

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, May 25, 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. April 27, 2023 | | |
| • Disbursement Reports: April 2023 | | |
| 6. Old Business | Ray Liaw/
Lori Meagher | 7:42 |
| • Prior Action Items Review | | |
| • May Staff Report – Questions/Comments? | | |
| 7. PFD Board Business | Ray Liaw | 7:50 |
| • Internal Committee Appointments | | |
| 8. Board Member Reports | | |
| • Leadership Transition Update | | |
| • Association of WA State PFD's | | |
| • Snohomish County PFDs | | |
| • Fourth Avenue Cultural Corridor | | |
| • B&G Club | | |
| 9. Finance & Operations Update | Lori Meagher | 8:05 |
| • Finance Update | | |
| i. April Financials | | |
| ii. Recommended Board Designated Funds Amount | | |
| iii. Quarterly Debt Service Update | | |
| iv. State Funding for Conceptual Design Work (B&GC) | | |
| • Human Resources | | |
| i. Hiring Update | | |
| ii. Inclusion & Accessibility Update | | |
| iii. Employee Handbook Rollout Update | | |
| • Facilities | | |
| i. RFQ 2023-01 Building Envelope & Conditions Assessment Update | | |

10. Executive Report / Steering Committee	Joe Mclalwain	8:25
<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 		
11. Executive Session	Ray Liaw	8:40
12. New Business	Ray Liaw	9:00
13. Adjourn	Ray Liaw	9:05

NEXT EPFD BOARD MEETING – Thursday, June 22, 2023 - 7:30 AM

ACTION ITEMS:

1. May EPFD Board meeting agenda items
 - a. Quarterly update/discussion on debt service
 - b. Consider creating external organization chart
 - c. Audit of EPFD board members that serve on internal committees
 - d. EPFD Board approval of Board Member Maloney reappointment
 - e. Discuss how funding provided by the state related to the Boys & Girls Club will be used
 - f. Update on Board Designated Fund amount
 - g. EPFD Board approval of Building Envelope & Condition Assessment contract
2. City Council confirmation of Board Member Maloney's reappointment to EPFD Board
3. Add footnote to Rental Income Summary that amount reflects the base rate and time in building
4. Inform Steering Committee of appointments to outside committees
5. Employee Handbook
 - a. Verify YWCA phone number
 - b. In statement regarding if an employee has an issue with the ED, specify the contact person on the board of directors is the EPFD Board president
 - c. Report to EPFD Board how handbook is received by staff (June meeting?)
6. Mr. Mclalwain contact executives of other PFDs in Snohomish County to discuss involvement in the Association of Washington PFDs
7. Future meetings: departments/committees provide semi-annual report to EPFD Board