

**RICHLAND PUBLIC FACILITIES DISTRICT  
REACH, 1943 COLUMBIA PARK TRAIL, RICHLAND  
THURSDAY, OCTOBER 20, 2022 MEETING TIME: 5:30 P.M.**

**REGULAR MEETING: #10-22**

**MINUTES**

**CALL TO ORDER**

President William King called the meeting to order at 5:35.

**ROLL CALL**

**MEMBERS**

|                                     |         |
|-------------------------------------|---------|
| William King, President             | Present |
| Veronica Kenney, Vice President     | Present |
| Miriam Kerzner, Secretary/Treasurer | Present |
| Shirley Long                        | Present |
| Dan Boyd                            | Present |

**LIAISONS**

|                                     |        |
|-------------------------------------|--------|
| City Council Liaison: Jhoanna Jones | Absent |
| Reach Foundation: Steve Simmons     | Absent |

**STAFF**

|                                     |         |
|-------------------------------------|---------|
| Rosanna Sharpe, Executive Director  | Present |
| Dianna Millsap, Executive Assistant | Present |
| Sherri Fluaite, Finance Manager     | Present |

**APPROVAL OF AGENDA**

Ms. Kerzner moved and Mr. Boyd seconded a motion to approve October 20, 2022, Richland PFD Agenda as presented

Motion Carried 5-0

**APPROVAL OF CONSENT AGENDA**

Ms. Kenney moved and Ms. Kerzner seconded a motion to approve October 20, 2022, Richland PFD Consent Agenda as presented

Motion Carried 4-0 (Mr. Boyd abstained)

**COMMITTEE/LIAISON COMMENTS**

- City Council – Jhoanna Jones - Absent

No report.

- Reach Foundation – Steve Simmons - Absent

Ms. Kenney reported that the Reach Foundation did not meet in October, nothing to report.

**PUBLIC COMMENTS**

None

## **REPORTS AND CORRESPONDENCE**

- Executive Director's Report – Rosanna Sharpe

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

- Working on Quarter 4, year-end projections. Ms. Sharpe initiated the Year-End Letter Campaign. The goal is to close the gap between the Reach Foundation's commitments to the RPF, about a \$100,000 shortfall. Previous Day's Pay donors are asked to consider a gift at the higher-level amount of the Day's Pay donations. In 2019, \$100,000 was raised, and in 2020, \$50,000. Ms. Connell, Reach Foundation Board Member, assisted in creating the letter. The letters, personalized by Ms. Sharpe, will be mailed on November 1<sup>st</sup>.
- Ms. Sharpe reported that she has not yet received word on the Working Washington Grant. There are many applications and staff are working hard to review, make recommendations and set up processing payments. No specific award amount was requested, but Ms. Sharpe stated that \$20,000 to \$25,000 would provide some relief from raising \$100,000. Ms. Sharpe will notify board members when she receives a response on the grant.
- Ms. Sharpe recommended to the board to continue the museum's regular schedule, we have good programming until the end of the year. Open Tuesday through Saturday and closed on Sunday and Monday.
- Staff are busy working on Screech at the REACH programming and seeking sponsorships. Drummers and Dancers return to the REACH on November 19, Celebrating Native American Heritage Month.
- Ms. Colleran is promoting facility rentals for business holiday parties. She has reached out to vendors and wealth management companies to consider something for the holidays.
- Ms. Sharpe attended a 2-day workshop in Tacoma for the Association of Washington Public Facilities Districts. Good presentations, sharing stories, and information on funding.

## **BUDGET COMMITTEE**

- Quarter 4 Budget Review – Sherri Fluaite

Ms. Fluaite presented the Financial Report & Comparisons Quarter 4 – 2022 Projections. Ms. Fluaite pointed out that Page 1 includes a variance column, actual to the 2022 annual budget.

Quarter 4 – 2022 Projections (October through December)

Ms. Fluaite reviewed Income and Expenses by line item, Quarter 4 October through December Projections; January through December Projected Total; Annual Budget; and Variance reported. Ms. Fluaite provided explanations for her conclusions for year-end.

Contribution income revenue January through September actual to budget comparison reports as under budget. The most unknown is the contribution income, which depends on the Year-End Campaign and Washington Works Grant. Mr. Boyd noted that year-end projections indicate a small profit. Mr. King added even if the fundraiser is a little short year-end will be fine.

Ms. Fluaite added that she reconciled the bank account today, and she will watch closely over the next few months.

## **NEW BUSINESS**

Ms. Sharpe introduced Abby Curet, the new education team member. Abby provided a brief history. Ms. Curet mentioned her interest in collections and exhibits. We are hoping that Abby will be able to provide help as the collections and exhibit position has been vacant since the COVID closure. Ms. Curet was welcomed, we are happy to have a young professional, trained team member with great skills and interests.

Ms. Sharpe reported on an employee satisfaction survey conducted. She received good feedback. Ms. Sharpe will bring recommendations, providing a breakdown of proposed changes, to the board during the 2023 budget discussions. Some items have no costs; other items will cost but are dependent on the employee choosing to take part. After a review of our healthcare by Basin insurance, there will be no proposed changes to the healthcare plan. Work-Life Balance flexibility, and professional development, were responses in the survey results. One amendment recommendation for PTO accrual based on law and a miscalculation will be addressed.

Mr. Boyd reported that he received an invitation to a strategic planning session with the City of Richland, November 8. Mr. Boyd will attend as representative for the Richland PFD.

## **OLD BUSINESS**

**None**

## **UNSCHEDULED**

**None**

## **NEXT MEETING**

The next regularly scheduled meeting for the Richland PFD is November 17, 2022, an in-person meeting.

## **ADJOURNMENT**

President King adjourned the Regular Meeting at 6:47

Prepared by: Dianna Millsap

Reviewed by