

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, JANUARY 16, 2020 MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #01-20

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	Excused
Shirley Long, Secretary/Treasurer	Present
Veronica Kenney	Excused
Miriam Kerzner	Present

LIAISONS

City Council Liaison: Phillip Lemley	Absent
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

Ms. Long moved and Ms. Kerzner seconded a motion to approve the January 16, 2020, Richland PFD regular meeting agenda as presented

Motion Carried 3-0

APPROVAL OF CONSENT AGENDA

Ms. Kerzner moved and Ms. Long seconded a motion to approve the January 16, 2020, Richland PFD consent agenda as presented

Motion Carried 3-0

COMMITTEE/LIAISON COMMENTS

- City Council – Phil Lemley - Absent
- Reach Foundation – Steve Simmons - Absent

PUBLIC COMMENT

Davin Diaz, Executive Director, Arts Center Task Force, and Jasmine Darakjy, Reporter, KNDU, present to observe only, no comments.

REPORTS AND CORRESPONDENCE

- Executive Director Report – Rosanna Sharpe

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

- The year ended with a nice holiday party for REACH volunteers and members on December 5, with food, games and music by the Richland High School Jazz Band. The band teacher commented on the REACH painted piano dedicated in 2017 to Paul Dann a longtime Richland teacher and principal. A student in the band played the piano during the performances, which provided significance and made the event more special.
- Orange to Black Campaign wrap up – 65% of our \$75,000 goal raised slightly over \$50,000. Compared to \$59,895 in 2018, about a \$9,500 less. The difference appeared in gifts received at the \$1,000 and \$500 levels. It is difficult to know why it occurred; these things are very unpredictable. We will work to identify those donors to reengage them during the year in preparation for the next campaign. Ms. Sharpe thanked RPF board members for 100% participation in the Orange to Black Campaign.
- Reach Foundation meeting January 13 - members discussed some important matters, namely Patron attrition over the years. Foundation members discussed methodology on engagement with Patrons that have completed the 5th year commitment and how to reach out to those in a timely manner regarding signing up for an additional year or securing a new 5 year pledge. Mr. Hamrick will revise the Patrons Pledge Form and circulate that to staff. Mr. Hedges sent letters to those Patrons that completed their 5-year pledge. Ms. Sharpe will continue working with Mr. Hedges and Mr. Hamrick. A small gathering will be planned for April with leadership and Patrons to share how their funds are being utilized and the Strategic Plan. To increase the number of Patrons a cohort of those who have a history of giving, that have consistently gave and are in the routine habit of philanthropically giving will also be invited. It may elevate their giving to become a part of a group of friends that help the museum with their work.
- Day's Pay planning meeting last week with staff and Pete Hedges – REACH staff will support the Day's Pay as last year. The RPF will get 100% of the proceeds. Foundation members are charged with securing sponsorships, table and ticket sales, and wine procurement. The staff will take care of the rest.
- The foundation approved an \$80,000 payment from the Vanguard portfolio. Mr. Dunwoody, Reach Foundation Treasurer, made the request and the foundation board approved the payment at the January meeting.
- Ms. Sharpe received notification from the Kiwanis approval of her request for \$1,000 grant for school tour program.
- We received our first installment of the Women Helping Women grant, \$4,360 for school field trips.

- Ms. Sharpe submitted a proposal to Ms. Blasdel, a PNNL sponsorship proposal for education programs, \$30,000 to support STEAM Family Workshops and 509 Community Day. PNNL will provide some programming during these events.
- 2020 schedules from the three cruise lines are received, the first arriving the end of March.
- STCU 2020 sponsorship funds of \$7,500 received.
- Benton County Historical Grant \$5,000 for upgrades to outdoor signage and to refresh our outdoor exhibits received January 17.
- Parks Partnership – \$5,000 grant to upgrade the hops trellis in the outdoor learning area and improvements on the native plant trail.
- Marcus Whitman, Jefferson, and Jason Lee Elementary contracts are finalized and payment received.
- The floors scheduled to be refurbished in March so they are in good shape before the cruise lines return.

BUDGET COMMITTEE

None

NEW BUSINESS

- Amendment to Previously Adopted, November 21, 2019, Debt Service Transfer Authorization

Mr. Boyd stated that an amendment to the November 21, 2019, motion authorizing the debt service transfer is needed. The motion and vote to authorize no more than \$30,000, but the actual transfer requested and completed was \$35,000.

Ms. Long moved and Ms. Kerzner seconded a motion to modify the debt service request from \$30,000 to \$35,000, to reflect the actual request and amount received

Motion Carried 3-0

OLD BUSINESS

None

UNSCHEDULED ITEMS

None

NEXT MEETING SCHEDULE

The next regular Richland PFD is March 19, 2020.

EXECUTIVE SESSION

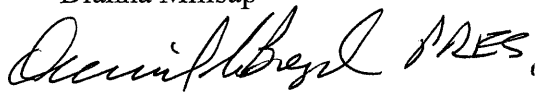
ADJOURNMENT

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

Motion Carried 3-0

President Boyd adjourned the regular meeting at 6:05 p.m.

Prepared by: Dianna Millsap

Reviewed by:  PRES.