

Homeward Bound Community Land Trust

Board of Trustees Meeting

Monday February 25th, 2019, 6pm - 8pm
881 S Jacob Miller Road, Port Townsend, WA.

Agenda

- 6:00-6:10 Call to Order Lead: Regan
- Roll Call : Regan, Mark, Tobi, Justine, Celine
 - Adoption of the Agenda: Approved
 - Approval of Minutes
 - Approve last two board meeting minutes
 - Feb 15 meeting, Regan approve, Mark seconds, all approve
 - Jan 15 meeting, Mark approve, Regan seconds, all approve
 - **Justine to put on website**
- 6:10 – 6:45 Old Business Lead: Mark
- Ed Job Description
 - **Mark and Justine to review Kristina’s ED description** & finalize one to present to Board
 - Look at job description from Lopez Island
 - Bank Signatories
 - **Justine and Tobi to become signatories on Thursday at 1:45**
 - Check bylaws about whether one signatory is OK for checks under a certain amount
 - Future Board Members
 - Paul Rice is excited to join the board!
 - Willing to come to the next board meeting
 - **Tobi to meet with Dominic S. about joining.** Bringing CLT knowledge and potential treasurer
 - No progress on Matt Woodward, Mark not hopeful that he’ll join
 - **Sign conflict of interest forms – Tobi’s isn’t posted online yet**
 - **Will do when Tobi and Mark meet next**
 - Update on recruitment (tools/actions) for 4 additional Board positions: Treasurer, Fundraiser, Developer, Secretary
 - Introduce Celine, and ask Celine for her thoughts on the Treasurer position
 - Celine is a treasurer for many organizations, so does not have capacity to be a treasurer, but she is happy to collaborate, pass on grant recommendations, etc. and is considering joining the board. Has some resources and connections to pro bono skill sets, from plumbers to attorneys. Could train someone how to be a treasurer (Quickbooks).
 - Should our bookkeeping be done in house? Want to look for someone who is going to stick with the organization for a long time.
 - Liz Harple, Linda Gramh for grant writing.
 - “Logmein” program allows multiple users for Quickbooks
 - **Regan and Mark will discuss what level of detail is needed for bookkeeping to see if Regan can do it.**
 - **How will this impact public grant funding?**

- People who deal with the regulations of public grants live in PT, Celine will send their info
 - Celine does not want to be Treasurer, but would like to be on the board. Wednesdays she would need to call in, not be present – will think about it until next meeting
- Contracting: Celine may have connections to electricians, plumbers, etc. Tobi is seeking bids for other parts of the project.
- Photos – send head shot to Justine
 - Still need photos from Steve, Kristina, Kate
 - Justine to put photos on website
- Volunteers
 - Keep thinking about people who could be a volunteer
- Fundraising Goals – see bottom
 - How will we track goals
 - *Discussion moved to next meeting*
- Lopez boat trip cancelled
 - Steve going on international trip, then Tobi, not enough time to plan. Mark will give Puget Sound Express a bouquet of flowers and thank you card signed by board .
- Progress on approach to Real Estate companies to fund ED position
 - Tobi met with Michelle Sandoval who suggested \$10,000/year for 3 years. She agreed to do that for Windermere and will go with Tobi to the other real estate agencies.
 - Need some solid financial reports to be able to prepare a report to give to real estate companies
 - Already identified 5 real estate companies
 - Also thought of asking the hospital because they are in need of workforce housing
 - Mark to get financials to Tobi, Tobi to try to schedule meetings before she leaves on March 16 – April 7
- Get a PO box in PT?
 - \$92/year
 - Should we have a PO in both?
 - Regan thinks no, that it would be confusing
 - Mark was concerned about lag time between checks.
 - Local address makes donors feel like they are giving their money locally
 - Is the long-term vision to have two offices, one in Jefferson and one in Clallam or have just one office that is in the middle? Thoughts from other board members?
 - Mark makes a motion for opening a PT post office in addition to the one in PA. Justine seconds, everyone approves.
 - Mark will buy a new PO box in PT and will check it regularly
 - Justine will add this new address to the website
- Update on State Block Grants - Mark
 - From Belinda Graham -I spoke today with HUD-CDBG folks and it appears CDBG might not be the way to go on Cherry Street.

* ?Funds cannot be used for new construction on the rehab portion

- * Funds would require entire project to follow Davis-Bacon guidelines
- * We would need to do a NEPA
- * Would like population served at 50% or below AMI

They suggested the Housing Trust Fund. I'm going to review to and see if better approach. Stage 1 applications are due next Wednesday, Feb 20, yikes!

- * ??Issues here they want developers with experience developing affordable housing
- * They want to know what population is being serviced
- * Low level AMI more competitive

- Meeting on Wednesday with David Timmons and Belinda Graham that everyone is invited to, to discuss block grants – 2nd floor conference room, 10:30AM

- Finding an office space
 - Justine to ask Malcolm Dorn about his courtyard offices
 - \$100-\$200/mo + \$13 for utilities. One space available at end of May, but renter may be willing to share with us until then.
 - Ask Malcolm whether we could use the Land Trust office for conference meetings?
 - Justine and Regan to discuss this further
 - Ask Malcolm about coming to see it
 - Justine will follow up with Malcolm
 - David Timmons might be willing to give us space at Mountain View (KPTZ space?)
 - Tobi and Mark will discuss this with Timmons
 - This wouldn't be for a while—undetermined amount of time.

6:45 – 7:30 Strategic Priority Focus: Our Story

Lead: Mark, Tobi

- Justine update on Leader article
 - Went well and curious to see what Lily writes.
- How do we present it
 - Come up with a presentation? Power point? Include financials.
- Update on Mark & Tobi's trip to Lopez on Tuesday
 - Did they have thoughts on messaging? - *didn't answer this one*
 - They are willing to be a huge resource. Grounding and focusing meeting. Policies and procedures to run a nonprofit. Willing to take risks.
- Tobi going to do a training with Grounded Solutions Network
 - Waiting to confirm this.
- Contact other CLT's
 - San Juan – Sarah Crosby – 360-378-5541
 - Lopez – Sandy and Rhea – 360-
 - Kulshan – Dean Fearing – 360-671-5600 ext. 105
 - Opal – Lisa Byers, Julie Brunner – 360-376-3191
 - Sarge's Place – 360-374-5252
- Retreat to discuss Strategic Priorities

- Would April 13 or 14 work for a strategic retreat?? Works for Regan, Justine, Tobi and Mark
- Calendar
 - Creating a calendar of organizational dates – taxes, bills, grant deadlines, etc.
 - Shared to-do list rather than meeting notes

7:30– 7:50 Strategic Priority Focus: Cherry Street

Leads: Mark and Tobi

- General update on project activities
 - David Sather is on board for Homeward Bound to contract out as many parts of the project as we need to avoid excess charges
 - There will be three phases – 1) foundation 2) utilities & re-habilitating upstairs 3) downstairs apartment
 - Clarification about gap funding – difference between gap between how much one has and how much one needs, but “gap funding” technically about when a project is not having a positive cash flow
 - “opportunity zone fund” - investors can defer taxes for 7 years.
 - Need to certify with CPA
 - Celine will send forms
 - Cannot get new tax credits in this zip code because it looks too wealthy
- Cherry Street Update – Sprinkler System
 - Will need to put sprinkler system in the entire building
- Insurance Update
 - Square footage was off. It will be cheaper than previously thought.
- Celine will forward grant info to Justine

7:50 – 8:00 General Board Business

Lead: Regan

- Meeting times and locations
 - Wednesdays from 5:30 – 7:30 – works for Steve, Mark, Tobi, Justine, Michelle (if it’s not a conflict of interest), Paul, Regan – KRISTINA?
 - NEXT MEETING: Wednesday, March 13, 5:30 – 7:30 at Mark’s house

8:00 Adjourn

Discussion on Fundraising moved to next meeting

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