

FICRA BUILDING TRUST
BOARD OF DIRECTORS MEETING MINUTES
August 16, 2017

Board Attendees: Jim Braden, Tony Moore, Ray Kittelberger, Gina Olson, and Hal Goodell in attendance.
Meeting opened by Jim Braden at 8:15 PM immediately after the FICRA Meeting conclusion.

Acknowledgments: Dave McHugh informed us there was a lady here with 3 cub scouts last week (when the meeting date had changed) to see the meeting. Changes should be better posted.

Minutes: The July 12, 2018 meeting minutes approved, as amended by Kittelberger (Rental revenues seemed high. Answer: Rentals are paid with the reservation which is usually way ahead of the rental date, and, What was the jump in deputy fees? Answer: CP team has seen opportunities to have our deputy help with special needs like youth collecting at the boat ramp.).

President's report: Julie Bowker's son Brandon is working on his Eagle Scout currently and would like to do something at the NCC, for example a "par course" around the walking track. Jim will be coaching him through this.

Off Island Girl Scout group wants to use the NCC for an event. This event, if small, will be allowed at minimal cost if it is around 2 hrs. Jim plans to discuss it further if the use is planned for all day which will result in a little more cost to ensure proper cleanup and utility expense.

Another inquiry from Chuck Cuzzetto asked if the NCC might consider being used as a site for a Montessori School. Jim is concerned about it being for profit, regular, and including non-residents, so it may tie up resources. The general intent for the NCC use is for it to be available for Fox Island resident use. Example: sports field will remain community managed and scheduled.

There is also a request for a string cello school here. The Ballance school has recitals at the NCC which are open to all island residents to attend at no charge, but the request for an on-going rental for a for-profit music school poses same concern as the Montessori school use. Jim will advise both of the NCC not being available.

Cub scouts are planning an Oct 18th event at the NCC for some sort of Fall Festival.

Consent Calendar Items: None

Treasurers Report: Hal Goodell

Trust Checking account:

Jul 1 Balance: **\$68,044.31** Jul 31 End Balance: **\$81,969.01**

Trust Capital Checking:

Jul 1 Balance: **\$8325.12** Jul 31 End Balance: **\$8325.12**

Trust Reserve Checking:

Jul 1 Balance: **\$27,230.17** Jul 31 End Balance: **\$27,230.17**

Trust Money Market:

Jul 1 Balance: **\$1,642.06** Jul 31 End Balance: **\$1,642.34**

Trust Savings:

Jul 1 Balance: **\$105.93** Jul 31 End Balance **\$105.93**

Trust PayPal:

Jul 1 Balance: **\$4,372.13** Jul 31 End Balance **\$5,607.15**

Committee Reports:

Finance Committee: Hal and Jim report that the committee met, approved, and recommended to the Board the following items:

- The garage rental rate will be increased to around \$250/month, effective September 1 due to the addition of electrical and lighting. Addressing Braden's rent of the other side, which is also serving to store many FIEP supplies and Chapel supplies. he will continue to rent the space based on the % of square feet his boat is occupying which works out to about the current \$100 per month. Tony would like to know how much it might cost to pay the electrical cost if a person renting runs a 750 watt heater all day. He will look into this further.
- Jim also comments that if a person makes a specific donation for a purpose or project, there is an obligation to put those funds to that purpose/project. We will be making donation forms which will allow greater flexibility to allocating funds to areas of need, if the giver has no specific plan for their donations.
- There will be given an increase in fuel reimbursement for volunteers in CP, and will be reviewed each 6 months: The Board unanimously passed a motion to approve the \$3/gal increase to \$3.50/gal.
- Jim would like to thank and acknowledge the firm we used to improve the Sports Field, who are planning to return at no charge to over-seed the non-sod grass area.
- Jim also advises that volunteers save on over all project cost, in particular folks with expertise in elements of a project (ie George Metzger- electrician work or Doug Nelson- digging trench with back hoe, and Jim -assisting with electrician). Jim explained the process of analyzing contractor resources which, in some cases, permits proceeding without acquiring three bids.

- The next project is the continuing pursuit to repair and improve the basement. Mark Combs, to do leveling & grating in parking lot. Painting NCC building estimate is \$35,000 bid from Martin Steiner (high cost due to lead paint removal problems). But Jim is working with a Dept of Ecology representative, and using volunteers may be less expensive, due to easier rules and permits. Jim feels vinyl siding is a good choice, but building committee feels it is taking away from historic appearance of building.
- Ray reported the following statement for the Finance Committee regarding contracting: "The Finance Committee has reviewed the bidding process and concluded that the process best reflects the age and condition of the Nichols Community Center, garage, and the affordability to the Trust. Consideration was given to the volunteer nature of the work, the historical listing of the NCC, the ability to raise funds, and availability of contractors at reasonable prices. All projects completed to date have been duly certified, or approved, with emphasis on safety and value of the work. A competitive bidding process at this time is considered unnecessary on certain projects.
- Dave McHugh states that the Rotary and Exchange called Paint PC Beautiful has a charitable process to paint houses.

Citizen Patrol: Ray Kittelberger reports our regular deputy was off for 3 weeks, and his replacement managed the boat launch, and gave out many speeding tickets. Several reports of noisy ATVs. Deputy to cover more weekends coming up. Fair had CP and EP volunteers stretched thin. Ray has 2 applications for new CP volunteers. CP expenses: \$5,969. CP funds have moved from a \$3700 net loss, now Net Income of \$4702. There was a large anonymous gift and more donations due to flier mailed at end of June have given us the surplus.

Emergency Planning: Had EP help at the Fair booth. Planning a practice emergency response drill in September or October.

Building Committee: No new report.

Nature Center: Ed Burrough excused. Meeting minutes are posted to the website.

Audit Committee: They recommend improving the expense reimbursement form. Leslie to review some of the statements in the Audit Report and make any needed amendments. Safeguard assets of greater than \$500 with 2 signatures or debit card expenses. Stale dated checks done. 1099 completed for \$600 or greater services. W9 are supposed to have a business name. The treasurer should have a back up of all financial information (2 back ups, separate external hard drive, and also store off site in the Cloud, like google-drive), and retained by board president (which is being done currently.) Continue to look for higher rate of return on interest on all funds held in the capital reserve account. Petty cash. Forms sent to financial institutions to confirm. Draft minutes will be expanded by Jim.

Nominating Committee: No report.

FICRA Fair: Good event though not as big as last year due, primarily to the rain. Boy Scouts were very helpful and had a very popular 'spelunking event'. To hold a debriefing meeting. Gina reported on the T-shirt sales which was successful. More of the old inventory needs to sold. Will price them down. Lessons learned on buying sizes. Report available.

Unfinished Business:

1. NCC Painting: See above

New Business:

Ficra Trust/Insurance: Significant savings have been achieved by Taylor Insurance for us (appears to be over \$2,000 per year). Yet to be finalized.

Meeting adjourned at 9:15 PM

Nest meeting: September 13, 2018

Respectfully submitted by Gina Olson