

Homeward Bound Community Land Trust

Board of Trustees Meeting Minutes

Saturday, May 12, 2018, 2-4 PM

Dungeness Valley Lutheran Church, 925 N Sequim Ave, Sequim WA 98382

Agenda

1. Call to Order
 - a. *Matt facilitating; Vanessa acting Secretary*
2. Roll Call
 - a. *Present: Monica Bell, Mark Cooper, Regan Harrison, Catherine Herrick, Vanessa Indelicato, Serenity Lumbar, Krista Paradise, Kristina Hestenes-Stimson, Melinda Szatlocky, Matt Woodward*
 - b. *Absent: Kate Dean, Christine Jacobson*
3. Adoption of the Agenda
 - a. **MOTION:** *Adopt Agenda (Krista, Mark); discussion and amendments; agenda adopted*
M/S/C
4. Public Comment
 - a. *NO PUBLIC PRESENT as of 2:18pm*
5. Approval of 4/14/2018 Minutes
 - a. **MOTION:** *Approve 4/14/2018 minutes (multiple, multiple)* **M/S/C**
6. *Vanessa asks for permission to audio record meeting for note taking purposes. Everyone consents.*
7. Consent Agenda
 - a. **MOTION:** *Approve Consent Agenda (multiple, multiple)*
 - b. *Discussion: Treasurer and Cherry Street reports removed from Consent Agenda*
 - c. *Amended Consent Agenda passes* **M/S/C**
 - i. *President Report*
 - ii. *Vice President Report*
 - iii. *Secretary Report*
 - iv. *Founder Report*
 - v. *Communications and Outreach Report*
 - vi. *Fundraising Report*
8. Officer and Committee Reports
 - a. Treasurer Report
 - i. *Mark clarifies questions emailed prior to meeting*
 - ii. *Future reports will include P&L, budget vs. actual, and balance sheet from QuickBooks*
 - b. Cherry Street
 - i. *Mark summarized loan details*
 - ii. **MOTION:** *Create resolution for loan signatories (Mark, Vanessa)*
 1. *Discussion; Mark and Matt will sign the loan documents* **M/S/C**
 - iii. *Very close to signing Brian Finch contract*

- iv. *Still need plumber*
- v. *Final permit should be going in by Monday; as soon as we get permit we have to start PUD process*
- vi. *Scheduling a second meeting with the church on parking lot*

9. Old Business

- a. Amendment to and filing of Articles of Incorporation
 - i. *Motion carried in last meeting: 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"*
 - ii. *Still need resolution and to make the changes; Melinda to write resolution*
 - iii. *Matt to update bylaws*
 - iv. **MOTION:** *Approve changing name from "Homeward Bound" to "Homeward Bound Community Land Trust" (Vanessa, Mark) M/S/C*
- b. Process for amending Bylaws and Articles of Incorporation
 - i. *Motion carried in last meeting: Amendments to either the Bylaws or the Articles of Incorporation require two meetings. The proposed amendments are presented at the first meeting but may not be voted on until a subsequent meeting. Still need to make actual changes to Bylaws. Matt to update bylaws.*
- c. Approval of updated Mission & Vision statement
 - i. *Motion carried in last meeting; previous minutes indicate we need to update the Bylaws and/or the Articles of Incorporation.*
 - ii. *Discussion of updated vision statement*
 - iii. **MOTION:** *Approve updated vision statement (multiple, multiple) M/S/C*
- d. Headshots of Trustees for website
 - i. *Still need headshots for Vanessa, Kristina (sent to Matt), Kate, and Catherine*

10. New Business

- a. Recap of visit to Orcas Island (Krista, Mark, Melinda)
- b. Recap of Finn River event (Serenity, Vanessa, Melinda, Krista, all)
- c. Publishing of draft meeting agendas prior to meetings (Matt)
 - i. *Discussion on timing; consensus that publishing the agenda a week or so before the meeting should be the goal*
- d. Establish rules and procedures around public comments at meetings (Matt)
 - i. *Discussion; consensus to allow three minutes per speaker, 30 minutes total, limited to items on the agenda excluding the consent agenda*
- e. Membership/donation process and details on website (Matt)
 - i. *Need a cleaner process and policy; Serenity and Vanessa to work on policy and present at next meeting*
 - ii. *Need to determine how members can be oriented; research specifics in bylaws*
- f. Discuss online and on-site credit card donations with Stripe and Square, closing of PayPal account (Matt and Vanessa)
 - i. *Moving all online payments to Stripe*
 - ii. *Vanessa created Square account and got card reader*
- g. Create bylaws/articles of incorporation committee to make necessary/desired changes and clean up inconsistencies/conflicts between the two (Vanessa and Matt)

- i. Committee will be Kristina, Matt, and Vanessa*
 - h. Discuss handling public information requests (Mark)
 - i. Mark emailed Nonprofit Corporation Act so everyone can review*
 - i. Appoint Grant Writing Task Force Chair (Monica)
 - i. Grant Committee: Melinda, Kristina, Vanessa (Chair), Mark, Krista (Chair), Kate Dean*
 - 1. Add these non-board members to committee: Rachel Clark, Carol Cole*
 - ii. Claire Bishop would possibly coach for grant readiness; Monica and Vanessa to follow up.*
 - j. Discuss Nest Egg Partnership (Monica)
 - i. Monica to schedule meeting*
 - k. Review protocols around uploading documents to Sharepoint (Vanessa)
 - i. Discussion: include date in file name, think about searchability when naming files*
 - l. Work log template (Vanessa)
 - i. Discussion: how can we best track tasks and deadlines?*
 - ii. Vanessa, Serenity, Matt, Kristina, and Monica to discuss*
 - m. Discuss election of a new President at 6/9 Board meeting
11. Knowledge transfer from Melinda (Mark, Melinda)
 - a. Melinda will give monthly activity report at Board meeting so we can document and spread work among other Board members, start thinking about staff tasks/job description*
12. Executive Session
 - a. Entered executive session at 4:30PM to discuss personnel matters; exited executive session at 4:45 PM*
13. Good of the Order
14. Adjourn
 - a. Meeting adjourned at 4:49PM*