

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, February 23, 2023 – 7:30am

7:30 AM - CALL TO ORDER

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| 1. Call to Order | Ray Liaw | 7:30 |
| 2. Land Acknowledgement & Equity Statement | | 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> | | |
| 3. Board President's Comments | Ray Liaw | 7:33 |
| • Agenda Review | | |
| 4. Public Comment | | 7:35 |
| 5. Consent Agenda | Ray Liaw | 7:40 |
| • EPFD Board Minutes: | | |
| i. January 11, 2023 | | |
| ii. January 26, 2023 | | |
| • Disbursement Reports: December 2022 & January 2023 | | |
| 6. Old Business | Ray Liaw/
Lori Meagher | 7:42 |
| • Prior Action Items Review | | |
| • February Staff Report – Questions/Comments? | | |
| 7. PFD Board Business | Ray Liaw | 7:45 |
| • Leadership Transition Update | | |
| 8. Finance & Operations Update | Lori Meagher | 8:00 |
| • Finance Update | | |
| i. Repayment Schedule of Debt Services | | |
| ii. Draft FY2022 Financials | | |
| iii. Draft January 2023 Financials | | |
| • Human Resources | | |
| i. Hiring Update | | |
| ii. Organization Chart | | |
| iii. Job Description for Associate Executive Director | | |
| iv. Inclusion & Accessibility | | |
| • Facilities | | |
| i. L&I Accident Prevention Program | | |
| ii. RFQ 2023-01 Building Envelope & Conditions Assessment | | |

9. Executive Report / Steering Committee	Joe McIlwain	8:40
<ul style="list-style-type: none"> • Marketing & Business Development <ul style="list-style-type: none"> i. Ticket Sales Update • Programming / Outreach <ul style="list-style-type: none"> i. General Update • Development <ul style="list-style-type: none"> i. Monthly Snapshot Update on Development Strategy 		
10. New Business	Ray Liaw	9:05
11. Adjourn	Ray Liaw	9:10

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

1-26-2022

ACTION ITEMS:

1. Consider dotted lines on org chart
2. Add to RFQ for Building Envelope & Condition Assessment, 1) what necessary to meet state clean building energy standards, and 2) potential for Phase 2
3. Revisit org chart next month with update on new hires
4. Add to AED Core Responsibilities that AED fills in for ED when necessary
5. Send EPFD board members spreadsheet of debt repayment including graphs
6. Provide quarterly update on repayment of debt services
7. Board approval of Employee Handbook at February meeting
 - a. Amendments: 1) page 13, reword first sentence in Accepting Gifts Policy to not include “gifts”, and 2) add section about public records obligations
8. Report on equity training plan for boards, volunteers and staff at February meeting
9. Present final L&I Accident Prevention Program at February meeting
10. In monthly update on development strategy, provide details regarding how meeting budget
11. Provide draft YE 2022 financials at February meeting
12. At March meeting, report how Employee Handbook is received by staff
13. EPFD Board review and approval of amount to move from restricted debt service into board designated fund when year-end financials are complete