

# North Kitsap Fishline

Board of Directors Meeting Minutes

July 16, 2018 Community Room – Viking Crest Condominiums

Board members present: Tom Eckmann, Karen Timken, Judy Granlee-Gates, Stuart Grogen, Betty Herman, Nick Johnson, Kim McKoy, Judy Dougherty, Michael Philbrick, Sharon Stiles and Roger Zegers

Board members absent: Becky Hall, Becky Erickson, Tracy Russell, Danielle Murphy, Bruce McCain

Staff Present: Mary Nader

Guests:

President Tom Eckmann called the meeting to order at 6:00. Prior to the meeting, the Board met at the new CSC to tour the facility.

The Secretary declared that a quorum was present.

## **Secretary Report:**

- Minutes of the June 18, 2018 minutes were approved as presented.

## **Transforming Lives Project:**

- **Building (Tom E.)** Power to the building should be turned on 8/3/2018. We are required to dig a trench across our property so Puget Sound Energy can put an existing power line into conduit. The total estimated cost of PSE services (engineering, construction, permits and getting us set up for electrical service) is estimated at \$18,000. This amount does not include \$2,700 for FPH to dig the trench. *NOTE: After the July board meeting, further research determined the cost of the PSE connection is approximately \$24,000 plus an additional \$2700 for trenching the PSE easement.*

Most of the furniture needed for Fishline in the CSC is being donated by Watson Furniture. We will purchase installation services from Watson which will be faster and less expensive than outside or volunteer labor. Additional items (mostly chairs) are being provided by Virginia Mason. Curbs in the parking lot should be installed next week.

It has been determined that the ceiling in the PCH section of the CSC is too low per City of Poulsbo building code. FPH has designed a workaround to resolve the problem to the City's satisfaction.

- **CSC layout (Mary N.)** Mary presented a proposal to change the layout of the west side of the CSC second floor. It has become apparent that the space allocated as 'shared provider' space is too big. The revised layout would provide additional space for Fishline, two additional private offices (possibly for additional partners) and move the location of the Executive Director's office. Expenses will be charged to the contingency fund. ***Motion: 18-10: The Fishline Board approves proceeding with the proposed revision to the CSC layout, per the bid from FPH construction dated 7/14/2018. The total amount shall not exceed \$70,000 and will include design and permits in addition to the original bid items. Motion passed.***

### **Executive Director's Report:**

- The annual direct mail appeal will be in September.
- The process of converting from NKFishline.org to FishlineHelps.org has begun. David, Nick and Mary will be guiding the transition.
- Mary expects to be able to begin tours of the CSC mid-August.
- It was suggested that we need to look at more wide spread publicity for Fishline. Mary and Tom will begin the process of finding someone to focus on public relations (not branding).

### **CSC Operations (Betty H)**

- Most of the Partner Agreements have been signed.
- The committee is looking for a volunteer to coordinate the furniture for the CSC.
- Partners will be able to use our phone system (for an added charge), or use their own cell phones.
- A subcommittee is working with the Partners to define 'outcomes'.
- PCH has hired dentists to start in September.
- Still working on defining hours of operations with Partners.

### **Fishline Annex project (Roger Z)**

The results of the Board and staff survey of potential uses for the Annex were presented. The projects which were rated the highest are:

1. Clothing closet
2. Additional CSC providers
3. Skills training center
4. Christmas Child / School supplies
5. Mental health facilities
6. Market storage
7. Space for walk-in freezer
8. Firewood storage

Many of the responses include a comment to 'go slow' until we know what impact the new facility will have, including additional requirements of our current Partners, potential new Partners, parking, etc.)

The committee will first focus on items 1,4,6,7,8 as these are all existing programs. Additionally, they will look at defining the scope of 3 (Skills training center.) Item 2 (Additional CSC Providers) and item 5 (Mental health facilities) will be considered at a later date.

### **Human Resources (Judy D)**

All open positions have been filled. Diana DeLeon is the new Volunteer Manager. Cindy D'Ambruoso is the new Market Assistant. It has been recommended that we need to create a new IT/tech support position. Volunteer David Graves has been doing a great job but has expressed that he is over extended. The committee will also begin looking to fill a second half-time front desk position.

### **President's Report (Tom)**

Second Season continues to perform very well in it's new location. June sales exceeded \$44,000 (includes sales tax). A single day record of over \$5,700 in sales was also achieved in June. The Staff is working on a Thank-you party for the Second Season volunteers.

A revised Finance Policy was previously emailed to all Board members. It was determined that there

were several corrections/modifications needed, so it was decided to table the approval until the next Board meeting. Board members are requested to forward comments to Becky Hall ASAP.

In order to prevent future check fraud, several new procedures have been implemented. One of these is the establishment of an Emergency Client Services account at Kitsap Bank. Because of change in personnel, we need to revise the authorized signers. ***Motion: 18-11: Resolve that Rae Rodriguez shall be removed, and Sandra Allen shall be added to the list of authorized signers on the Kitsap Bank Emergency Services bank account. Motion passed.***

**Fishline 2020 (Kim):** Kim has reviewed the Fishline 2020 document. She is recommending that as a next step, we should consider hiring a facilitator to guide us through the process of developing a plan for future sustainability.

**Treasurer's report (Tom):** Financial reports were emailed prior to the Board meeting. Marge is working on procedures to get the Financial Reports to the Board sooner.

**Board Development (Betty H):**

- It is likely that Tony Hinson will be able to re-join the Board in September.
- Having completed 2 3-year terms on the Board, Roger Z has decided to step down. The Board thanked him for his service.
- We are in need of a new Secretary to replace Roger.

**Website / Marketing (Nick):** Current projects include integration of the new logo on all materials, migrating to the new URL and new building signage.

**Salesforce Project (Michael):** Michael continues to work with Marge and Kim on a weekly basis. To address the concern about volunteers embracing the new software, Michael is using a newly improved feature of Salesforce called Lightning Flow. This will simplify the process and ensure consistency in the use of the new application.

**Auction (Karen):** The committee has decided to have three price schedules for the auction:

\$70.00 per person if purchased by Nov 31<sup>st</sup>.

\$75.00 per person if purchased by Dec 31<sup>st</sup>.

\$80.00 per person after Dec 31<sup>st</sup>.

Prices per table are 8 times individual price at time of purchase.

The Clearwater Casino has set aside 11 rooms at a special rate of \$135. After discussion, it was decided to see if they can set aside up to 30 rooms. Karen will contact the casino. Comp tickets will be available this year (up to 2 per Board member) to be used to encourage 'generous' supporters to attend. See Karen for specifics.

**Next Meeting:** 6:00, August 20, 2018

The meeting was adjourned at 8:06

Respectfully submitted,

Roger A. Zegers,  
Secretary