

Friends of Fort Worden
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Friends of Fort Worden Board Meeting

20 November 2015

Seminar Room

Meeting called to order at 3:32 p.m. by Secretary Zan Manning

Board Members Present:

Ron Kubec
Gwen Lovett
Bill Trafton
Bayly Miller (arrived at 3:59 PM)
Zan Manning (Secretary)
Kevin Alexander (Vice-President, scribe)

Guests:

Frances Andrews
Claude Manning
Bill Drath – State Parks
Dave Given
Janine Anderson

Board Members Not Present:

Tim Caldwell
Wendy Los

Manning determined that a quorum was present

Kubec volunteered to be the Time Keeper.

Introductions were made. Manning announced special “Thanks” to Janine Anderson for her outstanding work on the Friends Facebook page, Tim Caldwell for working some magic to get our ad in the Chamber Newsletter sooner than expected, and Frances Andrews for her leadership in membership recruitment and promotion of the Friends.

Approval of agenda:

The agenda was approved as published.

Approval of minutes:

Motion was made by Alexander to approve the minutes of the October 23, 2015 meeting. Kubec seconded the motion. Motion carried. Minutes from the October 23, 2015 meeting approved without modification.

Board Membership: Z. Manning noted that we have been operating with only half the Officers that our ByLaws require. Claude Manning expressed an interest in joining the

Board and has volunteered for the Treasurer's position. Claude expressed some concern about having two Board Members from the same family on the board. Discussion followed and the consensus was that that would not be an issue. Claude gave a brief presentation of what he hoped to be able to do as Treasurer. After some additional discussion Trafton made a motion that Claude Manning be elected to the Board and assume the position of Treasurer. Kubec seconded the motion. Motion carried unanimously.

Financial Report: C. Manning and Andrews presented current financial reports, see attached.

Bylaws: A brief discussion was had about the latest minor changes to the ByLaws:

- Clarification of the Treasurer's position including the ability to delegate work so that we can continue to work with a bookkeeper,
- Allowing PDA Staff the same meeting and free membership benefits as State Parks staff,
- Removing the clause about the PDA from the section stating who our work benefits. The State Park is the overriding consideration.

Motion was made by Alexander to accept the latest revisions. Lovett seconded. Motion passed without objection. The revised ByLaws were signed by the board members present. Z. Manning will obtain the signatures of Caldwell and Los who were not present.

Park Manager's Report – Bill Drath:

Drath reports that due to expected freezing temperatures the water is off in the campgrounds effective today. There is some irritation among the campers, not all of whom received advance notice.

Drath announced that there are some "Small and Simple Grants" available from the State Parks Foundation. Multiple applications can be made from any one Park, but a maximum of one Grant per Park will be awarded. Fort Worden is working on two grants. Ranger Josh Pierson is applying for a grant to construct a full scale silhouette model of a 12 inch gun barrel (approximately 40 feet long) so that people can visualize how big the guns were. Alexander is working on another grant on behalf of the Friends to install the previously discussed Chinese Gardens interpretive sign. He is waiting for price quotes on the sign face and stand.

PDA Report:

No one from the PDA was present. Alexander gave a brief report from his notes from the PDA Board meeting on Wednesday.

He reports that four bids were received earlier this week for the Guardhouse project, ranging from \$166K to 298K. The second lowest bid of \$188K was accepted. The low bidder is OK with the reasoning for it and it is hoped that work will begin by the end of the month with a soft opening of St Patricks Day.

He reports that Tim Caldwell has been promoted to Guest Services Supervisor and Manager on Duty, sharing that position with Joanne. Tim will continue to be the PDA liaison to groups like Team Jefferson, the Chamber and others.

Because of the winter slow down the PDA has enacted a hiring freeze. There are several positions in the works though including a Facilities Manager to replace Jamie who has left the PDA. The person expected to take the position is reported to have outstanding experience and is currently working in Seattle. He would start here in January 2015. They are also interviewing for a Human Resources Manager, with the job description rewritten to be more effective. They are also in final interview stages for a new Executive Assistant for Dave Robison. Several staff members from the PDA are currently at a 1.5 day retreat at McMenamins Anderson School in Bothell to evaluate and update their Benefits Policy and to work on other ideas to help with hiring and retention of front line staff. They want to do more to encourage hiring from within as well. They will also be looking at the Anderson School for ideas of what can be done at Fort Worden.

They are approaching a point where when comparing year to year data they will be looking at 2 years of PDA results instead of comparing to converted data from when State Parks was running things, which should make reports more accurate.

2015 revenue (including bookings for December) is \$1.7 million, bookings for 2016 reached \$2 million as of this week. Not all are confirmed but it's looking very good so far.

Brick Paver Report: C. Manning stated there was nothing new to report. Apparently weather and other commitments by Park staff has delayed installation of the pavers. Just a couple of warm days are needed at the same time that Parks has people available to install them.

Oral History Report: Caldwell and Los were not present to make a report. Alexander stated that there is a possibility of merging our Oral History program with that of the Jefferson County Historical Society. They are also looking for someone to run their program since the person who has been doing it for years is stepping down. Alexander recommends that it may make sense to put it all in one place. It will be brought to the Board once there are more details.

Gift Shop Report: Joyce Frances was not available to report. Andrews reports that Joyce Francis is doing a great job. She reported that she and Frances are working with the Chamber to promote of the Gift Shop. She hopes to have a Ribbon Cutting ceremony and include the Gift Shop in the Chamber's Fam tour where they take volunteers from different organizations around and show them what's available in town. Alexander will contact the Chamber to see about including other Fort Worden stops on that tour, increasing the attraction of Fort Worden.

Membership Report:

Kubec reported that our new policy of allowing Trail Team volunteer hours to count for membership provided 22 new members. He is working on evaluating new membership management software and will contact Jessie to see if he can enlist her help.

Trail Team Report:

C. Manning announced that the trail team received a grant consisting of 11 new weed wrenches. They will be available to other groups through a sign out sheet, which will also contain a note about when we need them for our next project. Next scheduled work party is Saturday December 12. Volunteers meet at the Orca Exhibit. The project is called "A Charge to the Lighthouse" to finish the area from Kinzie to the Lighthouse. Planning continues on additional signage projects for the Park. Janine Anderson is putting together some ideas for a Natural History sign series and will be working with a Trail Team subcommittee to forward the plan.

New Business:Board Members – Terms of Office:

Z. Manning notes that the terms of three of our board members expire in January. Kubec, Los and Lovett have each expressed the desire to continue on the board for an additional two year term. Motion was made by C. Manning to retain Kubec, Los and Lovett for an additional two year term on the Board of the Friends of Fort Worden. Trafton seconded the motion. Motion carried without objection.

Future Programs/Board Retreat: Discussion continued about how to make the Friends more effective. Carla Caldwell has agreed to facilitate our Board Retreat. Z. Manning is heading a subcommittee to work on scheduling and planning the retreat. Depending on C. Caldwell's schedule, it should be held sometime in April. Consideration will be given to whether or not this will be an "Open" meeting that the public can attend or one in which only board members attend for strategic planning for the coming year and beyond.

Cooperating Agreement (charter)/Lease: We have received a preliminary/generic template of a Cooperating Agreement with State Parks (charter) and are working on making it applicable to the FoFW. We expect to continue working with the PDA on a lease agreement. It is expected that negotiations will not be completed until after the first of the year. Z. Manning will send a copy of the Cooperating Agreement (charter) template to board members for their comment and input.

Annual Meeting: A committee consisting of Z. Manning, Los, C. Manning, Frances Andrews and Janine Anderson was formed to work on an event for our Annual Meeting, tentatively scheduled for March 18, 2016 in the Commons. Last year's event cost nearly \$2,000, a significant portion of which was spent on blanket mailing. C. Manning proposes limiting spending to \$1,500 this year and concentrating on membership development and fund raising. Motion was made by Kubec to approve a budget of \$1,500 for the Annual Meeting. Trafton seconded the motion. Motion carried without objection. Z. Manning states we will do a more targeted mailing, and better advertising. She says finding a speaker is a priority.

Alexander pointed out that it is not necessary to have an "event" as part of the Annual Meeting, just that it be announced.

Good of the Order:

Alexander reported that the old domain fwconservancy.org used by the Friends for a brief period is expiring and asked if anyone knew of a good reason not to let it lapse. Following a brief discussion it was decided that there was no reason to keep the domain. Dave Robison from the PDA has indicated that he has no need for the domain and doesn't know of a reason to keep it. Alexander will make sure that it goes away so that we no longer have to pay for it.

Next Meeting:

The next scheduled meeting is on January 15, 2016 in the Seminar Room at 3:30 p.m. Z. Manning made a reminder that we are not meeting in the month of December.

Adjournment: Alexander made a motion to adjourn, seconded by Kubec. The meeting was adjourned at 4:58 p.m. by Secretary Z. Manning.

Secretary
Friends of Fort Worden

Date of Approval