

Friends of Fort Worden
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Friends of Fort Worden Board Meeting

21 August 2015

Building 200, The Dunbar Room

Meeting called to order at 3:32 p.m. by Kevin Alexander, Vice-President

Board Members Present:

Ron Kubec
Gwen Lovett
Wendy Los
Kevin Alexander
Bayly Miller (arrived from Tacoma at 4:10)
Bill Trafton
Tim Caldwell (Departed at 4:05 for another meeting)

Guest:

Frances Andrews, Bookkeeper

Approval of agenda:

Wendy Los made a motion to approve the Agenda, seconded by Bill Trafton. The Agenda was approved.

Approval of minutes:

Motion was made by Ron Kubec to approve the minutes of the July 17, 2015 meeting. Wendy Los seconded the motion. Motion carried. Minutes from the July 17, 2015 meeting approved without modification.

Park Manager's Report - Brian Hageman was unable to attend due to other commitments.

PDA Report: - Dave Robison was unable to attend due to prior commitment. Alexander reported that the remodel of the Guardhouse has been pushed back again, partly because the local contractors who could do the job are all busy.

Old Business: (Some items were taken out of order, presented here in the order of the agenda)

Patience Rogge Memorial Paver Status: We had enough donations to purchase the pavers for Patience. We have not raised the full amount but wanted to include the order with another one that was ready to submit. A \$100 donation in Patience's name was received today.

Review of Gift Shop

Gift Shop Manager Search: Joyce Francis has offered to step in as Gift Shop Manager and has started training with Rodger, the host who is currently filling that function. He leaves at the end of September.

Status of Gift Shop: The Gift Shop is busy although a large portion of it is Discover Passes which make us no money. Rodger has done an excellent job of continuing to update the inventory to carry items that sell well at a good profit. His goal is to be able to offer things at a good price and still have 100% mark-up. This process started with the previous volunteer hosts as part of the preparation for and the actual move to the new location.

Guardhouse: We still need to identify the ownership of furniture and other items in the Guardhouse. Our problem is that most people who would know are no longer around. Alexander asked that everyone try to remember anything that might help, including suggestions on who to ask. Please email any ideas to everyone. One of our problems is that in many cases only one or two people might have known the answer and they're gone. We've been working to make sure at least a couple of people are authorized users on all bank accounts, and know what's going on with our projects.

Oral History Program Status: When Gwen and Wendy went over this afternoon to check on things they found that all the file cabinets were locked. Alexander reported that they were open a few days ago when he was looking for interview files for someone from the War College. He will attempt to find keys for the cabinets. Gwen and Wendy will work on some of the interview applications that are on the desk. Frances will provide Wendy and Gwen with contact information about the transcribing service from the billing records. In response to a comment from Ron about how he was interested in purchasing a DVD of some interviews before Patience passed away Alexander mentioned that many of the Oral History interviews are available from the Library Of Congress. There are links to the LoC project and a searchable database on the Friends' website. <http://www.fwfriends.org/oralhistory.html> (Update: the drawers are now all accessible)

Brick Pavers: Claude and Zan Manning have done an incredible amount of work in sorting out the Brick Paver program. See Zan's report that was in the Board Packet. A couple of weeks ago they submitted the first order in many years, and Board Member Bayly Miller was able to pick up the completed order from the manufacturer in Tacoma on his way to the Board Meeting. Alexander will arrange to have them installed. There are 12 bricks from donors, and a block of 12 bricks dedicated to Patience Rogge. Paver pricing has been simplified with all pavers costing a flat \$75. That entitles the purchaser to up to 3 lines of text with up to 16 characters per line. Pavers may now be purchased online from the website via PayPal, by mail, or purchased in the Gift Shop since they have been added to the Square system in the last few days. That allows people two different ways to pay with a credit card if they prefer. We will attempt to market the program via various newsletters.

Membership Report: Kubec reported that while we have a mailing list of about 250 people currently only about 35 people are paid members. We do not have email addresses for about 30-40% of our members, Ron will send those members a letter asking for email addresses so that we can reduce our mailing costs and make it easier to send newsletters. We still need to be able to produce those newsletters though. Alexander reported that we have at least 2 people making payroll withholding donations via Microsoft and that Norm Tonina has offered to try to increase that through his contacts at Microsoft. He would like the names of those two people and Alexander asked if anyone felt that would be a problem. Since the donations are not anonymous and are part of Microsoft's records the consensus was that that should be OK. Frances Andrews was uncomfortable with that, but deferred to the Board. Alexander will take care of that.

Financial Reports: See reports attached to the original Board Packet and 2 more items that Frances Andrews presented at the meeting. She presented a synopsis of the Friends current financial status. (copies to be included later.) She is concerned about the large drop in our bank balances but the consensus is that it is due to some one time events like the Gift Shop move, restocking inventory and a couple of large, previously committed grants to the PDA. It is definitely something we need to keep in mind and we are changing our spending patterns while we re-evaluate our goals. Part of that will be to reinstate our Friends' Charter with State Parks. We also discussed (again) the suggestion to have a Board Retreat to help that process. Frances suggested that we should have a facilitator for that process. It won't happen until Winter so we have time to decide on when, where and how. Frances would also like to prepare a budget for the Friends. No real decision was made about that. She feels that the Gift Shop is not a major money maker and that we need to work on additional fund raising. She provided some information about

the Washington State Parks Foundation as a possible partner for that. Alexander reported that he has already been working with one of the WSPF volunteers on a project at Fort Worden. Caldwell reported that part of that project went live today on the WSPF website, with pan-able photos of a great deal of the Park now available, both inside and outside buildings and other structures. More photos will be coming soon. You can see a list of Virtual Tours at: http://wspf.org/virtual-tours/FtWorden-State_Park.html The Friends are listed as Virtual Tour Participants on that page, which gives us some additional visibility.

Alexander stated that he has hopes that the Paver Program will provide more funds if we advertise it better. Any fund raising requires someone to actually run the program though and that is currently our weak point. Dave Robison of the PDA has suggested some possible Board Members and will hopefully be able to help with the initial contact. Alexander reports that especially for the next few weeks he will have very little time to devote to anything new (or even ongoing) for the Friends. When Manning returns she will be able to help with that and several other pending items and Alexander may have more time available again by then.

New Business:

Cooperative Agreement Negotiations: See letter from Manning in the Board packet. Alexander reported that Dave Robison will be taking their presentation to the PDA Board at their next meeting and we should know the status after that, and will then be able to negotiate the fine points. [Not reported in the meeting: during the first negotiation session a tentative date for the next meeting was set, probably around mid-October after Manning returns. Robison hopes that a couple of people from State Parks who are involved with Friends' Charters will be able to attend.]

Status of Friends Charter with State Parks: We have started the process of reinstating our Charter with State Parks, something that lapsed during the period when the Friends changed to a Conservancy. Alexander reported that the format of the Charters has changed and Manning has requested information from State Parks about the new criteria. More information will be available when she returns. Alexander agreed to send everyone a copy of the old Charter. [Addendum: Alexander has sent a copy of the current Cooperative Agreement but needs to track down a copy of the Charter]

Next Board Meeting:

The next board meeting is scheduled for Friday, September 18, 2015 at 3:30. Place to be determined. It was agreed that due to Manning being out of town and Alexander being very limited for time for the next month that we would skip that meeting and our next one would Friday October 16, 2015 unless something comes up that requires Board action. Email will be used to keep everyone up to date on any news. [Addendum: Alexander forgot to mention at the meeting that we may want to change our meeting schedule. Friday afternoons are difficult for some people to attend. Please think about what days might work for you and we'll discuss it at the next meeting.]

Good of the Order:

Pad Maps:

Caldwell reported that the initial run of 22,000 pad maps which the Friends helped design and pay for was nearly gone, with a new order placed for 33,000 on the next run. There were some minor updates on the maps made by members of the Friends. This run will be paid for by the PDA. The maps are extremely popular and getting a lot of use, as well as directing more people to Artillery Hill.

Website:

Frances Andrews offered to work with Jessie to get the website updated. She has already provided a couple of new Gift Shop photos to Jessie which have been uploaded. Since Jessie gets a small monthly payment for routine "maintenance" work on the site Frances will get a quote before going

ahead with anything significant. Alexander reported that he had already made some changes to the site, primarily standardizing the phone number, removing names of people no longer involved, updating some contact email addresses and making some minor text changes. He does not have the time to make major updates, and is not familiar enough with the style that Jessie has used to do more than a few other minor changes anyway. Anything significant needs to go through Jessie which could involve some fees.

Adjournment: A motion to adjourn was made by Ron Kubec and seconded by Bill Trafton, the meeting was adjourned at 4:50PM by Kevin Alexander, Vice-President.

Secretary
Friends of Fort Worden

Date of Approval