

**Friends of Fort Worden**  
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**Friends of Fort Worden Board Meeting**

23 October 2015

Seminar Room

Meeting called to order at 3:34 p.m. by Vice President, Kevin Alexander

**Board Members Present:**

Ron Kubec  
Gwen Lovett  
Bill Trafton  
Tim Caldwell  
Zan Manning (Secretary)  
Kevin Alexander (Vice-President)

**Guests:**

Frances Andrews  
Brian Hageman – State Parks  
Bill Grath  
Dave Given  
Janine Anderson  
Claude Manning  
Roz Riley

**Board Members Not Present:**

**Bayly Miller**  
**Wendy Los**

**Approval of agenda:**

The agenda was approved with the addition of the Trail Team report and Approval of Budget Items.

The meeting guests were introduced.

**Approval of minutes:**

Motion was made by Kubec to approve the minutes of the August 21, 2015 meeting. Trafton seconded the motion. Motion carried. Minutes from the August 21, 2015 meeting approved without modification.

**PDA Report:**

No representative of the PDA was available to report. Report waived.  
Hageman reported that the PDA has exceeded their goal of selling \$250,000 Discover Passes. This, in part, was due to the efforts of the Friends Gift Shop.  
Caldwell stated that the PDA Guest Services has openings for staff personnel, food services, maintenance and care takers.

### **Park Manager's Report – Brian Hageman**

Hageman noted that the Seminar Building was a great example of co-management between the Parks, PDA, and the Friends. It is now one of the most desirable venues on the campus.

As the Olympic View Area Manager, he is involved more in H.R. and management activities. He noted the help he has been given by the new hiring of Bill Grath, Ranger Josh and Ranger 1 Abby.

He reports that the recent Coordinating Committee meeting with the PDA was productive and an annual plan for projects was discussed.

There was a meeting with the Broken Spoke bike group about the unauthorized trails in the Park. Hageman reports there are efforts to work with the group to maintain and possibly modify bike trails within the rules and regulations of State Parks and address environmental concerns.

The boat ramp is closed until various permits can be renewed. A study is underway to evaluate the environmental impact of the removal of sand to accommodate the boat ramp. Presently the permits from the Army Corp of Engineers and other agencies have lapsed.

**Oral History Program:** Wendy was not available to report.

Alexander urged members to reach out to anyone who has an interest in local history to assist in this project. Interviewers are needed as we continue to get referrals.

There have been several people who have recently expressed a willingness in being interviewed as part of the project. Caldwell volunteered to interview one of them.

### **Brick Paver Report:**

Alexander states that the recently engraved pavers should be installed next week.

Claude Manning reports the last prior installation was in 2009. The new installation will include all back orders as of July 2015 as well as the Patience Rogge memorial pavers. The new brick paver promotion flyers have been printed and distributed to the Gift shop, Commons and CAM.

He reports the FFW website has been updated to allow online orders using PayPal.

There have been three new orders so far this month. We need a total of 12 brick paver orders before the next production order can be initiated.

### **Gift Shop Report:**

Alexander announced that Joyce Francis is the new gift shop manager and is learning quickly and doing a fine job. She reported to Alexander that the current gift shop volunteers are leaving the end of October but that the new volunteers will be arriving soon and staying through March. She says that books and DVDs are selling well and that jewelry is not selling. Discover Passes are the best selling items. Generally, sales are up and inventory expenses are down.

### **Financial Report:**

Andrews prepared a written report (attached). She states that expenses for the Gift Shop are way down and sales are up. She says we are doing better this year than we were a year ago at this time. Claude Manning asked for figure reflecting revenue generated by the Gift Shop this year for Parks projects. Andrews will put together those figures. Because of the

change in bookkeeping methods from 2014 (Excel Spreadsheet) to 2015 (Quickbooks) it's difficult to compare one year to the other.

Andrews cautioned the need to hold something in reserve for future projects and expenses. She states things are trending in the right way.

### **Membership Report:**

Kubec reports we have 53 paid members including lifetime members. He states, in spite of efforts to obtain email addresses, he still does not have email addresses for every member. He observed that mass mailings do not work as there are very little results for the cost. The board agreed with Kubec that we will not do any future mass mailing. We need email addresses for future member contact.

He reports that the last big membership drive by the Friends was a wine tasting. He suggested considering doing this again in the future as a way of building membership. He reports that he has been in contact with Jessie about upgrading our membership system. Costs are being evaluated.

### **Trail Team Report:**

Claude Manning announced that the revised Trail Map has been recently printed. He reports that a work part was held on 10/10/2015 to remove Scotch Broom from the Beach Campground area. Nine volunteers participated and Ranger Todd hauled away 2 large truckloads of weeds. Monthly "ad hoc" work parties are planned during the winter.

He reports that the Friends have 6 weed pullers stored in the Park shop. Only 2 are of usable size. We are expecting 3 new weed pullers through a State Parks grant.

Manning announced a proposed Weed Control Plan for the Park drafted by Tom Barnhart. The plan has been reviewed by State Park administration and rangers and ready to implement. Alexander said he will send the Weed Control Plan to Jessie for posting on our website.

Manning said that in cooperation with State Parks, the Trail Team is exploring additional projects such as addressing trail signage and a natural history (interpretive signage) program. Manning called for volunteers to work on either of these projects.

### **New Business:**

#### Future Programs/direction:

Alexander asked about what programs or projects the Friends want to put our energy into while we attempt to revitalize the group. He stated he thought top priority should be given to the Gift Shop, the Oral History Program and providing Dogi-Pot Bags throughout the park. He suggested putting a decal on the Dogi-Pot Bag dispensers noting that the Friends of Fort Worden provides them and suggesting donations.

The continuation of Trail Team activities was also brought up as a priority. Trail signage and the natural history programs were supported as projects for exploration.

#### Cooperative Agreement/Lease:

The Cooperative Agreement/Lease negotiations with the PDA is ongoing. There has been no further activity since the first meeting. Z. Manning reports that she is still hopeful we will not have to make lease payments or be required to move our Gift Shop location. She is working on a proposal for the next meeting with the PDA.

### Charter with State Parks:

Our Charter with State Parks has lapsed. Hageman reports that the State is re-doing the Charter template for all the Friends groups and this should be ready by the end of the year.

### Budget Items:

Z. Manning made a motion to approve expenditure of the following budget items:

(1) Printing of new brochures, (2) Dogi\_Pot Bag decals identifying the Friends of Fort Worden as providers, (3) Gift Shop flag. She estimates the cost will not exceed \$300. Caldwell seconded the motion. Motion carried without objection.

### **Good of the Order:**

Caldwell reports Park guests frequently ask about a trail between the military cemetery and the chapel. They ask if we could create one. Hageman noted that the area consists of wetlands and is a protected area. Unless there is an existing, historic trail through there, it is unlikely a new one will be permitted.

Alexander noted a need for a banner for the Gift Shop that could be permanently mounted and reflect what the Friends of Fort Worden do. Trafton offered to design the banner.

Suggestions for the banner include images of:

- Someone walking a dog
- Dogi-Pot bag dispensers
- View of the Gift Shop
- Weed Pullers
- Oral History
- Image of the Friends at Work sign
- Trail Map (someone reading a map)
- Steward's House (or other renovation project)

Z. Manning called for ideas as to how to boost membership. Alexander suggested contacting the Quimper Unitarian Fellowship to see if we can get something in their newsletter. Caldwell suggested the Chamber of Commerce newsletter. Manning proposed writing a story about the Friends and sending it with photos to the Leader. Alexander offered to facilitate that effort with people he knows at the newspaper.

Andrews suggested sending a letter to the editor about a Trail Team event and that Board members (and other members) could each contact a number of people they know who use the Park and suggest they join.

### **Next Meeting:**

The next scheduled meeting is on November 20, 2015 at 3:30 p.m. The meeting place is in the Seminar Room.

Z. Manning moved to forgo meeting in December as it is too close to the Holidays and few would be available to attend. The motion was seconded by Kubec and approved without objection. We will meet on January 15, 2016 as scheduled.

**Adjournment:** The meeting was adjourned at 5:18 p.m. by Vice President, Kevin Alexander

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**Secretary**  
**Friends of Fort Worden**

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**Date of Approval**