

Grays Harbor Historical Seaport Authority

Board of Directors Meeting Minutes for March 26, 2019

Board Members Present: Dave Douglass, Tim Howden, Grant Hoehn, Dr. James Minkler, Alex Kluh, David Carlson, Jamie Nichols

Staff Present: Brandi Bednarik, Mikayla Lavender

Public Present: Bob Esposito, Allen Henderson

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

MTA Alex/Dr. Minkler – Minutes of the February board meeting. Motion carried.

MTA Dave/David Carlson – Excuse the absences of Scott Reynvaan and David Cottrell. Motion carried.

Treasurer's Report: All details of the February report were reviewed and approved by the Finance Committee on 03/26/2019. Tim reviewed Income Statements and Comparative Balance Sheets and reiterated the areas of concern in cash flow continuing through the early part of 2019.

MTA Tim/David Carlson – Payables, Payroll, Credit Card, and After the Fact expenses in the amount of \$152,306.67. Motion carried

MTA Tim/Grant – Total Transfers in the amount of \$89,512.79. Motion carried

Staff Reports: See *Director's Report* March 2019 for full details. Brandi reported status on the SPAR shop... the lathe is up and running. We are awaiting an inspection from L&I but meanwhile Dick is finishing up work on the chip blower. Brandi has been receiving positive news from some of our donors to include plans for some upcoming donations. She is reviewing the policies for dealing with possible Stock donations from one. Facilities will be meeting soon to go over surplus materials on site for auditing purposes. There was a brief discussion regarding policy on software licensing and personal computer vs Seaport computers. It was reinforced that all Seaport Business should only be conducted on Seaport computers. Brandi is working hard to investigate possible training options at Seaport landing such as safety training, forklift safety, etc... these potential classes are highly sought in Grays Harbor by various companies who currently have to send employees to the inner sound for certifications. San Francisco went well and they are already requesting a return of one of the vessels for the future.

Old Business: Restrictive Covenant update is that we should see the grant agreement soon. The Department of Ecology is looking to backdate staff and administrative cost to January 2016 which will help with the Seaport's Match requirement. As far as the pier goes, the deposit was provided to Berglund Schmidt so they can begin work on the pier as soon as possible. Updated timeframe should be coming soon.

New Business: Cosmo Specialty Fibers is revisiting leasing the water tower for agricultural product Lignin. This would not remove our ability to repaint the tower. Cosmo has been on site to look at the tower and assess the plans. Brandi has reached out to the Department of Ecology to see if any additional requirements will need to be met. The joint open house with the Department of Ecology has been postponed to late April or early May. Official date will be announced when able.

Action Items: Brandi discussed and the Board reviewed the possible options in regards to boosting our fundraising.

MTA Dr. Minkler/Alex – Approval (pending a legal review) of the Consulting and Creative Services Agreement between Grays Harbor Historical Seaport Authority and The Better Fundraising Co. Motion carried.

MTA Dave/Grant - Invitation for Allen Henderson to join the Grays Harbor Historical Seaport Authority Board of Directors. Motion carried.

Committee Reports:

Executive – Will meet at a date to be determined.

Finance – Reviewed Payables, Incomes, and reports from February. Working on improving surplus policy in dealing with assets for the audit. Exit briefing is April 18th.

Facilities – Met to discuss the pier, using grant funds to begin longboat restoration. Spar lathe continuing to be a recent focus.

Marine Operations – Crew shortage is and will continue to be a reality.

Development – Alex stressed importance of restoring the pier so that the ships can come home.

Public Comment: Bob Esposito has been providing boarding passes for the Lady and Chieftain. He would like the 30-year graphic to improve and update the passes visually.

Motion to Adjourn by Grant/Tim. Meeting Adjourned at 8:11 pm.

Minutes submitted by Secretary, David Carlson.