

Homeward Bound Community Land Trust

Board of Trustees Meeting Minutes

2/10/2018, 2 – 4 PM

Dungeness Valley Lutheran Church

925 N Sequim Ave, Sequim, WA 98382

Agenda

- I. Call to Order – 2 PM
- II. Roll Call
 - a. Present: Monica Bell, Mark Cooper, Kate Dean, Regan Harrison, Catherine Herrick, Vanessa Indelicato, Christine Jacobson, Serenity Lumbard, Christine Jacobson, Kristina Hestenes Stimson, Melinda Szatlocky, Mike Szatlocky, David Whipple, Matt Woodward
 - b. Absent: None
- III. Next Meeting Logistics
 - a. 2/24: Ad hoc working and committee meetings
 - b. 3/3 - 3/4: Two-day workshop focusing on vision and strategic planning
 - c. 3/24: Board meeting
 - d. 3/25: Event at Quimper Unitarian Universalist Fellowship in Port Townsend
- IV. Additions to Agenda
 - a. David: discussion of event at Finnrivier, discussion of mailer using the Prop 1 mailing list
 - b. Melinda: amend contracts with Kevin Coker and Basri Basri, amend Articles of Incorporation with language and name change
- V. Approval of Previous Minutes
 - a. **MOTION:** Amend November minutes, line regarding contract with Mark Blatter to read: "Mark Blatter was reimbursed \$1791.70 on August 24, 2017 for expenses incurred on the Cherry Street project." (Melinda, Mark) **M/S/C**
 - b. **MOTION:** Approve January minutes (Serenity, Regan) **M/S/C**
- VI. Officer and Committee Reports
 - a. Treasurer (Mark)
 - i. Purchased and installed QuickBooks and received account file from Clarity
 - ii. Prepared spreadsheet of Cherry Street expenses
 - iii. Board insurance payment due first of the month, last payment on this for the year
 - iv. Current cash on hand: approximately \$17,000
 - v. Current P&L to be prepared now that the data is accessible in QuickBooks
 - b. Secretary (Matt)
 - i. High-level overview of Office 365 tools, making sure everyone has access now and more or less knows their way around the basics of email and Sharepoint
 - c. Founder's Report (Melinda)
 - i. Prepared draft letter to city requesting commitment to complete Cherry Street
 - ii. Met with City of Port Townsend about Cherry Street
 - iii. Met with Mark about finances

- iv. Emphasized importance of preparing a 3-5 year operating plan – can't write grants without this
 - v. Investigating two major grants:
 - 1. Murdoch – for capacity building
 - 2. Federal Home Loan Bank of Des Moines – would be done through First Federal, can't be used for operating expenses, but could be used for things like the development of the rest of the Cherry Street property (not the current apartment building, but the other potential development on that site)
 - d. Vice President (Vanessa)
 - i. Overview/proposal of committee restructuring – some consolidation is in order, wrote proposal based on OPAL's structure
 - ii. Proposed committees:
 - 1. Building – all building projects
 - 2. Executive committee (for now since we don't have an Executive Director)
 - 3. Communications – PR, website, etc.
 - 4. Finance
 - 5. Outreach and Fundraising (development, membership, etc.)
 - e. President (Monica)
 - i. Working with Julie Brunner on general reboot process, planning for two-day meeting in March
 - ii. Julie highlighted the challenges of capacity building for the organization in general while simultaneously stewarding Cherry Street project, but emphasized that we need to do both in the short term because Cherry Street is a great opportunity
 - iii. Julie also proposed a short-term timeline and list of next steps for Cherry Street from the Board perspective
- VII. Public Comments
 - a. The Board needs to define a process and allotted amount of time for public comments
- VIII. Old Business
 - a. Conflict of interest forms
 - i. Everyone but David had signed (was out of town previously), need to have a few people sign again since they inadvertently checked both "I have conflicts" and "I have no conflicts" -- Matt will contact these people and put copies in Sharepoint once complete
 - b. Website status
 - i. Vanessa, Matt, and Serenity working on the website and getting close, aiming to launch in the next couple of weeks
 - ii. Need the new logo to finish the website
 - c. Review logo designs
 - i. Narrowed down choices, Vanessa will go back to the designer and get a final version created
- IX. New Business

- a. Communication Protocols
 - i. General review of basic processes around comments from outside the organization in various forms, who should respond and how
 - ii. If comments come in via email that's considered correspondence and should be sent to the Secretary for filing, as well as shared with the Board prior to the next Board meeting
- b. Discussion of accounting protocols
- c. Amend Articles of Incorporation
 - i. **MOTION:** Change Article IV, Section 2A to read: "To provide permanently affordable access to land and housing to households that otherwise cannot afford to purchase **or rent** safe and decent housing" -- addition of "or rent" (Vanessa, Christine) **M/S/C**
 - ii. **MOTION:** Amend Bylaws to state that it takes two meetings to change Articles of Incorporation or Bylaws (Krista, multiple seconds) **M/S/C**
 - 1. Will discuss the specifics of the Bylaws language changes on a future meeting
- d. Committee Structure and Member Discussion
 - i. Cherry Street – Mark is Chair, but need someone to step in while he's out for 1-2 months coming up
 - ii. PR – Serenity is Chair, Regan Vice Chair
 - 1. Vanessa, Krista, and Catherine on the committee
 - iii. Fundraising – David is Chair
 - 1. Kristina, Serenity, Catherine, and Krista are on the committee
 - iv. Monica: don't need to solve this today, but some people may be spread too thin
 - v. All committees need to prepare and submit reports no less than 5 days before Board meetings
 - 1. PR committee will create a protocol around this
- e. Discussion of member event/meet and greet at Finnriver
 - i. Decision: Put on hold pending being further along with strategic plan, branding and overall processes and protocols
- f. Discussion of doing a mailer using the Prop 1 mailing list
 - i. 491 person mailing list, request budget of \$500 to do the mailing
 - ii. Discussion: consensus is that we shouldn't do this until the logo and website are done, also need to be prepared to track efficacy of mailing and be able to respond effectively
 - iii. Decision: put on hold for reasons stated above
- g. Amend contracts with Kevin Coker and Basri Basri
 - i. Deferred to Cherry Street committee report
- h. Discussion of the process for Board to amend and approve contracts
 - i. Consent agenda process, project manager's job will be to prepare all the documentation at least 5 days before the Board meeting at which the contracts will be considered
 - ii. Mike will outline how this is typically handled and will prepare this for the March 24 Board meeting

X. Committee Reports

a. Fundraising

- i. Speaking event for fundraising at QUUF in Port Townsend on March 25
- ii. Fundraising is using the donation tracking spreadsheet Mark created; will move to the CRM once a decision is made and it's implemented
- iii. Have sent out 125 mailings which generated approximately \$2000
- iv. Working on getting a process in place to send out thank you notes in a timely fashion

b. Executive

- i. Monica met with City of Port Townsend Councilor Ariel Speser about Cherry Street

c. Public Relations

- i. Getting lots of questions about the website and when a donation button will be available on Facebook
- ii. Coordinating to start doing regular Facebook updates
- iii. Met with Nest Egg Project, gave them some ideas on how they can best help
- iv. If you get any contact from the media, please route them to the PR committee
- v. Working on some press releases around Cherry Street
- vi. Starting to discuss an information kiosk for Cherry Street
- vii. Developed and shared an elevator speech people can use as a guideline
- viii. Committing to meeting twice monthly
- ix. **MOTION:** Move that Homeward Bound join Washington Nonprofits to take advantage of trainings and other programs (Serenity, multiple seconds) **M/S/C**

d. Cherry Street

i. Project Manager Report (Mike)

1. City of PT is waiving all permit fees
2. Did a walkthrough with PUD electrical on 2/8, will have a response and cost estimate in two weeks
3. Waterline is done – filled and capped off, and fire hydrant in place
4. Clarified with City of PT that we only have to do a residential plan as opposed to a commercial plan, which will save a lot of time
5. Working with LNI and the State to make sure prevailing wage guidelines are taken into account in the overall budget
6. Meeting with the city about interlocal agreement on loan and repayment

ii. Committee Chair Report (Mark)

1. Prepared spreadsheet of breakdown of costs
2. Working on an overall timeline of events compiled into one document so people can see what's happened and when, and what's coming up
3. Meeting with City of PT went well – City Manager Timmons proposed increasing the amount on the loan to cover possible overruns
 - a. Homeward Bound does not pay anything on the loan for the first two years
4. Permits are being submitted to the City of PT this week

- iii. Amend contracts with Kevin Coker and Basri Basri
 - 1. **MOTION:** Increase cap for Basri Basri from \$3000 to \$4800, increase cap for Kevin Coker from \$5000 to \$9000 (Mark, Vanessa) **M/S/C**
 - e. March 3-4 Meeting Working Groups – ad hoc committees convened at 1/27 full-day meeting
 - i. Facilitation (Monica)
 - 1. Focused on vision and strategic plan
 - 2. Preparation of Board binder/handbook including bylaws, policies and procedures, job descriptions and duties, communications protocols
 - 3. Board member commitments to fundraising
 - 4. Role of members in the organization
 - ii. Logistics (Vanessa)
 - 1. 9 AM – 5 PM both days
 - 2. March 3 – OlyCAP in PT, bringing in Waterfront Pizza for lunch
 - 3. March 4 – OlyCAP in PA – lunch break on own, lots of options close by
 - 4. Distributed sign-up sheet for people to help with specific tasks
- XI. Comments, Announcements, and Other Business
 - a. None discussed
- XII. Future Agenda Items
 - a. Board: Review Bylaws, specifically the responsibilities, rights, and authorities of Trustees, Officers, Membership, and Volunteers
 - b. Amend Bylaws to state that it takes two meetings (one to read/discuss, next to vote) to change Articles of Incorporation or Bylaws
 - c. Executive Committee: Further discuss inbound communications via email – who handles and how we distribute
 - d. Discussion of official name change from Homeward Bound to Homeward Bound Community Land Trust
- XIII. Adjournment
 - a. Adjourned at 5:30 PM