

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, AUGUST 15, 2019 MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #08-19

MINUTES

CALL TO ORDER

President Dan Boyd called the meeting to order at 5:30 p.m.

ROLL CALL

MEMBERS

Dan Boyd, President	Present
Bill King, Vice President	Present
Shirley Long, Secretary/Treasurer	Present
Veronica Kenney	Present
Miriam Kerzner	Excused

LIAISONS

City Council Liaison: Phillip Lemley	Present
Reach Foundation: Steve Simmons	Absent
Alternate Council Liaison: Sandra Kent	Absent

STAFF

Rosanna Sharpe, Executive Director
Dianna Millsap, Executive Assistant
Sherri Fluaitte, Finance Manager

APPROVAL OF AGENDA

Mr. King moved and Ms. Long seconded a motion to approve the August 15, 2019, Richland PFD regular meeting agenda as presented

Motion Carried 4-0

APPROVAL OF CONSENT AGENDA

Ms. Kenney moved and Ms. Long seconded a motion to approve the August 15, 2019, Richland PFD consent agenda as presented

Motion Carried 4-0

COMMITTEE/LIAISON COMMENTS

- City Council – Phil Lemley
Mr. Lemley had nothing to report from City Council.

- Reach Foundation – Steve Simmons – Absent
Mr. King reported on the August 12, 2019, Reach Foundation meeting:

- Building the endowment discussion
- Discussion regarding 100% of the Day's Pay funds distribution. Reach Foundation policy is to keep a percentage of the funds raised but this is an exception since the foundation was not able to staff the fundraiser. Foundation members agreed that rather than pay staff time they would distribute 100% of funds raised to the Richland PFD
- Discussion regarding funding a Foundation Development Director position
- Foundation members vote on outstanding patrons pledges
- Discussion regarding building the foundation board membership
- Discussion regarding distribution from the endowment
- Based on Ms. Sharpe's recommendation the foundation will hold the Orange to Black, letter-writing campaign again this year.

Mr. Boyd stated that he had reached out to the Foundation Executive Committee members prior to the meeting regarding the endowment and a distribution to the Richland PFD. The Richland PFD last received a distribution September 2018. Mr. Boyd brought this matter forward at the August 12, foundation meeting.

Ms. Sharpe expressed the importance of Reach Foundation representation at the Richland PFD meetings and suggested delegation of a secondary liaison. Ms. Sharpe will send a communication to the foundation members inviting them to the table to hear the financial reports, to ask questions and to report to the foundation on year-to-date budget and challenges.

Ms. Long suggested inviting Bill Dunwoody, Reach Foundation Treasurer, to attend the Richland PFD finance meetings or the board meeting to hear the reports and take this information back to the foundation.

PUBLIC COMMENT

None

REPORTS AND CORRESPONDENCE

- Executive Director Report – Rosanna Sharpe
June and July combined report due to no Richland PFD meeting in July.
- The Reach Foundation approved a \$25,000 transfer at its August meeting from the \$73,857 netted from the Day's Pay fundraiser
- Mr. Simmons, Reach Foundation President, disclosed unfilled pledges
- Mr. Simmons suggested honoring Jo Brodzinski at the next Day's Pay event
- Ms. Sharpe is working on publishing several different versions of the Strategic Plan. Staff will use the full version as a guide, another version for perspective board members and donors, and a one-page version published on our website and provided as handouts for partners. The goal is to have the plan online by mid-September
- Washington Rocks, REACH Quarterly, had 600 visitors. Staff will devise a better system, creative methods, to gather contact information on attendees
- A punch list of exhibit repairs that can be fixed in-house has been created. Our immediate need is to replace the Geologic Clock projector. Ms. Sharpe has reached out to Columbia Center Rotary Charity to see if the rotary might be able to help with the cost
- Ms. Sharpe and Ms. Schafer are interviewing for the part time Education Outreach Coordinator

- Atomic Heritage Days on September 14th. The REACH contribution is to have the Hanford bus in the parade and a booth in Howard Amon Park
- Ms. Sharpe and Ms. Kerzner have been working on a grant through the Levitt Foundation, a national organization that funds free music festivals for community venues that are under-utilized
- The Benton Co. PFD made their quarterly payment of \$21,400
- Ms. Sharpe met with Colin Hastings regarding the Land Irrigated Exhibit. BPI has provided an estimate to reconfigure the exhibit. Ms. Sharpe plans to pitch this project to the Benton Co. PFD for last quarter set-aside consideration.

REACH staff will meet September 30, to look at the last quarter programming, and building out Screech at the REACH and Drummers & Dancers. Ms. Sharpe has asked Ms. Cranford and Ms. Cannell to plan around the holidays to feature the store, to generate visitation and income, and to thank our members and volunteers.

BUDGET COMMITTEE

- Review 2019 Operations Budget

Revised Operating Budget

Ms. Fluaite pointed out on Attachment 2, July Profit and Loss, budget performance Year-to-Date vs. Annual Budget.

Adjustments to 2019 Operations Budget highlighted in yellow:

- Revenue section:
 - Contribution Income increased \$27,900
 - Corporate Sponsorships decreased \$25,000
- Expenses:
 - Finance - B&O Tax increased \$1,400, due to monthly reporting rather than quarterly reporting
 - Bank Charges – increased \$500, additional bank charges due to taking payments on website
 - Professional Fees - increased \$1,000, charges for security monitoring.

Mr. King moved and Ms. Long seconded a motion to approve the revised 2019 Operating Budget, as presented

Motion Carried 4-0

- Fund 631 Debt Service Transfer – Dan Boyd

Mr. Boyd reminded members that at the June 19, 2019, Richland PFD meeting the board voted authorization to transfer up to \$50,000 from the Fund 631, if needed, prior to the next board meeting. The transfer was not required but will be needed before the September Richland PFD meeting. Ms. Long suggested amending the June motion to carry the transfer over to September. Members agreed to amend the previously adopted motion.

Ms. Long moved and Ms. Kenney seconded to amend the motion previously adopted June 19, 2019, to now read: to grant authority to Mr. Boyd to authorize a transfer of no more than \$50,000 from the Debt Service 631 Fund, if needed, in September

Motion Carried 4-0

NEW BUSINESS

None

OLD BUSINESS

None

UNSCHEDULED ITEMS

None

NEXT MEETING SCHEDULE

The next regular Richland PFD meeting is September 19, 2019.

ADJOURNMENT

Ms. Kenney moved and Ms. Long seconded a motion to adjourn

Motion Carried 4-0

President Boyd adjourned the regular meeting at 7:18 p.m.

Prepared by: Dianna Millsap

Reviewed by

