

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, April 27, 2023 – 7:30am

7:30 AM - CALL TO ORDER

- | | | |
|--|---------------------------|------|
| 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. March 23, 2023 | | |
| • Disbursement Reports: March 2023 | | |
| 6. Old Business | Ray Liaw/
Lori Meagher | 7:42 |
| • Prior Action Items Review | | |
| • April Staff Report – Questions/Comments? | | |
| 7. PFD Board Business | Ray Liaw | 7:45 |
| • Leadership Transition Update | | |
| • External Liaison Appointments | | |
| • Internal Committee Appointments | | |
| • Recommendation of PFD Board Candidate | | |
| • Reappointment of Board Member Maloney | | |
| • Employee Handbook Approval | | |
| • Resolution 2023-01 Annual Teacher Workshops & Clock Hours | | |
| 8. Board Member Reports | | |
| • Association of WA State PFD's | | |
| • Snohomish County PFDs | | |
| • Fourth Avenue Cultural Corridor | | |
| • B&G Club | | |
| 9. Finance & Operations Update | Lori Meagher | 8:15 |
| • Finance Update
i. Q1 2023 Financials
ii. Recommended Board Designated Funds Amount
iii. Update on Financial Reporting Process
iv. Audit Update | | |
| • Human Resources
i. Hiring Update | | |

- 1. Grant Writer & Major Gifts Specialist
 - ii. Inclusion & Accessibility Update
- Facilities
 - i. L&I Accident Prevention Program
 - ii. RFQ 2023-01 Building Envelope & Conditions Assessment Update

10. Executive Report / Steering Committee	Joe McIalwain	8:35
<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 		
11. Education & Outreach	Diana Ortega	8:55
<ul style="list-style-type: none"> • OPSI Program Overview for 2023-2024 		
12. New Business	Ray Liaw	9:05
13. Adjourn	Ray Liaw	9:10

NEXT EPFD BOARD MEETING – Thursday, May 25, 2023 - 7:30 AM

ACTION ITEMS:

1. April EPFD Board meeting agenda items
 - a. Recommended amount to move into Board Designated Fund and rationale
 - b. L&I Accident Prevention Program
 - c. Consider Steering Committee recommendation regarding external committee appointments
 - d. EPFD Board recommendation of new EPFD board member
 - e. Update on Financial Reporting Process
 - f. Report on hiring/contracting grant writer and major gift officer
 - g. Departmental Budget Goals & KPI's Update
 2. Change formatting of rental report in staff report so easier to read.
 3. Steering Committee discuss and make recommendation to EPFD Board regarding external committee appointments
 4. Ensure EPFD receiving emails from the Association of WA State PFDs' lobbyist
 5. Chamber of Commerce endorsement of EPFD board member candidate
 6. Request City council interview/appoint recommended EPFD board candidate
-
1. March EPFD Board meeting
 - a. Quarterly update/discussion on debt service (May)
 - b. Consider creating external organization chart
 - c. The month following board approval of Employee Handbook, report how it is received by staff