

## FISHLINE BOARD MEETING MINUTES FEBRUARY 25, 2019

The meeting was called to order with the following members in attendance: Sharon Stiles, Tom Eckmann, Caroline Perisho, Tracy Russell, Betty Herman, Tony Hinson, Kim McKoy, Karen Timken, Judy Granlee-Gates, Blair Anderson.

**Excused:** Becky Hall, Becky Erickson, Michael Philbrick, Nick Johnson, Judy Dougherty

**Guests:** Jeff Griffin, Jenn Evans

**Staff:** Patti Dudley

A motion was made by Karen, seconded by Jody G. to approve the minutes of the January meeting. It was passed with Kim abstaining.

**Election of New Board Member:** Betty made a motion to approve Blain Anderson as a member for a three-year term. The motion was seconded by Karen and passed unanimously.

**Leadership Kitsap Presentation:** There was no presentation as they are not ready. Patti reported that we are still sorting out plans for the Annex. Leadership Kitsap is aware that we are exploring ideas and were simply planning on a presentation. We will need to put a group together to work on this.

**Treasurer's Report:** In Becky's absence, Patti reported that changes were highlighted in the material sent out in yellow. The amount of \$35,000 was added from the County for the Home Share Program, and additional funds in the Children's Program were for Food for Thought. The increase shown in Salaries was to bring staff up to market levels for their positions. We currently offer a monthly stipend of \$200 in lieu of insurance coverages. None of the current staff need health care benefits. A recent survey showed that 55% of non-profits don't offer health benefits. Patti mentioned that they often offer great benefits to staff due to low salaries.

**Executive Director's Report:** Patti provided the Board with an e-mail in advance of the meeting as her report; however, she did also report that she is still getting up to speed with technology and has spent a lot of time learning how things are done, etc. We are still withholding funds from FPH until all of the outstanding building issues have been completed. Patti is now handling communication with them.

Another area that Patti is working on is Sales Force. She has experience with this program and wants to change from a function-based focus to a people focus. She explained the concept to the Board and it made more sense. She is also working with Marge on changing the procedures regarding business systems as well as looking again at the functions/issues around the CSC. She has asked the managers to put together a priority list for next year.

**Sharon Stiles** reported that she is working with Sandra on Customer Service training for her staff, and may expand it to include others in the future.

**Committee Structure and Board Development:** Judy sent out the final Committee Structure with the agenda, as well as a new member package for our review. Tom and Betty are working with 2 other potential members as we still have positions available. The maximum Board membership is 18.

We discussed having an annual meeting to discuss by-laws, strategic planning and other items that we may need to take a look at it. Kim said that she is interested in participating in planning this.

**Marketing/Communications:** Nick was not at the meeting and this will be his last year on the Board. Tom mentioned that we need to find another Board member willing to accept the responsibility for this area.

**Finance and Audit:** Patti reported on the finances earlier in the meeting, but she did state that they are now starting the audit process. Marge is working with Patti on this and they are looking at all of Fishline's assets and coming up with their value. The audit should be done by June; however, it was completed last year in July.

**Auction Report:** Karen provided us with a handout regarding the current auction which includes the fact that Blair has agreed to chair the event next year. We need to make a decision now as to whether or not we will continue with this event and at the same venue as a deposit is due by 3/1/19 to reserve this spot for February 1, 2020. Karen made a motion to approve the auction for next year. Tony offered an amendment to go ahead and send in the funds to hold the spot, then we can discuss it further. The motion passed unanimously.

Carolyn said that the Fund- Raising Committee needs to take a look at this and make a final recommendation to the Board. Kim said that people are burned up on auctions, but they all showed up. Judy G. said that this money is a big chunk of our budget. It may be the last one of this kind as the casino night we had at The Point was also a good event and raised a lot of funds. Tony said that he is torn as it raised a lot of money, and we need something to replace it with before giving up on this entirely.

Jeff stated that we can fix any problems with this event/venue (see Karen's handout for issues). It seems to him that it is more of a social event than straight fund-raising. Patti said that it was a big community event, and it was sold out (even though we had more tables than in previous years). Blair said that he has experience in planning many different types of events and will be able to work with the Fund-raising Committee on this. Tom recommended that a group needs to be formed to work on this.

**CSC Operations Update:** Tracy reported that she has met with Patti and discussed issues and concerns regarding the CSC. Nothing formal will take place for a few more weeks so that Patti is better able to look at the operations and what needs to be done. There will be a CSC Committee meeting in a couple of months to discuss.

**Facilities and Operations Oversight:** Tom stated that parking will continue to be an issue going forward. There are currently 51 market spaces, plus a few more in the back. A study was conducted before construction, but we need to take another look. Staff is still parking across the street at Advanced Rentals and we are paying them \$250 per month for use of this space. PCHS has 17 spots reserved for themselves and their clients. He looked at the parcel in back of their facility; however, it would take around \$100K to develop it with what the City requires. It is not a good solution to our problem.

There is an option to purchase the property next to Fishline that is currently an RV Sales lot. If we were to purchase the property, we would have more parking and possible funds from the rentals of the current spaces in the building on site. Tony stated that this would raise property tax issues as far as our non-profit status is concerned.

There is a possibility that we might lease space in another lot, such as the movie theatre, and provide a shuttle back and forth to Fishline. Betty mentioned that the Lynwood Food Bank assigns specific hours to their clients and we can look at this to control the flow to our facility. This item needs more exploration and discussion.

**New Business:** Board members provided their volunteer hours to Betty. Patti will have Diana come up with a tracking sheet that we can all use for this purpose.

**Adjourn:** The meeting was adjourned at 7:03pm.

Respectfully submitted,

Tracy Russell, Secretary