

**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/84245112222>  
Thursday, November 30, 2023 – 7:30am**

**7:30 AM - CALL TO ORDER**

- **Call to Order** Ray Liaw 7:30
  - Attendance of those attending in-person for Minutes
- **Land Acknowledgement & Equity Statement** Volunteer 7:31

*We acknowledge that we work, live, and gather on the unceded territory of the Coast Salish Tribes. We honor with gratitude the land itself and the Coast Salish Peoples of our region, past, present, and future.*

*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.*

- **Agenda Review & Approval** Ray Liaw 7:33
- **Board President's Comments** Ray Liaw 7:35
- **Public Comment** 7:40
- **Consent Agenda** Ray Liaw 7:45
  - Disbursement Reports: October 2023
- **Old Business** Ray Liaw/ Lori Meagher 7:47
  - Prior Action Items Review
  - November Staff Report – Questions/Comments?
- **PFD Board Business** Ray Liaw 7:55
  - FY2024 Final Budget
  - Executive Director Onboarding Update
- **PFD Board Member Reports** Ray Liaw 8:15
- **Associate Executive Director Update** Lori Meagher 8:25
  - Operations Update
    - i. Interlocal & Administrative Agreements between EPFD and ECA
  - Facilities Update
    - i. Building Envelope & Seismic Assessment Update
  - Finance Update
    - i. October Financials
    - ii. ECA 990 Update
  - Ticket Sales Update
  - Development Update
    - i. Gala
    - ii. Year-End

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|--|-----------|------|
| • <b>Executive Director Update</b>       | Kathy Liu | 8:45 |
| • Joint Board & Staff Leadership Retreat |           |      |
| • Strategic Planning Update              |           |      |
| • Organizational Capacity                |           |      |
| • <b>New Business</b>                    | Ray Liaw  | 8:55 |
| • <b>Adjourn</b>                         | Ray Liaw  | 9:00 |

**NEXT EPFD BOARD MEETING –**

**ACTION ITEMS:**

1. November meeting
  - a. 2024 budget
  - b. Review 2025-2029 projections
  - c. Ticket Sales Update
2. Prepare analysis of ticket sales'22-23 compared to '18-19
3. Create grant spreadsheet with analysis of available grants versus grants applied for and grants received. Circulate to EPFD Board prior to the next meeting
4. Create policy regarding use of funds in the Mclalwain Access Fund
5. Send Onboarding Plan to ED Kathy Liu for her feedback
6. Amend procurement policy to reflect statutory amendment taking effect in 2024 and internal changes related to authorizing contracts
  - a. Circulate existing procurement handbook/policy to EPFD Board so they can familiarize themselves with it before changes are proposed
7. Consider informal ways to introduce/welcome ED Liu to the community
8. Consider in the 2024 budget how to equitably compensate staff for increase in insurance premiums
9. EPFD board members invited to attend admin & finance committee meetings where 2024 budget will be reviewed. Notice admin & finance committee meetings as special EPFD Board meetings if a quorum of EPFD board members attend