

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

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Friends of Fort Worden Board Meeting

17 July 2015

The Guardhouse

Meeting called to order at 3:37 p.m. by Kevin Alexander, Vice-President

Board Members Present:

Ron Kubec
Gwen Lovett
Wendy Los
Kevin Alexander
Zan Manning
Bayly Miller
Bill Trafton
Tim Caldwell

Guests:

Linn Schwarz - PDA
Jill DeCianne - PDA

Approval of agenda:

The agenda was approved with the additions of a report on Pad Maps , Signage and Tax preparation update.

Approval of minutes:

Motion was made by Los to approve the minutes of the June 19, 2015 meeting. Lovett seconded the motion. Motion carried. Minutes from the June 19, 2015 meeting approved without modification.

Park Manager's Report – Brian Hageman not present.

DeCianne reported on Hageman's behalf. She reports that Brian Hageman is now the new Olympic Area Manager with responsibility for Fort Worden, Fort Townsend, Fort Flagler, Anderson Lake and Rothchild House. A Program Specialist 2 has been hired to help with his expanded duties. This person is due to start August 3rd and work with volunteers including the Friends' groups among other duties.

With the passing of the operations and capital budget , construction of the new maintenance shop (near the Mule Barn) is tentatively scheduled to commence sometime in September.

PDA Report: - Dave Robison not present.

DeCianne reports for the PDA. She states that of the recent 4 million dollar donation 3 million dollars is earmarked for Building 305 with a matching funds requirement.. One million dollars is un-restricted and can be used for projects such as the culinary arts center (building 304), the Guardhouse "Taps", and the remodel of an Officer's Row house. She reports the Guardhouse is now scheduled for completion in October and will be open only on weekends to start.

DeCianne has taken the new position of Director of H.R. Her former position of CFO will be filled by Dianne Moody.

Currently there are 82 people on the payroll.

Financial Report:

The financial report prepared by Frances Andrews was read into the minutes and is attached. Alexander commented that funds are down and we should be looking for ways to raise money other than reliance on gift shop sales.

Miller suggested we could sell CDs from performing artist at the Fort. Alexander offered to look into that possibility and discuss it with the present gift shop volunteer manager.

Caldwell added that doing this on consignment might keep inventory costs down.

Old Business:

Trail Team:

Manning reports for Jan North.

She states there have been four work parties so far this year and an estimated 2 tons of Scotch Broom removed. The Trail Team is not planning any scheduled group work parties during the summer but everyone is encouraged to continue their good work of trail stewardship. The next planned work party is on October 10th; 9:30 – 12:30. They will gather briefly to discuss Trail Team organization, noxious weed removal, trail signage, park and trail stewardship and natural history education. Then they will work for several hours on the trails.

She reports that in June, the Trail Team logged 123 volunteer hours with only 14 volunteers reporting.

Honoring Patience

Alexander reports there are two leading options for honoring Patience Rogge: 1) use donations in her name to purchase several memorial brick pavers and 2) name the scholarship after her. He encouraged additional suggestions. Several new donations were made on the spot by Board members.

Bylaw modification:

Alexander proposed amending Article V, Section 1 of the ByLaws from "The Board of Directors *shall* hold monthly meetings" to "The Board of Directors *should* hold monthly meetings". Following discussion, Caldwell moved to so amend the ByLaws by changing the word *shall* to *should*. Manning seconded the motion. Motion carried without dissent.

Newsletter:

Alexander suggested we continue to do a newsletter but only twice a year. Miller and Kubec offered the suggestion to distribute it by email or digital format rather than by mail. Kubec will send out letters to members requesting their email addresses for the members where we don't have one. There was also discussion about trying to get a paragraph

included in e-newsletters from other Partner's with large mailing lists to increase our exposure.

Gift Shop Manager/Treasurer search

Manning has placed ads in the PDN, Leader and on Craigs List for a volunteer gift shop manager. The present volunteer gift shop manager is leaving in October but is willing to train a new person before he departs.. The search is ongoing for gift shop manager, treasurer and board president. Everyone is encouraged to get the word out and help with the search.

Brick Pavers

Manning reports that Claude Manning (brick paver project manager) has finally sorted out the past paver sales and has made a spread sheet organizing names, dates of purchase, wording of inscriptions and location of pavers. We are in a good position to move forward with the 7 outstanding orders and recent purchases. There was discussion and agreement that the brick paver program should continue and that efforts should be made to promote the program.

Motion was made by Manning to charge \$75 for 1 – 3 lines on a brick rather than the sliding scale prices previously charged. Motion seconded by Caldwell. Motion carried. Caldwell offered to find the publishing schedules for other Partner's newsletters so that we might promote the brick paver project in them. He will give this list to Manning. Manning mentioned the Friends' website does not permit on-line orders for bricks and it might be beneficial to have this available before engaging in a publicity campaign. Alexander offered to look into this.

Trafton suggested up to 4 bricks should be purchased with donation funds to honor Patience Rogge. Manning will forward the brick paver configuration to board members for consideration of how many bricks might be possible for that purpose. Discussion about what the inscription might read deferred until next meeting.

Oral History Program:

Los reports no progress on the Oral History Program. Los and Lovett will look into the status, check Patience's desk and messages, and contact people who are interested in participating.

Membership Report:

Kubec suggests that all donors be give automatic membership. This would include brick paver purchases. Manning said volunteers should be included as automatic members as well. Motion was made by Kubec to grant automatic membership to donors and volunteers. Manning seconded the motion. Motion carried. Miller suggested volunteers must work at least 10 hours, reported to their volunteer coordinator, to qualify. All agreed with this proposal.

New Business:

Schedules:

Alexander reports that with Alfred's recent medical event and the Labor Day activities coming up, he will be spending more time at the museum and on CAM business over the next two months. He states there will be a short meeting in August and he will preside.

Manning is going to be unavailable much of the next two months. Miller offered to bring his laptop and record the minutes for the August Meeting.

Planning Session:

Alexander proposed the board have a retreat or planning session in October or November to redefine our mission, prioritize, and seek out ways to raise funds. Further discussion and planning for this will take place at the next board meeting in August.

Next Board Meeting:

The next board meeting is scheduled for Friday, August 21, 2015 at 3:30. Place to be determined.

Good of the Order:

Pad Maps:

Caldwell states that of the 23 thousand maps printed, there are only 4,500 left. Before reprinting more maps, Claude Manning will be making some requested revisions and Caldwell will be in contact with him. New funding for reprinting is being sought.

Taxes:

Alexander reports that the tax preparation and filing (990) is costing us \$600. We have missed some deadlines in the past and our taxes are complicated by the amount of pass-through donations we processed for the PDA. That account should be closed soon and will not affect 2015 taxes or beyond. Next year should not be as costly.

Signage:

Alexander reports a recent letter from a Park visitor who was dismayed about the sign for Chinese Gardens. The visitor's concern was that there were no gardens on the site. There have been several similar comments lately. Alexander proposes we partner with the State, Jefferson County Historical Society, and CAM to erect an informational sign at the Chinese Garden's site and two smaller signs along major trail leading to the site. Decision on going forward with this project was deferred until after Alexander can research pricing and costs.

Adjournment: The meeting was adjourned at 5:35 p.m. by Kevin Alexander, Vice-President

Secretary
Friends of Fort Worden

Date of Approval