Grays Harbor Historical Seaport Authority Board of Directors Meeting

Board Meeting Minutes: February 1, 2024

Board Members Present: Dave Douglass, Liz Ellis, Tim Howden, Jamie Nichols, Regina Haney, Denver Robbins

Board Members Not Present: Sarah Little and Scott Reynvaan

Staff Members Present: Brandi Bednarik, Bailey Cavender, Katherine Pogue (in person), Marlin

Meeting was called to order at 6:33 pm by President Dave Douglass.

Item 1: MTA Approve Agenda. Carries

Item 2: Welcome and Introductions

Guests: CR Johnson, Cindy Sherman, Erik Uterback, Vanessa LaValle, Tom Leahy, Ralph Hogaboom

Item 3: MTA of Minutes for November 30, 2023. Liz/Denver. Carries

MTA Excuse Sarah and Scott. Liz/Jamie. Carries

Item 4: Treasurer's Report December and January. Tim

MTA payables of $73,870.68. Dave/Scott. Carries

MTA After the fact expenses of $37,560.48 and Payroll, After the Fact $37,560.48, and Payroll Taxes $68,577.93 (Total $180,009.09). Tim/Liz. Carries

MTA Total Transfers of $617,065.58. Tim/Regina. Carries.

Income Statement YTD Loss of 120,000. $700,000 in Capitalized grants haven't come through. Expected in 2024 Expenses below and Revenue above.

Item 5: December 2023 Financials, Tim

Cash is low as is typical for this time of year. Made more challenging by less revenue of approx. $700,000 in State Grants that are expected in 2024. Brandi fundraised to get cash back up to support 3 months of payroll and expenses.

Item 6: Committees

a. **Executive Committee (Dave)**. Has not met. Dave will coordinate with Sarah.

a. Board policies need to be updated to change meeting dates in the bylaws. Brandi will help with this, and Bailey will be staff contact.

b. Finance Committee. (Tim)

a. Cash flow is covered through April but will be tight. The Lady will be back in the water in May. Ticket sales for 2024 are available on the website.

c. **Facilities/Vessel Advisory Committee** didn't meet.

a. Waiting for a tenant to sign an agreement.

b. The Driftwood Players need storage and are trading for space (Marketing and play tickets for upcoming auctions). New rental income will add $2900/month in income.

d. Board Committee (Regina)

a. New applicants will be evaluated using the board gap analysis. The Seaport will make recommendations to the Mayor for approval and vote of City Council.

b. Sarah Little submitted her letter of resignation from the board effective this meeting. She will continue to volunteer as she can.

e. Fundraising (Denver)

a. Grant report shows some awards and many grant applications in the works or in review.

b. SEO (social media) outreach is looking good. The new website should be up and running within 2 weeks.

7. Staff Reports.

1. Katherine.

a. The Lady is in Port Orchard. Still looking for a diesel engineer to live aboard. Does not need to be licensed. The Chief Mate and Boson have been hired and are returning crew in new roles.

b. Volunteers needed to help with up rigging 3/18 through 4/29.

c. Next port of call is Seattle.

2. Bailey

a. Met with other local museum folks. She is working on programming. We recently applied for grant funding to pay for exhibit cases, specifically ones that allow for temperature control. With funding, the museum could be open as early as this summer, but there are some crucial changes that need to be made to the space first, and before any of that, the roof needs to be repaired (WA Dept of Commerce grant funded).

b. Randy Beerbower gave Regina access to GHHS photos and other collaterals that he has digitized.

c. Much of our collection still needs to be digitized and preserved. One of the grants that we applied for would allow for the purchase of the equipment needed in-house to facilitate the safe digitization and preservation of these pieces, which include objects, photos, papers, CDs, floppy disks, and old film slides (the later three will need to be safely converted into another format).

d. Denver offered to help with transferring the old slides to another format.

3. Brandi

a. Brandi would like the board to help with getting fundraising materials out this year as we will be doing them in-house to save money. She will continue to cover as bookkeeper through the restoration period so that extra money will go to Lady.

8. Old Business

a. Applying for Historic Designation for the Lady. Brandi said this needs City support. Liz will make inquiries.

b. Brandi is waiting for the City to issue a SEPA permit to get our DNR lease. Liz will follow up with staff.

c. Still looking for a Construction Manager for the Lady's retrofit. We need a cut list.

d. The board needs to finalize the strategic plan once we get a full board. Brandi and Dave will lead this. (SWOT analysis)

e. Board elections will be on hold until we get a full board in place.

Item 8. Public Comment. CR mentioned he looked at a 26' sailboat in Olympia donated by Pam and Bill Hoffman. CR would like help sailing her to West Bay Marina in Westport in June.

Item 9. Good of the order:

a. Regina and Brandi will schedule a meeting with Aberdeen's new Mayor Orr.

Item 10. Move To Adjourn. 8:27 PM Dave/Liz. Carried.

Next Board Meeting: February 29, 2023, at 5:30pm pacific time