

North Kitsap Fishline

Board of Directors Meeting Minutes

October 15, 2018 Fishline Conference Room

Board members present: Tom Eckmann, Judy Dougherty, Betty Herman, Becky Hall, Nick Johnson, Karen Timken, Kim McKoy, Tracy Russell, Bruce McCain, Michael Philbrick, Caroline Perisho.

Board members absent: Judy Granlee-Gates, Stuart Grogan, Becky Erickson, Sharon Stiles.

Staff present: Mary Nader

Guests: Danielle Murphy, Tony Hinson

President Tom Eckmann called the meeting to order at 5:05. It was declared that a quorum was present. Introductions were made by Board members and Tom introduced Tony as a potential return Board member

Transforming Lives Project:

- **Building construction update (Tom)** We have received a Certificate of Occupancy and are officially in the new building @today. YAY!! Mary mentioned that there are not enough carts in the market now, but that will be solved soon. The Tiger Team has put together a Punch List of items to be finished.

A major issue is the noise from downstairs that can be heard in the offices upstairs as well as a loud hum coming from the HVAC and compressors. This is more noticeable where the roof drops down in the hall and renders a couple of the offices unusable. Tom has contacted FPH regarding a structural engineer and we may need additional insulation in the floor/roof.

There is also an issue with the front door into the Market. It opens and closes "at will" when it has been shut and a person can also use their hand and an allen wrench to open it. Right now there are bars to block the door and the power has been shut off there when it is closed for the night. There is also a need for a complete security review and training.

CSC Build-out, PCHS, infrastructure update (Tom) Most of the items were covered in the previous section; however, Tom said that PCHS is working hard on finishing their area and should be done within a week.

Project financial update (Becky H.) Becky said that we still have around \$170,000 left to pay, with \$135,000 of that due to FPH. We will not release these funds until the issues on the Punch List are resolved. Becky stated that there is enough money in the bank to cover these costs.

- **Grand Opening: (Mary)** Volunteers and staff are meeting weekly to finalize plans for the celebration which is scheduled to take place November 10th. Invitations are being sent to donors and newsletter recipients. Committees have been established to work on decorations, food and entertainment, but help may be needed in these areas as well as parking and tours the day of the celebration. Contact Diana if you wish to volunteer to help.

Board Development (Betty):

- Betty said that Tony Hinson has submitted his application to rejoin the Board, and she is also working with one or two other potential members. The maximum membership is 18. We could use persons with Human Services, Financial and Retail experience.

Executive Director's Report (Mary):

- Mary mentioned that E.O.Q reports are different than E.O.M. reports and said that any questions/suggestions as to the format or content should be sent to her. Included were staff reports and suggestions. Most included recommendations for additional hours and/or staffing increases. These requests need to be built into the budget requests for the upcoming year and will be discussed at the H.R. Committee. Kim volunteered to be a member of that committee.

Treasurer's Report (Becky H.):

- Second Seasons had a gross sales amount of \$39,000 for September, and has grossed \$16,000 for the first 2 weeks of October. Income for all of Fishline has grown from \$120,000 to \$180,000.
- Becky sent an e-mail to the Board regarding our current financial policy and the amount we need to keep in reserves. The policy states that we are to maintain an amount equaling 50% of annual operating expenses. During the building/moving project, that was temporarily changed to 25%, and we must review this exception every six months. Tony recommended that we continue the 25% reserve figure and change it to 4 months operating expenses.

- A motion was made and passed to extend the 25% figure in reserves for 6 months and revisit the policy at that time.
- Becky mentioned that we also need to look at our debt and the building and decide whether or not we want to work to get this loan paid off or stay with the debt. If we don't accelerate the payment, we will have more funds to help the clients. We should look and what we can/can't do for the clients before making this decision. There is also the Annex and its uses that needs to be addressed as part of debt repayment, etc. Becky said that we can re-amortize our loan 1 or 2 times a year if needed. We will wait until the 1st of the year to have a serious discussion about this after we have had a chance to see what the actual costs/expenses associated with the building are.

Auction Report (Karen):

Karen reported that several large donors have either not given us money this year or have reduced the amount they will give. There will be enough money for food but not enough for all of the expenses. Even though the number of donations has increased, most of these items are "low end" and will not generate large funds. We could use some activities as part of the auction packages. If you can donate more money, let Karen know. A check can be left with Marge. Comp. tickets are also still available.

CSC Operations Update (Tracy):

Most of the other issues regarding the CSC have been previously reported on (see above items); however, a couple of Providers are starting to be on site and have also toured the facility. Everyone is excited to be here as soon as they are able to do so.

Human Resources update (Judy D.):

- The committee will be looking at ongoing needs for staffing and assess increased hours as well as adding additional positions. Are there volunteer positions that should become paid positions, particularly as an opportunity for the clients to obtain work experience.
- Should staff salary increases be tied to job performance? If so, what is the basis?

Marketing/Website (Nick)

The signage is completed for the new building. Nick is working with Christie and there are small web-site changes being made. There is a lot of Facebook activity lately.

Sales Force (Michael) Some testing is being done and issues are being fixed but the system is almost done and ready to be used.

President's Report (Tom): Tom stated that the Task Force meetings had been put on hold until the building was completed, but they should be ready to start up again soon.

Mary said that Leadership Kitsap will be focusing on an Oasis at Fishline. We will work with them as they assess the needs and costs associated with this project. It can blend with the Annex Task Force as potential uses for that building. There is still a need for housing and we need to see where Fishline fits into all of this.

A mobile home was donated to Fishline for a family to have permanently. A space has been promised at an R.V. park in Bremerton for the cost of \$500 per month. When we receive it and designate the family, we will sign it over to them.

Second Season is still an area to be discussed. We will look at expanding, having a "Pop Up" sale once a month, or?

Marketing/Website (Nick): Nothing new to report.

New Business:

Volunteer hours need to be submitted monthly to Diana.

The new hours seem to be working for us, but let Tom know if there is a problem with them.

Danielle advised the Board that this is her last meeting.

Adjourn: The Board meeting was then adjourned at 6:40pm.

