

North Kitsap Fishline

Board of Directors Meeting Minutes

August 20, 2018 Community Room – Viking Crest Condominiums

Board members present: Tom Eckmann, Judy Dougherty, Betty Herman, Becky Hall, Nick Johnson, Karen Timken, Sharon Stiles, Kim McKoy, Becky Erickson, Tracy Russell, Bruce McCain, Danielle Murphy, Stuart Grogan

Board members absent: Judy Granlee-Gates, Michael Philbrick.

Staff present: Mary Nader

Guests: New Fishline team members – Diana DeLeon (Volunteer Coordinator), Courtney Nelson (Volunteer Advocate), Caroline Perisho (potential board member).

President Tom Eckmann called the meeting to order at 6:00. It was declared that a quorum was present.

2017 Audit Presentation: Larry Hurley, Hearthstone CPAs, presented the 2017 Audit to the Board and issued an Unqualified Opinion as to the findings. There were only a few minor adjustments made. Larry called out that 5 ½% is the ratio of administrative expenditures to income received. A note to that effect will be made at the end of the report. A draft will be circulated to the Board by e-mail so that a 990 can be prepared.

There was a recommendation from last year that an Audit Committee be formed. It was decided to combine that Audit Committee functions with the Finance Committee. It has been and Financial Procedures document is now completed. We also discussed in-kind donations of food and volunteer time. Department of Agriculture has a standard formula for calculating value of food items, but the value of volunteer time is not quantifiable.

Secretary Report:

Minutes of the July 16, 2018 minutes were approved as presented.

Transforming Lives Project:

- **Building (Tom E. and Bruce M.)** We are close to receiving a Certificate of Occupancy (estimated by 8/30). The phone in the elevator still needs to be hooked up and the landscaping is currently being installed. FPH is aware of outstanding issues and a punch list is being prepared. There could be inspections this week with a move-in date for both the Market and the CSC of mid-September.

- PCHS will be receiving a separate Certificate of Occupancy. Their part of the project may not be finished until the end of September or sometime in October. They are aware that they will need to complete their work after hours and not disturb the flow of work within the CSC.
- CSC build-out is nearing completion. The carpet has been installed; however, the sheet rock and wiring still need to be completed. The phone system is in, but there is some programming being finished. The Security system (access control, fire etc.) are finished and will include both a card and key system.
- Issues to be resolved include the cost of the emergency generator for the elevator (PCHS has agreed to pay anything over \$25,000), and the signage for the building (internally and externally). We are close to finalizing these issues. Becky E. advised that our big Fish is considered artwork, not a sign, and is not subject to signage regulations.
- Becky H. reported that there is still \$42,000 in contingency funds left, but there are change orders still outstanding. She estimated that \$32,000 should complete the project given what we know so far. The total cost for the building is around 3.9 million.
- Recognition for some of the Fishline volunteers was discussed. There is a card circulating for David; however, there are others, such as Kathy Smith, who have devoted much of their time and effort to helping out. Mary is working on a list for volunteer recognition.
- **Moving Plan: (Mary)** Staff is creating a plan for the move to the new facility and we expect that it will begin to be implemented by mid- September. As many items as possible will be moved and/or assembled while continuing with the current operation. The actual final move will take place over a long weekend after that. Watson Furniture is currently manufacturing new furniture as they are not able to give us their existing items and feel that they already made a commitment to us for furniture. Mary estimated that the “in-kind” value of this donation is in the six figures. We discussed the possibility of presenting them with a Fish to acknowledge their contribution. We have quite a number of chairs donated by Virginia Mason, but some more may still need to be purchased.
- **Grand Opening: (Mary)** We have offers of donations such as food, services, music, etc. from members of the community. We decided that a committee will be formed to work on this. Kim and Nick volunteered to participate from the Board.

Board Development (Betty):

- A motion was made and approved to accept Tracy Russell as the new Board Secretary. S
- A motion was made and approved to allow Tracy Russell to be an authorized signature on the bank accounts at First Security and Kitsap Banks, removing Rodger’s name.

- An additional motion was made and approved for Mary Nader and Sandra Allen to be able to sign on the account at First Security Bank for CSC expenditures.
- Board procedures are currently being worked on by Betty, Judy D. and Tom. Two potential Board members will be asked to join us in September or October.

Executive Director's Report (Mary):

- There is now a new Safe Park in Poulsbo for single men. The current park is for women only.
- Mary asked for input on the new ED Report format. We agreed that this is a positive change but asked that any items appearing to be an anomaly from the current statistics/trends be highlighted in future reports.
- There is no way of knowing whether or not the current newsletter is being read by those persons receiving it. A suggestion was made that a coupon for Second Seasons be included to help us track the numbers of readers.

Treasurer's Report (Becky H.):

- A motion was made and approved to accept the July Financial reports. Becky is working with Marge on the timeliness of reports so that the Board has an opportunity to review in advance of the meetings.
- It was mentioned that future possibilities for staffing as we grow should include the position of bookkeeper.

Auction Report (Karen):

The auction is off to a good start. Karen passed out a form for those Board members who want to offer comp. tickets as there are still some available.

CSC Operations Update (Tracy):

The committee is currently working on rules and regulations governing these activities. Most of the other issues regarding the CSC have been previously reported on (see above items).

Human Resources update (Judy D.):

- The committee is working on job descriptions and performance evaluations.
- As a form of recognition, managers have been offered 3-4- day weekends. They will still work the same number of hours per week, but in fewer days. They seem to be very excited about this concept.
- L& I is visiting businesses to make sure they have safety training in place. Safety training is already actively in place, along with safety manuals.

- Full-time staff receive \$300 per month in lieu of insurance coverage so they can purchase their own policies rather than Fishline offering such plans.

Sales Force: There is a good team in place working on implementing this for the Market. The first vital segment, “Check in/ Check out” is almost in place. We agreed that we need the project to provide us with a product and that we should ask that this be accomplished by the end of October.

President’s Report (Tom): Tom e-mailed a revised listing of committees and assignments to all Board members. As staff has been added, there is no longer a need for Board members to be as actively involved on an operational level. Some of the committees will be changed to “Advisory” (HR, CSC, etc.). We can use “TEAMS” for most of the committee work.

There will need to be an Annex Committee to review and determine an evaluation process for each of the suggestions on the listing provided by Roger. Tom has agreed to be the lead on this.

Any discussion of additional retail locations has been tabled for now.

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

New Business:

- **Becky Erickson:** Becky brought up the possibility that we consider having 4 small cabins located on the back of the Fishline lot for persons who are currently homeless. They would be small (less than 120 sq. feet) with a bathroom and water. She has presented local churches a plan for “Parish Christ Cabins”, but none have agreed to take it on.
- Project 90 was brought up as a possible solution in the future. This project is currently being used in Florida and moves persons with some form of housing into self sufficiency within 90 days. That can be explored, but won’t meet the needs of homeless persons.
- Peninsula Glen will be going to market rate for their rent in the next 4 months. There are currently 29 families living in this housing, but they may not be able to afford the rent increase and will need to find someplace else to live (or become homeless).
- Stewart mentioned that a church in South Kitsap is now developing a plan for 14 units on their property for small “garden shed type housing” and common facilities.
- We discussed the possibility of using the Annex and CSC committees to start a discussion about the needs of homeless persons and Fishline’s role in providing a solution. Several Board members expressed their desire to participate in such a committee.

Meeting hours for future Board meetings was brought up for consideration. Maybe we can arrange to start the meetings earlier (particularly in Winter months) so we can get home before it is too dark. Nick suggested that a survey go to Board members asking about their preference for meeting times.

Adjourn: The meeting was adjourned at 7:54pm.