

**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, October 26, 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
  - EPFD Board Minutes:
    - i. September 28, 2023
  - Disbursement Reports: September 2023
- **Old Business** Ray Liaw/  
Lori Meagher 7:47
  - Prior Action Items Review
  - October Staff Report – Questions/Comments?
- **PFD Board Business** Ray Liaw 7:55
  - Resolution #2023.01 Appointment of Agent to Receive Claims for Damages
  - Executive Director Transition/Onboarding Update
  - AWSPFD Conference
- **PFD Board Member Reports** Ray Liaw 8:10
- **Interim Executive Director Update** Lori Meagher 8:25
  - Finance Update
    - i. September Financials
    - ii. FY2024 Budget- 1<sup>st</sup> Draft
    - iii. ECA IRS Examination
    - iv. Grant Analysis
  - Human Resources
    - i. Hiring Update
  - Ticket Sales Update
    - i. Season Analysis 22-23 to 18-19

- Development Update
  - i. Gala
  - ii. Year-End
  
- **New Business** Ray Liaw 8:55
  
- **Adjourn** Ray Liaw 9:00

**NEXT EPFD BOARD MEETING – ADJOURNED-Thursday, November 30, 2023 - 7:30 AM**

**ACTION ITEMS:**

1. Develop a FY2024 revenue forecast by department
2. First draft of 2024 budget
3. Report from Mithun on Building Envelope & Conditions Assessment
4. Send EPFD letter of support regarding appointment of Lynnwood PFD board members to Lynnwood City Council
5. If Mr. Mclalwain was unable to prepare an analysis of ticket sales'22-23 compared to '18-19 before he left, Ms. Meagher work with the Director of Programming and Communication to prepare the analysis
6. Appoint an EPFD board member to the Association of WA State PFDs at a future meeting
7. Ms. Meagher review the ECA's 990 to see if something prompted the IRS' review of the non-profit's tax exempt status
8. Create grant spreadsheet with analysis of available grants versus grants applied for and grants received
9. Create policy regarding use of funds in the Mclalwain Access Fund
10. Once results of Mithun study are provided and before the end of the year, new ED, Board President Liaw, and ECA board member have an informal meeting with Boys & Girls Club to discuss their interest in partnering with the EPFD/ECA