

**RICHLAND PUBLIC FACILITIES DISTRICT
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND
THURSDAY, May 18, 2023 MEETING TIME: 5:30 P.M.**

REGULAR MEETING: #05-23

MINUTES

CALL TO ORDER

President William King called the meeting to order at 5:30 pm.

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: Steve Simmons	Absent

STAFF

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

APPROVAL OF AGENDA

Ms. Kenney moved, and Mr. Wiley seconded a motion to approve the May 18, 2023, 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 May 18, 2023, consent agenda as presented.

Motion Carried 5-0

COMMITTEE/LIAISON COMMENTS

- City Council – Jhoanna Jones
Nothing to report.

- Reach Foundation – Steve Simmons – Absent
No report from the Reach Foundation.

PUBLIC COMMENTS

None

WELCOME & INTRODUCTION

- New Richland PFD Board Members

Mr. King welcomed Mr. Wiley and Mr. Miller to the Richland PFD Board of Directors.

Mr. Wiley shared his employment and community service experience with board members. He feels that serving on the RPFD Board will provide the opportunity to bring his experience to the table, further assisting the RPFD Board; recognizing the responsibility for transforming the area.

Mr. Miller shared his technical background and experience in performing arts and community service. Mr. Miller enjoys the idea of making a difference in the community and looks forward to his work on the RPFD Board ensuring that the REACH Museum mission can grow.

REPORTS AND CORRESPONDENCE

- Executive Director's Report – Rosanna Sharpe

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

- The Reach Foundation Day's Pay fundraising committee decided to honor Dan Boyd and Shirley Long at the event; both are available and accepted. Mike Talbot has agreed to MC the event again this year. Lori Huntoon, Foundation Board, is Chair of the Day's Pay Committee.
- Ms. Sharpe met with Alan Landers, OD & Change Leadership Group, to begin the discussion regarding the new Strategic Plan. Mr. Landers will attend the next Richland PFD board meeting. Mr. Landers offered his services as an in-kind contribution. Ms. Sharpe will draft an MOU.
- Ms. Sharpe reminded members that the Patron Plus One Spring Mixer is May 24, from 5:00 to 7:00 pm. Reach Foundation Patrons, past and present, and people that have made multi-year donations will be acknowledged at the event.
- The museum is very busy with field trips, tourists, and tour groups, facility rentals are looking good. All projections for income are in good shape year-to-date.

BUDGET COMMITTEE

- Richland PFD Chase Visa Discussion – Rosanna Sharpe & Sherri Fluaite

Ms. Fluaite provided background information regarding the two Richland PFD credit cards. The Chase Ink Visa card does not offer the card to businesses unless there is an owner or a board member named as the primary on the account. The current card has Dan Boyd, Past Board President, as the primary. Whoever is named as primary on the card is required to provide their personal information. Ms. Fluaite stressed that if there is a problem, i.e. fraudulent charges, she is not able to respond, it must be the primary on the card so the named primary must be dedicated to following up if there are issues. Ms. Fluaite suggested that the new account be opened before the current account is closed to avoid an interruption in subscriptions and other automatic payments.

Mr. King recommended that Ms. Kerzner, as Treasurer, be named as primary on the new card. Ms. Kerzner informed members that she would only be serving for another year on the RPFD board. She is agreeable to be primary but the account will have to be closed and a new one opened in a year. Ms. Fluaite will contact Ms. Kerzner to go over the new account process.

NEW BUSINESS

- Finalize Executive Director's Annual Work Plan – Rosanna Sharpe

Mr. King opened for discussion, the Executive Director's Annual Work Plan. The plan was first presented to board members at the April meeting. At that time, Mr. King requested that comments, questions, or suggestions be sent to him. None was received.

Following discussion, board members consensus to table finalizing the Executive Director's Annual Work Plan to the next meeting. Ms. Sharpe's contract provides more details related to her annual plan, copies of the contract will be emailed to Mr. Wiley and Mr. Miller.

The following requests will be addressed and presented in the final Executive Director's Annual Work Plan:

- More specificity
- Scope of work
- Explanations on whether metrics were accomplished
- Details of the goals
- Income projections and allocation between the funding sources
- More narrative

OLD BUSINESS

None

NEXT MEETING

The next regularly scheduled meeting for the Richland PFD was rescheduled to June 20, 2023.

ADJOURNMENT

President King adjourned the Regular Meeting at 6:09 pm

Prepared by: Dianna Millsap

Reviewed by