of speculation about what will happen to the old facility ('annex'). A new committee has been established to solicit and review ideas on the best use of the building. Roger Z will chair this committee. Judy G has volunteered to be on the committee.
- It was discussed that we need to establish a task force to begin developing an Emergency Preparedness/Discovery Recovery program. Mary will contact other agencies to investigate if any of them have a plan in place.

**Next Meeting:** 6:00, March 19, 2018

The meeting was adjourned at 8:00

Respectfully submitted,

Roger A. Zegers,  
Secretary