

**RICHLAND PUBLIC FACILITIES DISTRICT  
REACH MUSEUM 1943 COLUMBIA PARK TRAIL, RICHLAND  
THURSDAY JULY 18, 2024 MEETING TIME: 5:30 P.M.**

**REGULAR MEETING: #07-24**

**MINUTES**

**CALL TO ORDER**

President Bill King called the meeting to order at 5:30 p.m.

**ROLL CALL**

**MEMBERS**

William King, President	Present
Veronica Kenney, Vice President	Present
Miriam Kerzner, Secretary/Treasurer	Present
Steven Wiley	Present
Ted Miller	Present

**LIAISONS**

City Council Liaison: Jhoanna Jones	Present
Reach Foundation: Dan Boyd	Present

**STAFF**

Rosanna Sharpe, Executive Director	Present
Sherri Fluaitte, Finance Manager	Present

**APPROVAL OF AGENDA**

Ms. Kenney moved, and Ms. Kerzner, seconded a motion to approve the July 18, 2024, Richland PFD Agenda as presented.

Motion Carried 5-0

**APPROVAL OF CONSENT AGENDA**

Ms. Kerzner moved, and Ms. Kenney seconded a motion to approve the July 18, 2024, consent agenda as presented.

Motion Carried 5-0

**COMMITTEE/LIAISON COMMENTS**

- City Council – Jhoanna Jones  
Nothing to report.

- Reach Foundation – Dan Boyd  
Mr. Boyd did not attend the July 8, Reach Foundation meeting. Ms. Sharpe reported that planning for the October 24, fundraiser, Spuds n Suds, is moving along well. The fundraising goal is set at \$100,000. Four sponsorship levels defined: Diamond \$5,000; Platinum \$3,500, Gold \$2,000; and Silver \$1,250. Reports from Mr. Dunwoody, Treasurer, indicate that the endowment is performing well. The foundation made \$75,000 distribution from the endowment to the Richland PFD. Reach Foundation Bylaws and Foundation Agreement shared with

members for review, comments and changes. Two new foundation members will be nominated at the next foundation meeting.

## **PUBLIC COMMENTS**

None

## **REPORTS AND CORRESPONDENCE**

- Executive Director's Report – Rosanna Sharpe

Ms. Sharpe shared highlights of the April REACH Museum Executive Director's Report.

- 10<sup>th</sup> Anniversary programming is performing well beginning with the Saturday, July 6, STEAM Workshop and the opening of the 10<sup>th</sup> Anniversary Exhibit. The first Tuesday Free Day brought in 288 visitors and last Tuesday almost 500 visitors. Members Appreciation Day and Reception is Tuesday, July 23, Manhattan Project National Historical Park Rangers will provide special programming on the B Reactor in Gallery II. The Membership Drive offering 10% off new memberships during the month of July and current members a 20% store discount.
- Ms. Sharpe invited RPFDD board members, foundation board members, and staff to tour the Mammoth Dig on August 8, at 8:30 am, and to tour WSU Hanford History Project on August 29, from 3:00 to 5:00 pm. Ms. Sharpe will send additional information and directions before the tours.
- Ms. Sharpe and Mr. King met with Joe Schissel, Deputy City Manager, to review founding agreements between the city and the RPFDD. A punch list of accountability with the City, Corp, and RPFDD, obligations and compliance.
- Ms. Sharpe and Mr. Landers are working on incorporating the recommendations from the RPFDD, adding key performance indicators to the Strategic Plan.
- Replacement of the REACH servers will commence over the weekend.
- The 1940's Hanford Trailer and 1950's GMC Bus exhibits are open.

## **BUGET COMMITTEE**

None

## **NEW BUSINESS**

- Election of New Officers

Mr. King informed members that in the past if board vacancies are pending nominations of officers were postponed until those vacancies were filled. Mr. Wiley pointed out that new board members would probably not be voted into officer positions and suggested moving ahead with the election. The consensus of the board was to move forward with the election of board officers.

Mr. King opened nominations for President, Vice President, and Secretary-Treasurer of the Richland Public Facilities District.

Ms. Kerzner nominated and Mr. Miller seconded the nomination of Mr. Wiley as President of the Richland PFD

With no further nominations for President of the Richland PFD, nominations are closed.

Nomination Carried 4-0

Mr. Wiley nominated and Ms. Kerzner seconded the nomination of Ms. Kenney as Vice President of the Richland PFD

With no further nominations for Vice President of the Richland PFD, nominations are closed.

Nomination Carried 5-0

Ms. Kerzner nominated and Mr. Wiley seconded the nomination of Charles “Ted” Miller as Secretary/Treasurer of the Richland PFD.

With no further nominations for Secretary/Treasurer of the Richland PFD, nominations are closed.

Nomination Carried 5-0

- Strategic Planning for Joint City Council & Richland PFD Workshop

Mr. King stated that he sees this discussion in two parts, strategic planning for the museum and the Richland PFD’s role, especially when taking on a new project. The decision was to have a workshop to discuss strategic planning. Mr. Wiley has suggested that strategic planning for the museum should be a separate workshop. The Richland PFD has different goals and deliverables than the museum. Mr. King suggested postponing the workshop until the new board members are in place. Members will be polled in early September for available dates and times.

Mr. King provided a draft agenda for the August 27, Richland PFD and City Council Workshop. Introduction and bullet points. Members agreed with the outline of the agenda to include in the introduction “What is a Public Facilities District (PFD)”, “Where we as a PFD are going, and the Concept”. Discussion and Questions will be moved to the end of the agenda. Staff will provide the details of the presentation. Time limit allotments to be consider.

**OLD BUSINESS**

- Revised Proposed Strategic Plan - Alan Landers

At the June Richland PFD meeting board members requested that Key Performance Indicators (KPIs) be added to the Strategic Plan. Mr. Landers reported that he did not create specific KPIs to each activity, things emerge and it is hard to predict. Instead, update the KPIs as we move through each project.

Comments:

- Not enough items
- Add comparisons
- Broader scale engagement
- Plan is a little vague
- Don’t disagree with specific, a great starting point
- A living document
- Disappointed. The transition of supervision from the Richland PFD to the Reach Foundation is not in the Strategic Plan
- It could be a Reach Foundation Strategic Plan
- If the museum is going to be transitioned, what does that mean, how we approach it
- Two levels: commit to the idea that we are going to transfer oversight of the museum and how the foundation structures themselves

- Organizational change, a major undertaking

Mr. Landers provided his process on organizational development for putting a plan together. His goal was to create a plan for financial stability for the museum, to address concerns of the REACH Museum's viability and what we can do within our control and then modify as we move forward. Mr. Landers is committed to keeping the museum viable and functional.

**NEXT MEETING**

The next Richland PFD meeting is on August 15, 2024. Ms. Sharpe will attend remotely; she is on a grants panel for Building for the Arts in Olympia.

**ADJOURNMENT**

President King adjourned the Regular Meeting at 6:25 p.m.

Prepared by: Dianna Millsap

Reviewed by

A handwritten signature in black ink, appearing to be "A. King", written over the "Reviewed by" text.