

FISHLINE BOARD MEETING MINUTES JANUARY 21/2019

The meeting was called to order at 5:00 pm with the following members in attendance: Sharon Stiles, Karen Timken, Tom Eckmann, Judy Dougherty, Caroline Perisho, Tracy Russell, Betty Herman, Stuart Grogan, Tony Hinson.

Excused: Becky Hall, Judy Granlee-Gates, Becky Erickson, Kim McKoy, Michael Philbrick, Nick Johnson.

Guest: Blair Anderson **Staff:** Patti Dudley

A motion was made by Sharon and seconded by Tom to approve the minutes of the December meeting. It was passed unanimously.

Patti gave the **Executive Director's Report** (her first) and advised the Board that she has spent the first week on the job with Mary learning all she can about Fishline, its operations, funding, etc. Next week she plans to meet with staff individually and will then meet with Board members.

Election of Officers: A **motion** was made by Judy D., seconded by Karen, and passed unanimously to elect Caroline Perisho as Vice President of the Board.

Facility Oversight Committee (Tom): Right now, the biggest issue regarding the facility is the water pouring out of the electrical box. We have been back and forth with FPH to get this taken care of, and now it has been fixed to allow the water to back up and flow out of the top. There are still issues with lighting in the offices and hallway but we are contacting the vendors directly.

Most of the items on the punch list have been checked off but there is still some work to be done on the air conditioning unit as well as the generator. We think the generator is working as it should, but there has been no way to test it unless the power goes off. There are still two or three leaks to be taken care of once we determine where they are coming from.

The last major item on our list is the compressor. There is still an issue with the sound and we need to take it off the roof or purchase a new one, but need to decide where to put it. It would cost approximately 11K to 17K for the purchase, but we still have funding left in the Boeing Grant that will handle this expense. Once we get drawings/schematics of the electrical system we can make that decision.

Tom then advised the Board that we will have a presentation next month from Leadership Kitsap for a plan to put showers and laundry facilities in the Annex for our homeless clients. He will be putting a committee together to develop a Master Plan for the Annex. Right now, there is a temporary clothing closet there. It is staffed by a volunteer and appointments are being made through Client Services.

This led to a brief discussion on who and what we are as an organization. Additionally, PCHS will have a mobile medical van here 2 days per month. Parking is becoming an issue; however, we are still working on purchasing space next door to continue utilizing that lot.

Treasurer's Report (Judy D. for Becky): We discussed the budget and whether or not there is a surplus or deficit. It was approved at last month's Board meeting, and there is a surplus of funds. Patti recommended that she provide us with an over-view rather than a detailed listing in the future. All we really need to look at is the approved budget and changes.

A **motion** was made by Betty, seconded by Karen and unanimously passed to remove Mary Nader from all bank accounts at First Security and Kitsap Banks including debit and credit cards.

A **motion** was then made by Sharon, seconded by Tony and passed unanimously to add Patti Dudley to the following accounts: Kitsap Bank Accounts ending in 3111 and 3112, First Security Accounts, general checking and client services and comprehensive services accounts 8820,0740 & 0750 as well as adding Patti to the debit and credit cards. Patti will check the limits on these.

An additional **motion** was made by Sharon, seconded by Karen and passed unanimously to add Caroline to the following accounts: Kitsap Bank ending in 3111, 3112 and 3118 plus First Security ending in 0740, 0750, 8820 & 3470.

Auction Report (Karen): Karen stated that we have sold more individual tickets this year than in the past year. We have 314 guests to date and are \$2,00 over last year. There are 215 auction items including 29 "Live" auction items. Tom asked if we can "re-sell" tickets at the door based on no shows. Karen said we have room for 2 or 3 extra persons, but that's all.

The paddle raise was discussed and Tony advised us that he is putting something together about the Food for Thought program which will include letters from kids who benefited from this program. After a bit of discussion, it was decided that we will modify this to include all other programs for children with 95% of the funds going to the clients. We will need a strategy in the future as to how we handle restricted funds. There are a few large furniture items being auctioned and 3 Board members have volunteered to deliver them to the winning bidder. This will be announced before the live auction begins.

Human Resources Update (Sharon): The HR Committee will be looking at establishing Performance Reviews as well as Job Descriptions.

Marketing/Website (Nick): Nick was excused from the meeting as he is busy getting things ready for the Auction.

Board Development (Betty): Betty reported that she has a name from Tony as a potential Board member. This person has a pharmacy background. She is checking references, etc. Tom mentioned that he might also have a potential member, Jeff Griffin, and Blair Anderson said that he is definitely interested in becoming a member. We now have 14 members, and our by-laws allow us to have up to 18 members.

Betty passed out the Conflict of Interest forms as well as the Board Pledge forms. The pledges may be paid once a year, monthly, or? There are no guidelines as to the amount expected from Board members; however, Blair pointed out that the application mentions a contribution of \$300 annually as a minimum plus volunteer hours. We need this clarified. It is important that we are able to show the community that all Board members contribute and participate in our operations. We need to make sure that we send our “volunteer hours” to Diana each month. Maybe the way to do this is to have everyone bring them to each Board meeting.

President’s Report (Judy D.): Tom mentioned that we need to look at policies and procedures for Crisis Management and Disaster Recovery. They will need to be developed as shown by the recent tornado in Pt. Orchard. What will be our role if something like that happens here?

We discussed the potential impact of the Government shutdown on our market, but we did not see many extra families. Stuart said that Housing Kitsap is looking at 3200 people without housing in February if the shutdown continues as the funding for their program will run out.

Judy passed out her draft for the 2019 Board Committees. We were asked to look it over and let her know if you have changes, concerns, suggestions, etc.

New Business: Karen advised that the auction for next year has been booked for 2/1/2020. We need to make a decision by 2/28 if it will be at the Clearwater Casino or not.

Stuart stated that we need to set expectations for the E.D., what the Board has responsibility for and what is hers. There should also be a method for her to bring issues to us for discussion.

As the 3rd Monday in February is President’s Day, our next meeting will be 2/11/19.

Adjourned: Motion by Karen, seconded by Sharon. Adjourned at 7:05pm.

Respectfully submitted, Tracy Russell, Secretary.

