

North Kitsap Fishline

Board of Directors Meeting Minutes

March 19, 2018 Poulsbo City Hall – Council Chambers

Board members present: Tom Eckmann, Judy Dougherty, Judy Granlee-Gates, Karen Timken, Becky Hall, Danielle Murphy, Stuart Grogen, Betty Herman, Nick Johnson, Michael Philbrick, Tracy Russell, Becky Erickson and Roger Zegers

Board members absent: Bruce McCain

Staff Present: Mary Nader, Sandra Allen

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

The Secretary declared that a quorum was present.

Introductions:

- Mary N introduced Sandra Allen, Client Advocate. Sandra briefly explained her position and responsibilities. She expressed thanks to the Board for adding critically needed staff.

Secretary Report:

- Minutes of the February 12, 2018 minutes were approved as presented.

Executive Director's Report: The ED report, in its new format was emailed earlier. Tom encouraged all Board members to review and respond to the “staff needs” items. Mary discussed renewed concern for security on the Fishline campus. More firewood has been stolen from our supply. It was decided to winddown the firewood program for this season, using up the current supply.

- Second Season store sales have been great since the move. Opening day saw sales of over \$5,000. We are still faced with receiving too many items that are unusable to Second Season. We are making two trips per day to the Goodwill drop-off. Nick will work on creating a list of items we take/don't take to post on the website. ***Motion: 18-07: The Board retroactively approves expenditure of up to \$15,000 for tenant improvement and related expenses in excess of Poulsbo Village's allowance of \$38,000. Motion carried.***

- Second Season Home Store has closed. All volunteers that desired to, have been reassigned other duties. Felecia is leaving her employment with Fishline. The property sale closes March 29th, with the buyer taking possession on April 9th.

President's report:

- The First Security Loan (additional construction financing and payoff of Kitsap Bank mortgage) has been closed. One of our Board members had signed a personal guarantee for the Kitsap Bank mortgage. Tom and the entire Board extended out sincere gratitude for their generous action.

Treasurer's report:

- Becky reviewed the financial documents she had emailed previously.
- The final result of the annual auction was over \$100,000.

- 2018 Budget update. The Board, via email vote approved the revised 2018 budget as it was presented at the February 19 Board meeting. (record of the vote was included in the February meeting minutes)

Transforming Lives Project:

- Watson Furniture has offered to provide almost all the desks and furniture needed in the new space. They are replacing all their current office furniture to reflect their new offerings.
- Current schedule: Market will be ready in July, CSC will be ready in September.
- Tracy and Tom are working on the Master Agreement
- Tracy and Judy are working on the Operation Agreement.

Human Resources: Judy D reported that the Business Manager position should be filled before the next Board meeting. The HR committee is continuing to work on the job descriptions. When they are finalized, the committee will pursue conducting a compensation survey, possibly using the services of a consultant.

Website / Marketing: No action items.

Board Development: Betty is still working to fill a couple open positions on the Board. She encouraged everyone to submit names to her.

IT / Salesforce Project: - Michael reported great progress on the project. He is now meeting with staff twice weekly to get everyone up to speed and work out issues. He has been reviewing the volunteer capabilities of the Nonprofit Success Pack that comes free with Salesforce. It appears to have most, if not all, of the capabilities we need. He is currently reviewing the licensing requirements and what options are available to Fishline.

New Business:

- What's in a name? It was brought up that we are inconsistent in how we use our name. Sometimes it is North Kitsap Fishline, sometimes NK Fishline and other times simply Fishline. It was the consensus that we should drop 'North Kitsap'. Mary and Nick will pursue this topic and report back to the Board.

- The 2019 Annual Auction has been booked at the Clearwater Casino for February 2nd.

The meeting was adjourned to executive session at 7:35.

The regular meeting was reconvened at 7:46.

Next Meeting: 6:00, March 19, 2018

The meeting was adjourned at 7:47

Respectfully submitted,

Roger A. Zegers,
Secretary