

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, January 25, 2024**

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: November & December 2023
- **Old Business** Ray Liaw/
Lori Meagher 7:47
 - Prior Action Items Review
 - December & January Staff Report – Questions/Comments?
- **PFD Board Business** Ray Liaw 7:55
 - Board Committee Assignments
 - Board Terms
 - Youth Protection & Safety Policy
- **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
 - ii. Mclalwain Access Fund Policy
 - Human Resources Update
 - i. Board/Staff EEO Survey
 - ii. Hiring Update
 - iii. Policy Updates
 - Facilities Update
 - i. Mithun Building Envelope & Seismic Assessment Update
 - Finance Update
 - i. November/December Financials

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| <ul style="list-style-type: none"> ● Executive Director Update <ul style="list-style-type: none"> ● Development Update <ul style="list-style-type: none"> i. Monthly Status Update ii. Gala Finalization iii. Year- End ● Programming/Revenue Update ● Prioritization of Items: Joint Board & Staff Leadership Retreat ● Strategic Planning Update ● Organizational Capacity | Kathy Liu | 8:45 |
| <ul style="list-style-type: none"> ● New Business | Ray Liaw | 8:55 |
| <ul style="list-style-type: none"> ● Adjourn | Ray Liaw | 9:00 |

NEXT EPFD BOARD MEETING – February 22, 2024

ACTION ITEMS:

1. Forward Mithun's preliminary Building Envelope & Seismic Assessment to EPFD Board
2. Prepare analysis of ticket sales'22-23 compared to '18-19
3. Have grant writer create 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. Amend procurement policy to reflect statutory amendment taking effect in 2024 and internal changes related to authorizing contracts. Send EPFD Board existing procurement handbook/policy
6. Development department provide EPFD Board regular (monthly or bimonthly) updates
7. Hold joint EPFD Board/Philanthropy Committee meeting
8. Hold a joint EPFD Board/Admin & Finance Committee meeting if there are significant mid-year adjustments to the budget
9. Create document that describes the relationship between the EPFD and ECA
10. Prepare Joint Operating Agreement
11. Change column in Ticket Sales Report that compares ticket sales to capacity to a comparison of actual ticket sales to budgeted ticket sales
12. Consider replacing Ticket Sales Update on the agenda with a report that has more impact on the organization's financial health such as grants, capital projects, rentals, etc.
13. Ms. Liu report to EPFD Board on prioritization of items identified at Joint Board & Staff Retreat
14. Cancel the December EPFD Board meeting.