

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

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www.fwfriends.org

Friends of Fort Worden Board Meeting

April 17, 2015

Dunbar Room – Park Office Building

Meeting called to order at 3:03 p.m. by Vice-President, Kevin Alexander

Board Members Present:

Kevin Alexander
Ron Kubec
Gwen Lovett
Wendy Los
Bayly Miller (arrived about 3:30)
Bill Trafton
Zan Manning
Patience Rogge (by proxy)
Tim Caldwell (by proxy)

Guests:

Approval of agenda:

The agenda was approved without objection.

Approval of minutes:

Motion was made by Kubec to approve the minutes from the April 3, 2015 special session meeting. Trafton seconded the motion. Motion carried. Minutes from the April 3 special session meeting approved without modification.

Financial Report:

The financial report was waived.

PDA Report:

Alexander reports in lieu of PDA representation. He states the plans for converting the Guardhouse are progressing. Timeline is still uncertain. Zoning rules do not allow a tavern or pub in the Park area, so it will be a food service outlet that also serves beer. Meanwhile, the renovation of the kitchen in the Commons is essentially completed and the Canteen is expected to be operational and open for the summer.

July 4th fireworks will be returning to the Fort, along with a full day of activities including music, food and games.

The PDA will also be having an Open House on Saturday June 13 and all the Partners including

the Friends will hopefully participate. The Friends could set up an information table and hold a volunteer drive.

Park Manager's Report:

The Park Manager's report was waived.

Old business:

Adoption of By-Laws:

The board members indicated they have received copies of the revised By-Laws and have had an opportunity to review and comment on them. Manning moved to adopt the revised By-Laws. Kubec seconded the motion. The motion was carried without objection.

New Treasurer Search:

Alexander states the search is ongoing for a Treasurer. There has been some interest in the gift shop manager position but, as yet this position is unfilled. Alexander asked for suggestions of names of anyone who might have an interest. He has someone in mind who might be interested in the gift shop bookkeeper position and will report on progress in filling that post.

Gift Shop Move:

Alexander reports we are on budget with the relocation of the gift shop to the Park Office building. The POS system should cost around \$700-\$800. He estimates the total cost of the move including the restocking of inventory and POS should be well under \$5,000.

Alexander states Carol Huber has enlisted some local volunteers who are willing to fill in for a few hours at the Gift Shop as needed during construction of the cabinets.

Trafton reports volunteers are also needed to help with painting and clean up efforts at the new location. Scheduling is dependent upon construction progress.

New Business:

Rhody Parade:

Manning reports that the Friends are officially entered as participants in the Rhody Parade. Without a firm commitment of a vehicle in which to carry participants, we will walk the parade. She suggests we might wear our volunteer vests and Park volunteer hats to emphasize our volunteer identity. She reports contact with Nancy Steinberg of the Friends of Fort Townsend who express interest in walking in the parade with us giving us a larger presence. Discussion is ongoing. Manning states she would like to have at least six people walking in the parade on behalf of the Friends. Volunteers are needed. Trail Team members would be good candidates.

Jefferson County Fair:

Consistent with the goal of having greater visibility in the community, the suggestion of having a booth at the Jefferson County Fair was discussed. Manning has obtained a vendor Space application but reports the deadline is not eminent.

Alexander and Trafton both volunteered tents for exhibiting. Manning suggested we might share space with the Friends of Fort Townsend. She will follow up with Nancy Steinberg on that suggestion. Trafton asked if the Friends could exempt the sale of Discover Passes at their booth from the Fairground revenue sharing since there is no profit on them. He also asked about bringing his snow cone van as a Friend's concession and inquired as to what that might cost. Manning will follow up on these questions and keep the Board informed.

Alexander deferred decision on Jefferson County Fair participation until further investigation by Manning.

Tour de Forts Ride:

The Friends is a supporter of the June 7th Tour de Forts Ride. Volunteers will be needed at the beginning of the race. Alexander asked for volunteers to contact the Tour de Forts directly. He suggested volunteers specifically state they are with the Friends of Fort Worden so that efforts can be directed appropriately.

Good of the Order:

Manning reports she has been approached by the Marine Science Center with the suggestion of a mixer once the Friends have moved into our new location. The idea was discussed and favorably received. Manning will talk with the Marine Science Center more about where and when the event will occur.

Suggestion was made to start future meetings at 3:30 instead of 3:00 to make it easier for Miller to attend. Discussion and approval of suggestion. The next regular meeting will be on May 15, 2015 at 3:30 p.m.

Adjournment: The meeting was adjourned at 4:17 p.m. by Vice-Present, Kevin Alexander.

Secretary
Friends of Fort Worden

Date of Approval