

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, March 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. February 23, 2023 | | |
| • Disbursement Reports: December 2022, January & February 2023 | | |
| 6. Old Business | Ray Liaw/
Lori Meagher | 7:42 |
| • Prior Action Items Review | | |
| • March Staff Report – Questions/Comments? | | |
| 7. PFD Board Business | Ray Liaw/
David Brewster | 7:45 |
| • Leadership Transition Update | | |
| • External Committee Appointments | | |
| • Association of WA State PFD's | | |
| • Open Board Position | | |
| 8. Finance & Operations Update | Lori Meagher | 8:05 |
| • Finance Update | | |
| i. FY2022 Financials | | |
| ii. January 2023 Financials | | |
| iii. Update on Financial Reporting Process | | |
| iv. Audit Update | | |
| • Human Resources | | |
| i. Hiring Update | | |
| ii. Job Description for Associate Executive Director | | |
| iii. Inclusion & Accessibility Update | | |
| • Facilities | | |
| i. L&I Accident Prevention Program | | |
| ii. RFQ 2023-01 Building Envelope & Conditions Assessment Update | | |

9. Executive Report / Steering Committee	Joe Mclalwain	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 • Departmental Budget Goals & KPI's Update 		
10. New Business	Ray Liaw	9:05
11. Adjourn	Ray Liaw	9:10

NEXT EPFD BOARD MEETING – Thursday, April 27, 2023 - 7:30 AM

ACTION ITEMS:

1. March EPFD Board meeting
 - a. Approval of Disbursement Reports: December 2022 & January 2023
 - b. Board approval of Employee Handbook
 - c. Final FY2022 financials
 - d. EPFD Board review and approval of amount to move from restricted debt service into board designated fund when year-end financials are complete
 - e. Include Mr. Mclalwain's report on his activities in the packet for the record (staff report)
 - f. Job Description for Associate Executive Director
 - g. L&I Accident Prevention Program
 - h. Agenda Item: Community Connections – consider whether to assign board members to attend PFD Association meetings and other community meetings
2. Send EPFD board updated development revenue report that is provided to Philanthropy Committee at their March meeting
3. Quarterly update/discussion on debt service (May)
4. Facilities and Maintenance expense over budget in 2022 – consider whether some expenses could be capitalized
5. Consider creating external organization chart
6. The month following board approval of Employee Handbook, report how it is received by staff