



Board of Trustees Meeting
Wednesday May 29th, 2019, 5:30 PM – 7:30 PM
Windermere Real Estate
1220 Water Street, Port Townsend, WA

Call to Order

- Roll Call: Tobi, Kristina, Mark, Justine, Jesse
- GUESTS:
- Adoption of the Agenda - M/S/P
- Approval of Minutes - M/S/P

I. Old Business - Cherry Street Update

Lead: Jesse, Tobi,
Kristina

- **Design update** for Phase II
- Specs update
 - Tobi worked a lot on the specs and has passed on that information to Jesse
- Sleeves are in
- Scott (Zufelt Construction) - Don't need Scott on contract now – Send him a Thank You card
 - **Tobi** will reach out and update him that we can't use him yet – it'll be a few months before we'll be taking bids.
- Designer
 - Looking for another company to complete architectural drawings to speed things up. M/S/P.
 - Will reach out to Terrapin about taking on architecture
 - Friday 9am meeting with Terrapin – Jesse, Tobi, Mark, Kristina
 - Could get a pricing set from Terrapin
- PUD Bid for utilities
- Project Manager Ideas
 - Malcom Dorn, Bob Little, Terrapin Architecture
- Need our story, and specific ask :
 - What is our back story, who we are, basics
 - What is a CLT
 - What do we need the money for now
 - What do we need in the future

- Who will benefit – affordable housing crisis
- How do we get from here to there
- Volunteer Labor on Upper floors – (2) - Need someone to research on L&I – **Kristina** will look into rules for volunteers – by next board meeting June 12th
- Invite Amy Howard to board meeting? - Tobi not sure if we decided yes or no
- **Mark, Kristina, Justine** to meet with Stinson, Adams, Speser & Faber
 - What are our talking points?
 - We will wait for a month to have these meetings

Update Notes:

- 1 week set back on setting down the building from Nickel Bros
- **Kristina** will go to PA to meet with Mike
 - Will lay groundwork for the change of designer

II. New Business

- Lease signed and paid. Emailed about insurance.
 - Move in party on Monday June 3 at 11AM - bring HB stuff, as well as office stuff.
- New VP
 - Table this until next meeting
- Andy Calis Insurance webinar
 - **Mark & Kristina** will be on webinar with Andy about Insurance issues – **Mark to confirm date.**
- Belinda Graham – Grants
 - **Justine** to set up meeting about the research Belinda's done on grants
- Volunteer to fill out property tax exemption application – **Paul** will do this – **Mark** will drop off paperwork to Paul at Windermere.
- Volunteer to talk to attorney about condo's and co-op's
 - New law impacting Condo association & potentially Coops
 - David Faber: **Paul will reach out to Faber to discuss what he knows**
- Meeting with Timmons at City Hall June 5th 9am
 - Will the City wave permit fees, if so which ones?
 - Century Link Bill for \$8,000. No signed contract but everyone know they did the work - will the City release the funds without a signed contract?
 - Project Manager – ideas for how to fund?
 - Project update
 - New City administrator and our relationship with the City after David leaves
 - What do we need from the City
 - Need \$25,000 gift (not loan) from City for project management

Other notes:

- Need to start our Fundraising campaign
 - Break the building up into different components that we can estimate cost for
- **Justine** – let Leader know the new drop date is June 24th
- **Justine** – call other CLT's and ask where they've have success in finding money
- Sandy & Rhea did send info to Tobi on Legacy gifting
- **Everyone, bring ideas to next board meeting, to fill out the notes of our story outline:**
 - What is our back story, who we are, basics
 - What is a community land trust
 - What do we need the money for now
 - What do we need in the future
 - Who will benefit – affordable housing crisis
 - How do we get from here to there?

III. Closing business:

- 1) Friday 9am meeting with Terrapin – Jesse, Tobi, Mark, Kristina
- 2) Monday MOVE IN TO TINY OFFICE!!! 11am, Chester Square.
- 3) Next Wednesday 9am with David Timmons
- 4) June 14th Scout Cabin HSN meeting – Tobi & Mark
- 5) **NEXT BOARD MEETING! June 12th at 5:30 – 7:30pm**