

FISHLINE BOARD MEETING MINUTES DECEMBER 17, 2018

The meeting was called to order at 5:00 pm with the following members in attendance: Sharon Stiles, Becky Hall, Karen Timken, Tom Eckmann, Judy Dougherty, Judy Granlee-Gates, Becky Erickson, Bruce McCain, Caroline Perisho, Tracy Russell, Betty Herman, Stuart Grogan.

Excused: Nick Johnson, Kim McKoy, Michael Philbrick, Tony Hinson.

A motion was made and passed unanimously to accept Tony Hinson as a Board member.

Approval of November meeting minutes: The minutes were approved as presented with the addition of approvals for the October meeting minutes and financials.

Transforming Lives Project (Tom):

Although the project was previously disbanded, it appears there needs to be a meeting, at least monthly, to handle issues that arise with the building. The generator is a prime example as we are not sure if it runs everything or just what it does run. We have also had the electrician back to look at it and the electrical panels and what they run. FPH is responsible for these items and we need to ensure they are taken care of.

Judy D. suggested that the Tiger Team be reinstated to handle these issues. It can also be combined with the previous CSC Team as necessary. Tracy and Tom will work with Judy on this.

Tom then mentioned the on-line newspaper article about housing in Poulsbo for sex offenders who are being released from custody. The picture made it look as though Fishline was involved. Tom spoke to the reporter who wrote the story and it won't be printed in the actual paper.

Executive Director Report:

Mary was not at the meeting; however, her written report was submitted to the Board. Becky mentioned that there was a "typo" on the Food for Thought program. The increase in bags distributed was not 434%.

All of the children have now been "adopted" in the Christmas giving program, but there are still a few tags that came in at the last minute. They need to be taken care of by tomorrow.

Human Resources update (Judy D.):

Judy reported on the search for a new Executive Director. We advertised through Linked-in, our web site, Facebook and Indeed. A total of 83 applications were received, 21 of which were then given to the Executive Committee for further screening. There were 5 finalists chosen;

however, one person dropped out leaving 4 to be interviewed. One candidate, Patti Dudley, stood out with her background/credentials but she is applying in several other locations. The job market is very competitive right now. The interview process was initially conducted in person first by the Executive Committee, then Fishline top managers and 1 member of the HR committee. Next, three members of the community, Clair Bishop, Kathy Raymond and Becky Erickson were asked to interview the top choice, Patti, by phone. If any Board members would like to talk with Patti, please contact Judy. At some point there will be a “meet and greet” with the Board. We are targeting a start date in mid-January.

Mary has agreed to be flexible during this process and will help train the new E.D. She is putting a manual together about community introductions, Civic organizations in the community and who is the “helping community”. The Board discussed the need for a succession plan for key players within the Fishline organization and who is the “2nd in command”. At this time Marge is picking up the slack, but we need something more formal going forward.

Staff bonuses will go out this month along with a card from the Board.

Treasurer’s Report (Becky H.):

Becky reviewed the monthly financials and mentioned that there was an increase of 20% in natural gas costs that were not shown in the report. Also, the in-kind donation of furniture from Watson Furniture is not yet on the balance sheet under “Assets”. A motion was made by Karen, seconded by Judy G., that the financial be approved. It was passed unanimously.

The 2019 budget plan was then reviewed and the following items were clarified: #4011 does not include monies received in November and December. The Development Committee will work on this area and may include more events/more often. Visibility of the Partners also needs some work; #4018 has no amount shown. Should we include money received from the Kitsap Community Foundation here? #4100 needs some expansion. It shows the donations received and also need to include items such as wood, sleeping bags, etc. Expenses are covered in item #4145, but there is a 77% net profit even Marketing program expenses are up. #8263 for Janitorial expenses/supplies has significantly increased. They are cleaning the building two times a week and the size has grown. Becky will send out another report in January, bringing us up to date. Betty made a motion to approve this report. It was seconded by Tony and passed unanimously

Auction Report (Karen):

Karen reported that, as of now, we have 248 people attending and 15-20 sponsors lined up. There doesn't seem to be many requests for reservations through Brown Paper Tickets.

We would like a minimum of 300 attendees, and January 10th is the deadline for reservations.

After the event, furniture needs to be picked up and delivered. Karen also needs names of Board members who are able to help with set up on Saturday (9:45am-2:00pm) and with clean up (9-10pm). The Speakers at the event will be Karen, Judy D. and our new E.D.

CSC Operations Update (Tracy):

The official Team has disbanded; however, it may be combined with the new Tiger Team as part of the ongoing operations over-site. The Operations Manual is still being revised with Sandra and Tracy working on this. There is a need to publish information about our Providers so that more people are aware of who is here.

Marketing/Website (Nick):

Nick wasn't at the meeting; however, there is nothing new to report in this area. He has agreed the stay on the Board for one more year but we will need someone else with his expertise to take over this job.

Sales Force Project (Michael):

The testing is now almost completed. Marge is working on this.

Board Development (Betty):

The Committee is looking at new members and would like someone with a financial background (maybe someone from the list of E.D. candidates). We are now down to 13 members and we are authorized a membership of up to 18. We are also looking for a new Vice President.

President's Report (Tom):

Tom reported that there are several projects that still need to be addressed (see Agenda). We will get small groups together to work on these as we move forward

Miscellaneous:

Bruce and Tom were acknowledged by the Board for their outstanding service to our organization. Bruce is retiring from the Board. Tom will remain as the Immediate Past President.

The meeting was then adjourned at 6:40pm.

Respectfully submitted, Tracy Russell, Secretary

