

Homeward Bound Community Land Trust

Board of Trustees Special Meeting

Friday Feb. 15th, 2019, 9 a.m. – 11 a.m.

881 S Jacob Miller Road, Port Townsend, WA.

Agenda

9:00-9:10

Call to Order

Lead: Mark

- Roll Call : Mark, Justine, Tobi (Regan on phone briefly)
- Adoption of the Agenda
 - How to write future agendas? Put a template online that all board members can edit, and Secretary will add items from previous agenda.
- Approval of Minutes
 - Only 3 board members present, no quorum, no votes

9:10 – 9:30

Old Business

Lead: Mark

- “lowering the building” comment confusion
 - Kristina thought Mark meant eliminating the 4 basement units; this is not what Mark meant.
- Post our meeting schedule on our website at least: Justine
- Identify what our public notification obligations are:
 - 4.7 Regular Meetings: By resolution, the Board may specify the date, time, and place for the holding of regular meetings without other notice than such resolution. Notice will be mailed at least a week beforehand and will include the agenda and minutes from the previous meeting. At a minimum the Board will meet quarterly.
 - We don’t have to publicize board meetings, just member meetings
 - Doodle Poll isn’t working – we need a regular meeting time. Who can work on finding a regular time for us to meet? What happened to Thursdays? Doesn’t work for Celine to meet later in the week.
- Ask Fred Kimball and Matt Woodward about joining/re-joining board – Mark
 - Matt was considering coming on Monday meeting. Hope is that he will come to one meeting to see how they run
 - Fred—no update
- Update on renting vs owning: Mark & Tobi to meet
- Sign conflict of interest forms – Justine to upload Justine and Steve’s to sharepoint
- Update on recruitment (tools/actions) for 4 additional Board positions: Treasurer, Fundraiser, Developer, Secretary
 - No update

9:30 - 10

Strategic Priority Focus: Fundraising

Lead: Mark

- April Trip to Lopez?
 - Mark: Concern about burn out. How could we make it financially worthwhile.
 - Tobi: we need to finish Phase 1 of Cherry St and so we need to go for it
 - Justine: Also concerned about not being able to pull it together confidently in time.
 - If we don’t do it, we need to thoroughly thank Puget Sound Express
 - Feels like we need to do it, if PSE is offering this to us.

- Do we have the time to get the people with capacity to donate?
 - What does Steve think about this? -- Mark to talk to Steve
- How will we manage fundraising before new Board member joins? (all)
 - See chart at bottom of fundraising goals.
- Progress on approach to Real Estate companies to fund ED position
 - Tobi willing to do this – will do some initial research
- Video (Mark)
 - Concern it will take too much time
 - If Judy and Michael McCurdy are doing a bulk of the work it could be worth it.
- Satterberg Foundation – look into their different grants (*not* Core Support)
- Murdoch Grant – Tobi to research
- First Federal Community Grant – deadline March 1
 - Grant writing course – Tobi reach out to Siobahn
- Reviewing funding charts at bottom
 - Focus on sponsorship model of monthly donations
 - Who will manage the database of donors?
 - Need to do an event to get people to become sponsors
- Block Grants from State – March 21st Seminar – details on this from Mark

10 – 10:20 Strategic Priority Focus: Path Forward/Operations

Lead: Mark

- Finding an office space
 - Serves visibility, and practically offers a place to bring people, local address, etc.
 - Establish an address in JC as well?
 - Get a PO box in PT? - Justine will research how much this would cost
 - Any places that could be donated for us to use?
 - Tiny offices by Wally Works?
 - Justine to ask Malcolm Dorn what's up with those

10:20 – 10:40 Strategic Priority Focus: Our Story

Lead: Mark

- What is our story and what's a story we can be proud of?
- How do we present it
 - Can't be fluffy. Need to be real.
- Mark & Tobi's trip to Lopez on Tuesday
 - Will ask about their thoughts on how to do our messaging
- Tobi going to do a training with Grounded Solutions Network
 - Learned that would be best for Homeward Bound to be the general contractor in the future.
- Why a 6 year gap between projects
- What happened last year
- PowerPoint Story

10:40 – 10:50 Strategic Priority Focus: Cherry Street

Leads: Mark and Tobi

- General update on project activities
 - Pre construction meeting next Wednesday – open for board members
 - 11am at project site
 - Ground breaking within a week

- Going with Evanston through Callis Insurance in PA
 - Check is in the mail
- Contractor is David Sather
- City's project manager is David Peterson
 - Not sure exactly what his role will be
- Discussion and agreement to sign MOU from the church
 - Not signed – attorney said it isn't a contract
 - Recommended putting up signs “not responsible for lost or damaged”
- How to answer Leader article question
 - First phase is to get it lowered and put the stairs in
 - Not having an official ground breaking
 - Weather permitting we are going to start by the end of February
 - New invigorated board, working on hiring a full time employee
 - We work well together, we have a lot of energy, and we look forward to telling her more because it's a big story to tell.
 - There are unknowns that we can't predict
 - This is a multi- multi phased project

10:50 – 11 General Board Business
 Lead: Mark

- Meeting times and locations
 - **NEXT MEETING: MONDAY Feb 25th – 6-8pm at Mark's house**

11:00 Adjourn

Budget Goals for 2019

Brick Fundraiser	\$50,000	Justine – reach out to Adrianna Santiago about helping
Individual Donations	\$20,000	Steve?
Memberships		
Grants		Tobi – First Fed, Murdoch, Satterburg
Churches	\$15,000	
Realtors	\$15,000	
Total	\$100,000	

Recurring Donations

Monthly Donation	# to reach \$100,000	Yearly total Donation
\$10.	833	\$120.
\$25	332	\$300.
\$50.	166	\$600
\$100.	83	\$1200.

Fundraising Opportunities:

- First Fed – Kendra Wagner
- Satterberg
- Murdoch Foundation
- Catholic Campaign for Human Development
- Realtors
- Churches
- Local Businesses - fundraising