

**Friends of Fort Worden**  
200 Battery Way, Port Townsend, WA. 98368

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www.fwfriends.org

**Friends of Fort Worden Board Meeting**

February 20, 2015

Dunbar Room – Park Office Building

Meeting called to order at 3:04 p.m. by Patience Rogge

**Board Members Present:**

Patience Rogge  
Ron Kubec  
Gwen Lovett  
Wendy Los  
Kevin Alexander  
Brian Hageman – Park Mgmt.  
Zan Manning  
Bill Trafton  
Jill DeCianne - PDA  
Dave Robison - PDA

**Guests:**

Tim Caldwell  
Bob Huber  
Carol Huber  
Jan North  
Lela Hilton  
Joyce Francis  
Christina Pivarnik  
Frances Andrews

**Approval of agenda:**

Agenda was amended to address item #8 first and item #11 second. Amendments were approved without objection.

**Approval of minutes:**

Minutes of the January 16, 2015 meeting was modified to correct the misspelling of Jill DeCianne's name. Motion was made by Kubec to approve the minutes as modified. Alexander seconded the motion. Motion carried. Minutes for the January 16, 2015 meeting approved with modification.

**Financial Report**

Rogge reported that David Sepler has resigned as treasurer and that Frances Andrews had been contracted to temporarily do the bookkeeping until a new treasurer is elected.

Andrews announced the books are in great shape and reported the balances of the three existing accounts.

Rogge introduced Bob and Carol Huber as the new Guardhouse managers.

**PDA Report – Dave Robison**

Robison reported that in it's first year of operations, the PDA is in the black. He states the goal is for better customer service and listed their accomplishments over the past year toward that goal. He reported that plans and design of building #202 are well underway and construction is

scheduled for May 2015. He commended the Friends for their role in supporting this project. Robison noted the plans for concessions within the Park include the canteen on the beach, to open in May with expanded food service, and conversion of the Guardhouse into a facility serving food and alcohol. June 2015 is the proposed opening date. He explained that relocation of the gift shop will be explored with a Friend's sub-committee. No date for relocation was mentioned.

Hilton announced a second Fort Worden Open House scheduled for June 13, 2015 open to all Fort Worden partners. She suggested the Friends might be interested in co-sponsoring the development of a partners scholarship program. Motion was made by Los to support this effort. Lovett seconded the motion. Motion carried.

### **Park Manager's Report – Brian Hageman**

Hageman reported on the ongoing work projects at the Fort. Work on Bldg. #297 (Seminar Building) will commence in March. He noted the Friends contribution to this project. He stated the NCO buildings window repair will be done by a School of Woodworking program graduate. Hageman mentioned the events taking place over Labor Day in the Fort include the Military Vehicle Show, a WWII reenactment and a civil war reenactment which includes skirmishes and Calvary horses.

### **Oral History Program:**

Rogge introduced Christina Pivarnik, who did marketing for the Friends in the past. Christina states that her goal was to provide a new identity and branding for the Friends group. Many of the promotional tools we presently use are her creations.

Rogge announced that with the assistance of Joanne Gilles, a new transcriber for the Oral History Program, the back-log is now caught up. She reports the blog has more than 16 thousand hits, one recently as far away as the island of Reunion in the Indian Ocean.

Rogge states a goal of revitalizing the Friends entry in the Rhody Parade and becoming a sponsor for various bike and running events.

### **Membership Report:**

Kubec explained that we do not presently have a complete list of members and their contact information. He reports he will be working with a new computer program in March with the goal of retrieving old lists and updating the membership roster.

### **Old Business:**

New Board Members:

Tim Caldwell expressed his interest in becoming a Board member. Motion was made by Alexander to approve Caldwell as a new Board member. Kubec seconded the motion. Motion carried. Tim Caldwell approved as a member of the FFW Board.

Annual Membership Meeting:

Rogge announced the Annual meeting will take place on Friday, March 20, 2015 at 5:30 – 7:00 in Company A room at the Commons. Mavis Amundson, a local historian and author will be the guest speaker. Rogge said there will be a no-host bar and light snacks. She stated a Newsletter is being prepared and ready for mailing on March 10, 2015.

Volunteer of the Year Award:

Rogge suggested a volunteer of the year award to be given out at the Annual Meeting. After discussion about who would be recognized for the award, the Board decided that the award should go to several individuals in recognition of outstanding volunteerism. Their names will be engraved on a plaque that presently hangs in the Guardhouse and awarded at the meeting. The recipients of the award are Melanie Bozak, Jan North, and Claude Manning.

Trail Map:

Caldwell reported the Fort Worden Trail map is being printed by the Leader and the first pass is available at the guest service desk at the Commons for comment and review.

**New Business:**

Revision of By-Laws:

Rogge reported the draft of the revised By-Laws have been sent to Board members for review. She commended Kubec for his hard work on making the revisions. A vote to approve the By-Laws will take place at the March 20, 2015 Annual meeting. Kubec and Alexander were appointed to head a team to finalize the document. Any comments, suggestions or changes are to be directed to them.

Discussion of Alexander's observation that the record should reflect the Board's decision to retain Frances Andrews on a contract basis to do the bookkeeping. Motion by Caldwell to ratify the decision. Motion seconded by Alexander. Motion passed without opposition.

Gift Shop Sub-Committee:

Rogge called for volunteers to serve on a gift shop sub-committee. Los, Lovett, Bob Huber and Carol Huber volunteered. The charge of the sub-committee is to evaluate the gift shop's spatial needs and look at other gifts shops for comparison.

**Good of the Order:**

Hageman stated he had been contacted by Kees Kolff inquiring as to whether the Friends would like to sponsor a bike ride in the Park. The information was passed to Rogge for future Board review and discussion.

**Adjournment:** The meeting was adjourned at 4:45 p.m. by Patience Rogge.

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**Secretary**  
**Friends of Fort Worden**

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**Date of Approval**