

North Kitsap Fishline

Board of Directors Meeting Minutes

June 18, 2018 Community Room – Viking Crest Condominiums

Board members present: Tom Eckmann, Karen Timken, Judy Granlee-Gates, Becky Hall, Stuart Grogen, Betty Herman, Nick Johnson, Tracy Russell, Bruce McCain, Kim McKoy, Sharon Stiles and Roger Zegers

Board members absent: Judy Dougherty, Michael Philbrick, Becky Erickson, Danielle Murphy

Staff Present: Mary Nader

Guests:

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

The Secretary declared that a quorum was present.

Introductions: Betty H introduced and welcomed our two new Board members, Sharon Stiles and Kim McKoy.

Secretary Report:

- Minutes of the May 21, 2018 minutes were approved as presented.

Executive Director's Report:

- There was a general discussion regarding the content of the ED report and the impact that producing the report has on staff. It was agreed that having 'Trends and Stories' would probably be more meaningful for the Board, as well as less work for that staff than providing monthly statistics each meeting.

- Second Season continues to perform very well in its new location. Mary brought up the suggestion of some type of 'bonus' for the volunteers at the store as new benchmarks are achieved.

Development:

- Murdoch grant was denied as they do not support food banks.
- \$10,040 from Bainbridge Community fund has been approved.
- \$20,000 from the Kitsap Great Give has been received
- \$2500 from the Poulsbo Rotary has been received for the purchase of the new freezer

Human Resources: The HR Committee has been working on staff reorganization for current and future needs. Most positions have been redefined as jobs are shifted to more appropriate positions. The position of Logistics & Procurement Administrator has been eliminated as all the duties of that position have been reassigned to others. The position of Marketing Assistant has been increased to 35 hr/week and has been posted this week.

Diana DeLeon has been hired to the position of Volunteer Coordinator.

President's report: The disposal of the two storage trailers ('Betsy' and 'Bob') was discussed. **Motion: 18-09: The Fishline Board of Directors authorizes Fishline to dispose of the two storage trailers to the**

highest bidder. Motion carried.

Tom and Becky met with **First Security Bank** to discuss our construction loan, locking in rates and additional borrowing to have funds available for the unknown costs associated with repurposing the current building (Annex). As interest rates have begun to escalate, we would want to lock in our interest rate ASAP. Becky will run some numbers to determine if it makes sense to borrow more now, at a lower rate, or wait until needed at a potentially higher rate.

Board Standing Committees: Tom had previously distributed the Standing Committees and Assignments document. In addition to the current assignments, the following were added.

- Kim McKoy: Marketing, Grants, Fishline 20/20.
- Sharon Stiles: Board Development, HR
- Stuart Grogan: Finance
- Karen Timken: Retail Operations

All Board members are encouraged to review the Committee assignments and let Tom know where you would like to serve.

Treasurers Report: Becky briefly reviewed the Financial reports previously distributed. She is continuing to work with Marge in reviewing all financial procedures.

Transforming Lives:

Construction: Bruce reported the following progress:

- FPH is on schedule to be finished with the 1st floor by July 1st
- 2nd floor is on schedule for completion (FPH) by end of July
- next major items are landscaping and paving.

CSC Operations: Tracy R reported the following:

All the contracts have been sent for signature and deposits. American Legion has returned the signed document and was taking care of the deposit and the certificate of insurance on the 18th. The CSC committee will continue working on Outcomes with Sandra in the lead. There will not be a Providers' meeting in June; however, a longer meeting with a "walk through" is scheduled for July.

PCHS update: Tom was pleased to report that the lease with PCHS has finally been signed around. Tom and Mary 'accessed' the CSC to review space allocations, specifically the shared space that abuts the Fishline space upstairs. It was determined that the wall separating the two spaces could be moved resulting in more space for Fishline. The shared space could potentially be divided into 4 private offices. It was the consensus of the Board to authorize Tom and Mary to proceed with the proposal.

Fishline Annex: Roger reported that after polling stakeholders (Board, staff, volunteers), the committee has developed a list of services (19) being considered for the Annex, once the move to the CSC is completed. Due to the many unknowns at this point, it is impossible to know exactly how much space will be available. In the next week or so, Roger will send the list of 19 to all Board members for their review. Board members will be asked to identify their top 5 choices. Once the survey results have been analyzed, the committee will research the highest priority services to determine space requirements (building and parking) as well as the financial impact on Fishline.

Board Development: See above introductions. No further report.

Website / Marketing: Nick continues to migrate the website and all other materials to the new logo and URL.

IT / Salesforce Project: - Mary reported that with Marge and Joanne working with Michael we are maintaining good momentum. Most components are very close to completion. Goal: Implementation by the end of October.

Auction: Karen reported that she has received the Auction Survey from all but two Board members. Based on the survey results we will not have a keynote speaker at this year's auction. We will have 1 client story (short and previously screened). The question of having a magician again this year resulted in a tie. The committee will make the decision. The Auction will begin at 4:30 this year in order to give additional time for the silent auctions. It will still end around 9:00. The Clearwater Casino and Hotel will offer a special room rate for Auction attendees.

Next Meeting: 6:00, July 16, 2018

The meeting was adjourned at 7:52

Respectfully submitted,

Roger A. Zegers,
Secretary