

Friends of Fort Worden
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Friends of Fort Worden Board Meeting

June 19, 2015

Jean Dunbar Room

Meeting called to order at 3:40 p.m. by Vice-President, Kevin Alexander

Board Members Present:

Bill Trafton
Gwen Lovett
Wendy Los
Kevin Alexander
Zan Manning

Guests:

Frances Andrews
Claude Manning

Proxies:

Ron Kubec
Tim Caldwell

Approval of agenda:

The agenda was approved without objection.

Approval of minutes:

Motion was made by Los to approve the minutes of the 17 April 2015 meeting. Trafton seconded the motion. Motion carried. Minutes from the 17 April 2015 meeting approved without modification.

Financial Report:

Frances Andrews was in attendance and reported on the finances. She submitted the Profit and Loss by Class report and the Balance sheet. She states that gift shop sales are up but at least 40% were attributed to Discover Pass sales. She also reports that the general checking account (at Chase Bank) is being depleted and funds will have to be moved from the Gift Shop account to cover expenses. She notes that the next two months should be good sales months so there shouldn't be any problem with this.

Andrews is in the process of filing the 990 tax forms due next month because an extension was filed earlier.

PDA Report:

Alexander gave a brief report.

Park Manager's Report

Alexander gave a brief report.

Oral History Program:

A subcommittee of Los and Lovett was formed to address any pending Oral History Program matters. They will answer letters, email, blogs or phone messages that may have arrived in Patience's absence. Further discussion of the future of the Oral History Program was deferred until a later meeting and after the present status is determined.

Membership Report:

Kubec reports, via email, that we now have 35 paid up members and that he is keeping track of memorial donations and brick paver donations. He reports he has sent out 13 "thank you" letters.

Manning reports she sent out almost 300 "membership appeal" letters earlier this month and that we will likely get more responses from those.

Old business:Gift Shop Manager/Treasurer

Alexander reports the search is still on for both a Gift Shop manager and a Friends of Fort Worden Board treasurer. One of the present Gift Shop volunteers is assuming this job until he leaves the first of October. The suggestion was made to advertise for the Gift Shop manager position. Manning offered to advertise in both the Leader and the PDN for a volunteer Gift Shop manager. Alexander will provide her with the job description.

Trail Team

Claude Manning reports on the status of the Trail Team. He summarizes recent activities as four weed-pull/work parties (in February, April, May and June) as well as ongoing efforts by individual members of the team to maintain and improve trails.

He states there has been good response to the Trail Map and they seem to be going fast. Alexander commented that someone may soon need to print more maps. Manning noted there is a need for revisions on the next edition. He recently attended the Non Motorized Advisory Board meeting where specific revisions connecting the Fort to town were suggested.

The April 17 Pizza Party at the GuardHouse was well attended and enjoyed. The event served as a thank you for volunteers and a send off to the GuardHouse.

Manning said the summer plans for the Trail Team include continued trail maintenance, spraying of poison hemlock (by a State Parks contractor), and a plan for future meetings.

Gift Shop Report

Alexander states that there is still furniture and other items in the GuardHouse. The owners of some of it are known and attempts will be made to return them. If we cannot find out who donated or loaned the remaining furniture, it will have to be stored (possibly in the Old Bakery Building) until ownership or disposal can be arranged. It was suggested that Lela Hilton may know the source of some of the furniture. Alexander will follow up.

Scholarship Fund

Alexander called for a volunteer to oversee the scholarship fund. It was his recollection that someone had previously expressed an interest. He will explore this further at a later date.

He reports that Danny Mulholand has suggested charging \$5.00 for parking on the parade grounds on the Fourth of July. A portion of the funds would go to the scholarship fund.

Charrette

Manning reported on the Charette that took place April 23, 24 and June 16. The purpose of the meetings was to bring together the Partners, Parks, PDA, and community members to brainstorm a vision for the future of the Park (campus). She perceives the goals were to maintain the financial integrity of the Park, to determine the most efficient use of the existing spaces, and to project future building and development needs. The outcome of the Charrette will be posted on the PDA website.

Tour de Forts bike ride and Open House

Alexander reports the bike event went very well with 160 riders and was good publicity for the Friends. It raised over \$6,000 for the ReCyclery.

Trafton reports the Open House went well. Most people were excited about the trail map and there was a lot of activity at our booth.

New Business:

Honoring Patience Rogge

The board was unanimous in the wish to honor Patience in some way.

Suggestions were made to purchase a large brick paver in her name, or to dedicate the scholarship fund to her. Alexander asked the board to bring all suggestions to the next meeting for further consideration.

Modification to ByLaws

Alexander proposed the ByLaws be amended to specifically designate the board president and secretary to sign checks. Manning moved to make this change to the ByLaws. Lovett seconded the motion. Motion carried without objection.

Alexander proposed the ByLaws be amended to omit the language regarding the requirement of monthly meetings. Kubec expressed his disapproval of this amendment in an email dated June 17, 2015. After further discussion, the proposal was tabled until further research of the appropriate language to achieve the goal of flexibility in meeting during vacation schedules and periods where quorum might not be met or where there simply may be nothing to discuss.

CAM update

Alexander reports that CAM is looking at all their options to insure that they have a sustainable future. He states that the Museum would prefer to stay at Fort Worden but needs to have some long term security. Negotiations continue with the PDA but evaluations of other options are also being pursued including locations on Whidbey Island or closing the Museum entirely.

Website Update

Alexander reports that Jessie has changed the website to use PayPal for donations rather than our previous vendor TSYS. This should save us a significant amount of money and provide more information to the Bookkeeper to make her job easier. Jessie is working on the website to correct the obvious problems and outdated information. She is presently being paid by the Friends at the rate of \$30/month to do "limited maintenance", if there is significant work needed she will need to charge by the hour. Alexander will do updates and corrections as time allows.

Alexander reported that he has removed David Sepler's name from the Brick Pavers information and several outdated email addresses on the site as well as uploading the final version of the Trail Map.

Newsletter

Manning proposes the next newsletter be dedicated to Patience Rogge. She will take the lead in organizing the newsletter and getting contributing news items. She will contact Christopher Overman to see if he could assist, as he has done in the past, in getting it formatted and ready for printing.

Brick paver project

Manning reports good news that the box containing records for the brick paver project has been found. She reports that the bad news is that it appears as though the records have been tossed randomly into the box and she is still in the process of sorting through all the information. She notes there appears to be a great deal of duplication and suspects it is incomplete. She is turning the project over to Claude Manning who has agreed to take on the responsibility of sorting and cataloging the project so that there can be an accurate accounting of what orders are pending and what has been completed. A letter will be sent to those whose orders have not yet been filled.

Next Board meeting

The next board meeting is scheduled for July 17th, 2015 at 3:30 p.m. in the Jean Dunbar Room.

Good of the Order:

Alexander presented a proposal for services that was presented to the Friends of Fort Worden board in December 2014. The proposal suggested the Friends had committed funding to the following: 1) new signage throughout the campus and Park at the cost of \$5,000. 2) the design and creation of PadMap at the cost of \$2,500. 3) funding and support for improvements toward the renovation of the Seminar Building at the cost of \$4,300. and

4) design and construction of a brochure display and cabinet in the commons at a cost of \$1,875. Two other proposed projects had been denied at the December meeting.

Records do not support prior board approval of the brochure display and cabinet. Motion was made by Alexander to reaffirm approval of funding for items 1 through 3 and to defer further consideration of payment of the brochure display and cabinet (item number 4) until further investigation. Motion seconded by Manning. Motion approved without dissent.

Adjournment: The meeting was adjourned at 5:30 p.m. by Vice-President, Kevin Alexander.

Secretary
Friends of Fort Worden

Date of Approval