

Friends of the Point Roberts Library (FOPRL)

Minutes of the Board of Directors Meeting, March 11, 2015

Attending: Stephen Falk, Vice President
Ed Park, Treasurer
Margot Griffiths, Secretary
Judy Ross
Louise Cassidy
Mark Robbins

Absent: Kris Lomedico
Barbara Wayland

Guest: Judith Wolfman

The meeting was called to order at 1:04 pm by Stephen Falk, who presented the agenda and led the discussions.

1. The minutes of the last four meetings of the Board of Directors were reviewed.
 - a. email meeting during the week of October 6, 2014
 - b. email meeting during the week of August 30, 2014
 - c. Meeting on May 9, 2014
 - d. Meeting on April 23, 2014

MOTION: Mark Robbins moved the minutes be approved. Stephen Falk seconded. All in favor. Motion passed.

Discussion: Ed Park commented that a speedier way to gain approval of meeting minutes might be helpful.

MOTION: Ed moved that the secretary will send out minutes via email, and Board Members can reply directly through email with approval or changes. Judy Ross seconded. All in favor. Motion passed.

2. **Treasurer's Report:** Ed Park

- a. Ed presented a proposal for a temporary FOPRL reorganization to ease reporting, tax filing and auditing for 2014-2015. This involves a separation of the Support Committee and the Fund Raising Campaign. The issue was tabled, in order to explore with Allan Marter (an accountant on Point Roberts) the legality of such a separation for audit purposes. Mark Robbins will pursue this with Allan.

- b. Ed presented a draft procedure on: How FOPRL reimburses the Park District Construction Outlays for the new library.

MOTION: Judy Ross moved that the Board approve Ed's procedural draft. Stephen Falk seconded. All in favor. Motion passed.

- c. Ed suggested the Board think about replacing him as treasurer for 2015, with the assumption that Louise Cassidy will resume the treasurer's role in 2016. He indicated that the year 2015 is likely to be a financially complex one. Judy commented that it might also be necessary to replace Barbara Wayland, as she is often out of town, and unable to attend meetings. Ed suggested that Board members think about who we might ask to be treasurer and president.
- d. Ed reported that he would like to open a third FDIC insured bank account to ensure that all our funds are covered by ncu or fica insurance. Mark will look for a bank or credit union that will offer interest and provide insurance against loss.

3. Fund Raising:

Judy reported that we have now raised \$436,000. She has presented our fund raising needs to State Senator Doug Ericksen, who has made a directed grant request for State funds in the amount of \$130,000 for the new Point Roberts library. We should hear of the results by the end of April.

Judy also reported that she is conducting one final letter writing campaign, directed at people who have, to date, not contributed. Included with the letter will be the poster of the engraved paving stones. Judy asked the Board to think of names of any potential donors and provide them to her with addresses.

4. Annual General Meeting:

The meeting will be held on April 25, 2015 at 4pm at the community center. As acting president, Stephen Falk will prepare the agenda. Mark will book the community center. Kris Lomedico will be asked to do refreshments, with support from Board members and Rose Momsen. Heidi Baxter has volunteered to provide door prizes.

Meeting adjourned at 2:50 pm.

Submitted by:

Margot Griffiths, Secretary, FOPRL

DRAFT PROPOSED PROCEDURE

HOW FOPRL REIMBURSES PARK DISTRICT CONSTRUCTION OUTLAYS

1. The bills from the architect, the building contractor, and any other construction related bills are to go to the District for review and approval.
2. Once a month, the District will certify in writing to the FOPRL that it has reviewed and approved the bills, and include copies of all bills so certified. Certification -- District board chairman? Resolution of the full board?
3. By adopting this procedure, FOPRL authorizes the FOPRL treasurer to reimburse the District for all certified expenses without further consultation with the FOPRL board.
4. The FOPRL treasurer will transfer money for the certified expenses in a timely manner, using any secure, convenient method, including without limitation, electronic funds transfer, or check made payable to Point Roberts Park and Recreation District #1 and delivered to the District board or its designated representative by USPS mail or by hand.
5. The total amount transferred from FOPRL to the Park District shall not exceed the total amount raised by FOPRL for the new library building.
6. Disputes relating to reimbursement shall be resolved by good faith negotiation between the Park District board or designated representative and the FOPRL board or designated representative, if possible. If necessary, either the Park District or the FOPRL may request the Whatcom County Library System to mediate the dispute. If mediation fails, in the judgment of either the Park District or the FOPRL, either party may request the WCLS to serve as arbitrator and specify a binding resolution.

Adopted at the FOPRL board of directors

meeting on March 11, 2015.

Attested by _____ on _____

Stephen Falk, Vice President Date

Adopted at the Park and Recreation District

monthly meeting on _____.

Attested by _____ on _____

Mark Robbins, Chairperson Date