

# AGENDA

Edmonds Public Facilities District  
Adjourned Meeting of the Board of Directors  
HYBRID: Edmonds Center for the Arts – Green Room, or  
via Zoom at <https://us02web.zoom.us/j/81528115033>  
Thursday, January 26, 2023 – 7:30am

## 7:30 AM - CALL TO ORDER

- |  |                           |      |
|--|---------------------------|------|
| <b>1. Call to Order</b>  | Ray Liaw                  | 7:30 |
| <b>2. Land Acknowledgement &amp; Equity Statement</b>  |                           | 7:31 |
| <i>We acknowledge that we're gathering on the traditional, culture-rich indigenous homelands of the Coast Salish people, who have been stewards of the land and sea in the Northwest since time immemorial. At ECA, we are committed to working with local tribes to acknowledge and honor their ancestral lands.</i>  |                           |      |
| <i>ECA is committed to equity leadership in the arts community and becoming an anti-racist organization. These commitments reflect a careful ongoing examination of the history of privilege and power in our industry and within our organization. By continually testing and modifying our policies and procedures, we strive to increase equity in access, opportunities, and resources at ECA. The impact of this work will be evident on our stage, among our patrons and supporters, and within our staff, volunteers, and boards.</i> |                           |      |
| <b>3. Board President's Comments</b>   | Ray Liaw                  | 7:33 |
| • Agenda Review  |                           |      |
| <b>4. Public Comment</b>   |                           | 7:35 |
| <b>5. Consent Agenda</b>   | Ray Liaw                  | 7:40 |
| • EPFD Board Minutes:  |                           |      |
| i. October 26, 2022  |                           |      |
| ii. November 17, 2022  |                           |      |
| iii. December 01, 2022   |                           |      |
| • Disbursement Reports: November 2022  |                           |      |
| <b>6. Old Business</b>   | Ray Liaw/<br>Lori Meagher | 7:42 |
| • Prior Action Items Review  |                           |      |
| • December Staff Report – Questions/Comments?  |                           |      |
| <b>7. PFD Board Business</b>   | Ray Liaw                  | 7:45 |
| • Leadership Transition Update   |                           |      |
| • RFQ 2022-01 Building Envelope & Conditions Assessment  |                           |      |
| • Job Description for Associate Executive Director   |                           |      |
| • FY2023 Budget Amendment  |                           |      |
| <b>8. Finance &amp; Operations Update</b>  | Lori Meagher              | 8:00 |
| • Finance Update   |                           |      |
| i. Repayment Schedule of Debt Services   |                           |      |
| • Human Resources  |                           |      |
| i. Hiring Update   |                           |      |
| ii. Organization Chart   |                           |      |
| iii. Draft Employee Handbook   |                           |      |
| iv. Inclusion & Accessibility  |                           |      |
| 1. Equity Training Plan for Boards, Volunteers & Staff- Update   |                           |      |
| • Facilities   |                           |      |
| i. L&I Accident Prevention Program   |                           |      |

<b>9. Executive Report / Steering Committee</b>	Joe Mclalwain	8:40
<ul style="list-style-type: none"> <li>• Boys &amp; Girls Club- Update</li> <li>• Strategic Planning- Update</li> <li>• Marketing &amp; Business Development <ul style="list-style-type: none"> <li>i. Ticket Sales Update</li> </ul> </li> <li>• Programming / Outreach <ul style="list-style-type: none"> <li>i. General Update</li> </ul> </li> <li>• Development <ul style="list-style-type: none"> <li>i. Year-End Campaign Update</li> <li>ii. Monthly Update on Development Strategy</li> </ul> </li> </ul>		
<b>10. New Business</b>	Ray Liaw	9:05
<b>11. Adjourn</b>	Ray Liaw	9:10

**NEXT EPFD BOARD MEETING – Thursday, February 23, 2023 - 7:30 AM**

11-17-2022

**ACTION ITEMS:**

1. January 26, 2023 agenda items
  - a. Final version of updated L&I Accident Prevention Program
  - b. EPFD Board approval of updated Employee Handbook
  - c. EPFD Board review and approval of amount to move from restricted debt service into board designated fund prior to fiscal yearend
  - d. Approval of October 27, 2022 meeting minutes
2. February or March EPFD Board meeting: report to EPFD Board how Employee Handbook is received by staff
3. Philanthropy Committee leadership discussion with EPFD Board regarding the future of the GALA or other event
4. In 2023, consider return on investment for new hires and how that will be tracked

12-1-2022

**ACTION ITEMS:**

1. January 11 meeting agenda
  - a. Presentation and discussion regarding alternate leadership model
  - b. Repayment schedule for each debt (2012 Bonds/2021B Bond refinancing, FFNWB Tax Exempt Noe & City of Edmonds Operating Loan)
2. Add individual performance sponsorship to Development Manager position in the Development Strategy Matrix
3. Add work with marketing to Event Coordinator position in the Development Strategy Matrix
4. Add Operations Manager to Finance & Operations in positions by department
5. Doublecheck accuracy of presented events revenue and expenses in 2023 budget
6. Discuss implementation of the development strategy including ROI with EPFD Board at each meeting
7. EPFD Board monitor budget on a monthly basis
8. Update number of FTEs in the Key Metrics
9. At a future EPFD Board meeting, present plan for equity training for boards, volunteers, and staff

1-11-2023

**ACTION ITEMS:**

1. Job description for AED and budget amendment at January 26 meeting
2. Org chart (at January meeting if possible)