

Friends of Fort Worden
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Friends of Fort Worden Board Meeting

April 3, 2015

Jean Dunbar Room, Fort Worden Park Office

Meeting called to order at 2:02 p.m. by Patience Rogge

Board Members Present:

Patience Rogge
Ron Kubec
Gwen Lovett
Wendy Los
Kevin Alexander
Frances Andrews
Bill Trafton
Zan Manning
Jill DeCianne - PDA

Guests:

Frances Andrews
Roger Grace
Robin Grace

Approval of agenda:

The Agenda was approved without objection.

Approval of minutes:

Motion was made by Alexander to approve the minutes of the February 20, 2015 and March 20, 2015 meetings. Trafton seconded the motion. Motion carried. Minutes for the February and March meetings were approved without modification

Financial Report:

Andrews reported that the gift shop sales are up. She states we have collected \$631.00 in dues with more expected this month. The total checking/savings in the three accounts is \$44,817.10 and notes we will have significant expenses this month and the next with the anticipated relocation of the gift shop/visitors center.

The annual membership meeting cost was \$1,127.44 and most of that was for mailing and the purchase of the Chamber of Commerce list. She suggested we could get this figure down lower for next year's annual meeting.

PDA Report:

DeCianne reports that PDA employees have increased from 15 in May of last year to 57 at present. A new executive chef is arriving next week and that Kristan will continue to work as "front of the house". They are in the process of hiring a full time bookkeeper and DeCianne will continue in human resources.

She states that maintenance is working on replacing the flooring in the first floor of the hostel and that building #227 is getting paint and new carpet. She reports the bids are back for building #202 and work is going forward on that project. The work on the floor in the kitchen in the Commons is expected to be completed soon and operational in 1 ½ weeks.

She reports the trail maps should be ready on Monday for distribution. 20,000 maps are being printed.

Park Manager's Report:

DeCianne reports in Hageman's absence. She reports that the Park will get a decrease to capital budget by as much as half. She states that priorities are being reevaluated and that some projects will have to be dropped. Among them are the pier restoration, new maintenance and the erosion bank repair. Meanwhile the repair of the back stairs of building #225 will be completed soon.

President's Report and Oral History Program:

Rogge announced the gift shop/visitor's center is to be relocated to the Park Office and the PDA and Parks Department are in agreement. She states the urgency to get this done as soon as possible.

She reports there are 17,000 hits on the Oral History blog, some as far away as Slovenia and India.

Membership Report:

Kubec states there are approximately 20 paid up members and about 6 life members. He has a list of 220 past members but some of the addresses are no longer valid. Rogge asked him to mail out a membership renewal letter and application form to the past members. Kubec will indicate in the letter that membership renewal can be made by credit card. DeCianne offered the table in the open space on the first floor of the Park Office as a work space for stuffing envelopes for the mailing. Kubec will recruit volunteers for the project.

Old business:

Annual meeting recap:

The board agreed that the annual membership meeting was worth the effort and cost. The speaker and volunteer appreciation were the highlights. The recommendation was made that we do something similar again next year.

New board member:

Bayley Miller has expressed a desire to become a member of the board. Trafton moved to appoint Miller to the board. Alexander seconded the motion. Motion carried. Bailey Miller is appointed to the Friends of Fort Worden board of directors.

Revision of By-Laws:

Kubec reported that he has incorporated additional modifications, clarifications and changes to the draft By-Laws. Further revisions to the By-Laws were discussed. These changes were made to the document and Kubec will bring the final draft to the next board meeting for vote.

Commemorative pavers:

Rogge reports that donations have been made for pavers that have not as yet been ordered. She suggested we move forward on ordering them once we have relocated into the Park Office. A letter has been sent to the donors explaining the delay.

New treasurer search:

Rogge reported that she has received a few additional names for the position of treasurer. She has contacted one applicant and is waiting for her response .

New Business:

Community Outreach:

Rogge asked for ideas for FFW outreach to the community. She suggested entering into the Rhody Parade and having a booth at the Jefferson County Fair. Alexander suggested that CAM and the Friends might combine resources for the Rhody Parade. He will look into costs and entry fees. Other options will be explored.

Relocation:

Rogge reports that a meeting was held with representatives of the PDA and the Friends relocation sub-committee. Agreement has been reached that the gift shop/visitors center will move to the Park Office and that the move needs to be done soon. She states that the first detail is the budget for the move and renovations necessary at the new location. Claude Manning had drawn floor plans for the gift shop space and these were discussed. Alexander made a motion to move quickly with plans to move from the Guardhouse to the Park Office location with a spending limit not to exceed \$10,000. Trafton seconded the motion. Motion carried.

Alexander emphasized the necessity to make the move on our time schedule, preferably by the end of April. He will submit the preliminary floor plans to Dave Robison and Brian Hageman as soon as possible. The anticipated start date is Monday, April 7, 2015.

Rogge appointed Alexander as the project manager for the Point of Sale arrangements and assigned Robin and Roger Grace the task of researching the Point of Sale costs.

Robin Grace commented that someone other than a volunteer should be responsible for vender relationships. Rogge stated she has someone in mind for that position and will report back.

Adjournment: The meeting was adjourned at 4:03 p.m. by Patience Rogge.

Secretary
Friends of Fort Worden

Date of Approval