

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

REGULAR MEETING: #05-19

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	Present

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. Kerzner seconded a motion to approve the May 15, 2019, Richland PFD regular meeting agenda as presented

Motion Carried 4-0 (Ms. Long unavailable for vote)

APPROVAL OF CONSENT AGENDA

Ms. Kenney moved and Ms. Kerzner seconded a motion to approve the May 15, 2019, consent agenda as presented

Motion Carried 4-0 (Ms. Long unavailable for vote)

COMMITTEE/LIAISON COMMENTS

- City Council – Phil Lemley
Nothing to report.

- Reach Foundation – Steve Simmons – Absent

Ms. Sharpe attended the May 13, Reach Foundation meeting and will highlight foundation activities in her Executive Director's Report.

PUBLIC COMMENT

None

REPORTS AND CORRESPONDENCE

- Executive Director Report – Rosanna Sharpe

Ms. Sharpe provided highlights of the Executive Director's Report.

- Reach Foundation Meeting May 13th
 - New board member Judy Connell, Senior Director, Communications & Strategic Planning, Fluor. Nominated by Pam Larsen. Ms. Connell previously served on the ESTF Board
 - June 20th, Day's Pay Fundraiser: \$45 per ticket and \$360 for a table of eight
 - Phil Ohl suggested adding language on the Day's Pay checkout tally card to include planned giving designations or other donor advised funding options to capitalize on guests that have this as an option. Ms. Sharpe will work with Ms. Fluitte to get this language added to the card
 - Day's Pay planning meeting with Three Rivers Saxtette, Dancers of the Mid-Columbia Ballet, Steve Simmons, Pete Hedges, Mike Talbot and staff to finalize the program. Ms. Cannell will meet with vendors to outsource AV for the event
 - Day's Pay Sponsors:
Desserts - Frost Me Sweet and the Spudnut Shop
Event Sponsors – Bechtel, Basin Pacific, and ISMS each at \$1,000, IBEW 984 at \$250
Sponsor of REACH 5th Anniversary Commemorative Wine Glass – Allen Brecke
 - Mr. Hedges mentioned that members should start asking for next year's sponsorships in September of this year.
- LIGO awarded 7.7 million through the state allocation budget to construct a visitor center. Fred Raab, Head, LIGO requested a meeting with Mr. Boyd, Mr. King and Ms. Sharpe to present the vision and details of the center anticipated to open in 2-3 years. The LIGO story is very specific; they will do a good job presenting the research and STEM models related to their industry.
- Ms. Sharpe and Mr. Boyd met with Mr. Simmons regarding the Day's Pay fundraising goals, Patron's pledges and cultivating corporate memberships. Also discussed identifying and hiring a Development Director as part of the Strategic Plan to work with Ms. Sharpe on grants and other opportunities supporting the REACH, to improve development work to successfully elevate the REACH and build relationships identified in the plan
- Wildhorse Foundation has approved our \$5,000 grant request. The funds will replenish education funds for subsidizing field trips.
- Ms. Sharpe met with Renée Adams and Steve Wiley from the Arts Center Task Force, to share and be transparent regarding their work to create a performing arts center. One of the avenues is funding through Cultural Access Washington, there has been some success statewide, which they are using as a model to build interest and support.

BUDGET COMMITTEE

- Budget Review

Review of the operating budget is postponed until after the June 20, Day's Pay event. A transfer is not required at this time. If needed, Ms. Fluaitte will request an advance on the Day's Pay from the foundation.

NEW BUSINESS

- Draft Strategic Plan Discussion – Rosanna Sharpe

Ms. Sharpe distributed the draft Strategic Plan to members for review and opened for questions and comments. Ms. Sharpe reported that she has received feedback from staff and has provided the opportunity to foundation members. Ms. Sharpe will insert into the narrative section more REACH history using language from the Board Orientation PPT.

The three layers of the plan:

- Higher level version for Reach Foundation, Richland PFD, City of Richland and other key players
- Version that will be published on the REACH website and distributed at the fundraiser
- Version that includes the actual work sheets that populated the matrix, specifically how the work is done, who is accountable, resources and timeline. This version is for internal use for staff work plans.

Once ratified by the Richland PFD Board we will begin utilizing the plan at the Day's Pay event, messaging the pillars of our work. Guests will understand that there is a strategic plan wrapped around the 5th Anniversary and the next five-year's investment. Mr. King mentioned the need of having a legislative strategy, as discussed at the workshop.

Mr. Boyd added that the Washington PFD Association has gone to the legislature before to extend the bonds. This is another option to consider 2-3 years from now, refinance the bonds allowing the PFD to borrow additional money, which would extend the bonds out further so the income stream will still be there.

Ms. Sharpe reported to members that she is opting out of a public presentation of the Strategic Plan. How we engage with the public is how we release the plan. It will be unveiled at the Day's Pay event and on our website allowing feedback.

OLD BUSINESS

None

UNSCHEDULED ITEMS

None

NEXT MEETING SCHEDULE

The Thursday, June 20, 2019, meeting changed to Wednesday, June 19, due to the Day's Pay event on June 20. Mr. King is not able to attend.

ADJOURNMENT

Ms. Kenney moved and Mr. King seconded a motion to adjourn

Motion Carried 5-0

President Boyd adjourned the regular meeting at 6:19 p.m.

Prepared by: Dianna Millsap

Reviewed by 