

## **Grays Harbor Historical Seaport Authority**

Board of Directors Meeting Minutes for February 26, 2019

Board Members Present: Dave Douglass, Tim Howden, David Cottrell, Grant Hoehn, Scott Reynvaan, Dr. James Minkler, Alex Kluh, David Carlson

Staff Present: Brandi Bednarik & Hali Boyd (via Teleconference), Mikayla Lavender, Amy Carlson

Public Present: Bob Esposito, Allen Henderson

Legal Counsel: Art Blauvelt

Meeting was called to order by President Dave Douglass at 6:32 p.m.

**MTA Dave/Grant** – Minutes of the January board meeting as corrected to show members Alex, Jamie, and Dr. Minkler as excused absences. Motion carried

Presentation: Hali Boyd provided updates on the success of their trip to the Tall Ships America conference. She outlined The Seafarer Collective and provided a slide show reviewing the program, current status, and future plans. Hali briefly described some of the possible strategies for moving the program forward into 2019.

Treasurer's Report: All details of the January report were reviewed and approved by the Finance Committee on 02/26/2019. Tim reviewed Income Statements and Comparative Balance Sheets and highlighted some areas of concern in cash flow. David Cottrell provided a brief recap of the history of the Seaport and how the ebb and flow of finances repeat themselves during Winter periods.

**MTA Tim/Alex** – Payables, Payroll, Credit Card, and After the Fact expenses in the amount of \$133,610.95. Motion carried

**MTA Tim/David Cottrell** – Total Transfers in the amount of \$173,647.72. Motion carried

Staff Reports: Brandi provided a brief recap of the budgetary concerns and reviewed our upcoming grant status and fundraising plans. Discussions took place regarding ideas and suggestions of how to find operational funding, labor funding, and ways to support upcoming maintenance cost. Brandi provided additional updates that were outlined in the attached Executive Director's Report (FEB 2019). The Spar Shop is submitting bids and looking to start generating funds as soon as possible. Meanwhile, a truss company has signed a lease and will be utilizing a portion of the spar shop for their production. Amy provided a presentation on the upcoming merchandise plan for the Lady Washington's 30<sup>th</sup> Birthday year.

Old Business: Restrictive Covenant update - Department of ecology is in the public comment period until March 5<sup>th</sup>. Provided there are no major issues brought up, a grant award situation will follow. No major movement on the Newport situation and we are currently awaiting a response back. The Pier Repair is on hold until enough grant funding can be awarded to begin the process. The City of Aberdeen is due to vote on one grant February 27<sup>th</sup>. Brandi has submitted a grant to the Grays Harbor Community Foundation for \$30,000.00. If that doesn't come through she will approach Grays Harbor County Tourism and the County themselves.

New Business: Tawni Andrews resignation letter was received by the board. We will continue to seek well qualified applicants to fill these vacancies. Allen Henderson briefly detailed his background and interest in becoming a member of the board. Currently the 2019 Audit is ongoing for 2016/2017 and now 2018 as well. One of the more time consuming portions of this audit has been that they are requiring us to identify, value, and inventory all materials on site that are above a specific monetary threshold. Bob Esposito has been volunteering time to assist greatly in this endeavor.

Action Items: Board reviewed and discussed the Stream Team Coordinator position and the MOA required to facilitate our shared objectives.

**MTA** Dr. Minkler/David Cottrell – Approval of the Memorandum of Agreement Between Grays Harbor County and the Grays Harbor Historical Seaport Authority Motion regarding the Stream Team Coordinator. Motion carried

Committee Reports:

*Executive* – Will meet at a date to be determined.

*Finance* – Reviewed Payables, Incomes, and reports from January.

*Facilities* – Will meet at a date to be determined.

*Marine Operations* – Will meet at a date to be determined.

*Development* – Will meet at a date to be determined.

*Governance* – There was no meeting this month.

Public Comment: Bob Esposito brought up some questions regarding the process of identifying vehicles or other movable objects for the sake of the audit. Additionally, Bob is working on expanding drawings.

Recessed to Executive Session with legal counsel to discuss litigation for 15 minutes at 8:27 pm. No Action will be taken while in executive session.

Reconvened at 8:43 pm

Motion to Adjourn by Tim/Grant. Meeting Adjourned at 8:44 pm.

Minutes submitted by Secretary, David Carlson.