Grays Harbor Historical Seaport Authority Board of Directors Meeting

Board Meeting Minutes: March 28, 2024

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

Staff Members Present: Brandi Bednarik, Bailey Cavender

Guests: Cindy Sherman, Erik Utterback, Vanessa LaValle, CR Johnson

Meeting was called to order at 5:32 pm by President Dave Douglass.

Item 1: Approve Agenda. Carries.

Item 2: MTA of Minutes from February 29, 2024. Tim/Jamie. Carries

Item 3: Treasurer's Report for March. Tim

MTA payables, after the fact. Payroll and Taxes of $46,613.30. Tim/Liz. Carries

MTA Total Transfers of $4,500. Tim/Denver. Carries.

Income Statement as of the end of February shows a loss of $12,000. Non-operating income is down as is typical for this time of year. The balance sheet shows the Seaport's cash balance is low at $30,415 at the end of February.

Item 4: Committees and Goals

4a. Executive Committee (Dave). The Committee met March 25th to discuss the Executive Director's annual evaluation. A letter is being drafted for the President's consideration.

4a.1 The EC met March 13 to review policies and will have proposals ready by the April board meeting..

4b. Finance Committee. (Tim)

4b.1 Projected cash flow is concerning for April and May.

4c. Facilities/Vessel Advisory Committee (Brandi/Dave)

4c.1 Environmental Progress on track and there will be an open house in May or June.

4c.2 A recent survey of the Lady shows much less deterioration above the waterline than identified by the previous survey. She will be hauled out in October when a comprehensive survey will take place.

4d. Board Committee (Brandi/Regina)

4d.1. There are 7 applications for 5 board vacancies.

4d.2. The goal is to have new board members approved at the end of April. Recommend waiting until the May meeting to have elections. There will be 2 open positions. 1 for Treasurer and 1 for VP.

4e. Fundraising (Denver)

4e.1. The Committee couldn't meet last week. The next meeting will be April 10th.

4e.2.The grant report shows more applications in the works. A decision will need to be made this year regarding applying for a 2025 State Heritage Grant for the Lady's restoration which requires that award will be the only State and federal pass thru funds requested.

4e.3. SEO (social media). The new website work has been delayed. Bailey has been updating the existing website. https://historicalseaport.org/

5. Staff Reports.

5a. Brandi addressed concerns including the small events which don't typically generate income. They are important for meeting the requirements of a community building grant. These events serve youth and families and bring people to the facility, resulting in more event rentals.

5b. Brandi and Bailey are working up a 3-year plan and budget and several facilities use options that could be income generators for the board to consider.

5c. There will be an April board training on the Open Public Meetings Act, use of email, and other legal considerations.

5d. Brandi is working with the Seafarer Collective who will help implement a priority project.

5e. Bailey is juggling many roles and responsibilities including updating the existing website.

5f. Brandi asked board members what their preferred lead time was for receiving the board packet prior to the monthly meeting. Answers ranged from 1-3 days before the meeting. Brandi said her goal will be to have a board packet out the Monday before the Thursday board meeting. There was discussion about the benefits of the minutes being sent to board members before the rest of the materials. Liz offered to send the minutes out to the board email list as soon as possible.

8. Old Business

8a. Strategic Planning. Staff will contact George, who has worked on the current plan, and a date will be set once new board members are on board. Aberdeen's Mayor Orr would like to attend.

9. Public Comment. None.

10. Good of the order: None

11. Move to Adjourn. 7:11 PM

Next Board Meeting: April 25, 2024, at 5:30pm pacific time