

**JOINT MEETING OF FICRA & THE FICRA BUILDING TRUST BOARDS**

**UPDATED MEETING AGENDA**

**Thursday, January 14, 2021, 6:30PM**

**2020-2021 FICRA Board**

Miguel Martinez	President
Pia Beetham	Vice President
Candy Wawro	Secretary
Hal Goodell	Treasurer
Howard Stapleton	Past President
(Vacant)	Director
(Vacant)	Director

**2020-2021 FICRA Trust Board**

Howard Stapleton	President
Naomi Grant	Vice President
Gina Olson	Secretary
Hal Goodell	Treasurer
Karen Kretschmer	Director

NOTE: This meeting will be held via video/teleconference. You will need to have a computer or smartphone capable of running Zoom to participate. We will send out links and passwords to meeting attendees the afternoon of 1/14; if you want to participate, send a request to [info@ficra.org](mailto:info@ficra.org).

The agenda for this meeting has been limited to pending items requiring Board review/approval and essential topics that need to be discussed at this time. Some agenda items are postponed until we are able to meet in a manner better suited for public feedback and interaction. Standing committees will continue to meet as required and will report to their respective Boards as appropriate.

1. Call to order and approval of absences
  - A. Gina Olson is unable to attend and her absence is excused
2. Approval of November 12, 2020 Minutes (Available for [download](#)) for the Meeting of FICRA & the FICRA Building Trust Boards
3. Presidents' Report (Miguel Martinez / Howard Stapleton)
4. Treasurer's Report – Hal Goodell
5. Standing Committee Reports
  - A. Trust Citizens' Patrol & Emergency Preparedness – Jim Braden
  - B. Trust Building & Grounds – Jim Braden
    - Project Status
    - NCC Rental/Use Requests
  - C. FICRA Publicity (manages communication with the public) – Miguel Martinez
  - D. FICRA Social Activities (develops/conducts activities for island residents)
6. Unfinished Business
7. New Business
  - A. NCC Building Name & Dedications – Karen Kretschmer & Others
  - B. FICRA Building Trust Donation – Jim Braden
  - C. Potential Uses for FICRA Donation – Miguel Martinez
  - D. 2021 FICRA Building Trust Budget – Finance Committee Chair (Hal Goodell)
8. Meeting Adjournment (The next regularly scheduled meeting for the FICRA and FICRA Building Trust Boards is Thursday, February 11, 2021 at 6:30PM via video/teleconference.)

Per Washington RCW 24.03.120, except as may be otherwise restricted by the articles of incorporation or bylaws, members of the board of directors or any committee designated by the board of directors may participate in a meeting of such board or committee by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time and participation by such means shall constitute presence in person at a meeting.

**Proposed FICRA Building Trust 2021 Budget  
Preliminary - 1/14/2021**

	<b>2019 Actuals</b>	<b>2020 Approved Budget</b>	<b>2020 Actuals (as of 11/30)</b>	<b>2021 Proposed Budget</b>
Ordinary Income/Expense				
Income				
Citizens Patrol Program Income				
Citizens Patrol Donations Inc	12,173.00	12,000.00	10,980.00	12,000.00
Garage Sale Maps	330.25			
Total Citizens Patrol Program Income	12,503.25	12,000.00	10,980.00	12,000.00
Donations Income				
Donations Income (Non-Event)	20,280.02	20,000.00	27,548.17	20,000.00
Nature Center Donations		500.00	290.00	
Fair Donations Income				
PWP RTP Income	11,408.38	13,800.00	14,300.00	13,800.00
Donations Income - Other	50.00			
Total Donations Income	31,738.40	34,300.00	42,138.17	33,800.00
Emergency Planning Income				
Emergency Planning Donations	9,191.57	2,200.00	1,355.00	2,200.00
Total Emergency Planning Income	9,191.57	2,200.00	1,355.00	2,200.00
Fund Raising Events Income				
Garage Sale Site Income	840.00			
Party with a Purpose Fundraiser				
Sponsorship Income	2,750.00	5,250.00	6,000.00	
Admission Fee Income	4,900.00	4,950.00	4,950.00	
Live Auction Income	9,350.00	20,575.00	17,875.00	
Silent Auction Income	5,998.00	4,950.00	4,950.00	
Other PWP Fundraising Events				
Beverage Sales		320.00	318.00	
Heads & Tails	400.00	960.00	960.00	
Dining Frenzy			615.00	
Wine Sales Income	901.00	615.00		
Raffle Income	295.00			
Misc. Income	220.00	24.00	179.00	
Subtotal Party with a Purpose Fundrais	24,814.00	37,644.00	35,847.00	30,000.00
Plant Sale Income				
Plant Sale Income Gross	8,307.00	4,500.00		
Plant Sale Income Shared	(5,538.00)	(3,000.00)		
Subtotal Plant Sale Income	2,769.00	1,500.00	-	1,000.00
FICRA Fair				
Sponsorship Income	1,000.00	1,000.00		1,000.00
Booth Sales Income	725.00	800.00		1,000.00
Booth Member Income	-	100.00		
Beer Income	945.00	1,000.00		1,000.00
Raffle Room Income	489.00	500.00		500.00
Clothing	3,324.00	2,500.00	3,500.00	3,000.00
Subtotal FICRA Fair	6,483.00	5,900.00	3,500.00	6,500.00
Total Fund Raising Events Income	34,906.00	45,044.00	39,347.00	37,500.00
Miscellaneous Income	566.00			

**Proposed FICRA Building Trust 2021 Budget**  
**Preliminary - 1/14/2021**

	2019 Actuals	2020 Approved Budget	2020 Actuals (as of 11/30)	2021 Proposed Budget
Rental Income				
Yoga Class	475.00	1,000.00	100.00	200.00
Quilt Group	195.00	200.00	75.00	100.00
AA Income	1,020.00	1,020.00	865.00	600.00
Art Group Income	550.00	500.00	100.00	200.00
Events Income	5,550.00	5,500.00	755.00	2,000.00
Garage Income	4,075.00	4,200.00	3,950.00	4,000.00
FICRA Usage Fee	3,500.00	3,500.00		3,500.00
Subtotal Rental Income	15,365.00	15,920.00	5,845.00	10,600.00
<b>Total Income</b>	<b>104,270.22</b>	<b>109,464.00</b>	<b>99,665.17</b>	<b>96,100.00</b>
Gross Profit	104,270.22	109,464.00	99,665.17	96,100.00
Expense				
Advertisement Expense		250.00		250.00
Bank Fees Expense				
Bank Fees Expense	16.00	100.00	16.95	100.00
PayPal Fees Expense	321.59	500.00	219.33	500.00
Square Register Fees Expense	917.91	1,100.00	901.81	1,100.00
Subtotal Bank Fees Expense	1,255.50	1,700.00	1,138.09	1,700.00
Tax Preparation Expense	251.15	400.00	250.00	300.00
Citizens Patrol Program Expense				
Deputies Expense	10,200.00	10,200.00	7,920.00	10,000.00
Mileage (CP Gas) Expense	348.60	1,000.00		500.00
Phone Expense	407.04	420.00	383.57	420.00
Citizens Patrol Month Expense	446.33	500.00		500.00
Signs Expense	843.59			
Citizens Patrol Administrative	116.90	400.00	58.89	400.00
Citizens Patrol - Unbudgeted	97.65			
Subtotal Citizens Patrol Program Expens	12,460.11	12,520.00	8,362.46	11,820.00
Depreciation Expense	8,638.58	8,700.00		8,700.00
Emergency Planning Expense	1,206.26	2,200.00	63.61	2,200.00
FICRA Mailing Expense				
PO Box Rental	134.00	134.00	148.00	148.00
Bulk Mail Permit Expense		300.00	235.00	300.00
Postage Expense	560.14	600.00	241.55	600.00
Subtotal FICRA Mailing Expense	694.14	1,034.00	624.55	1,048.00
Fire Inspection Expense		100.00		100.00
Fund Raising Events Expense				
Party with a Purpose Expense	4,984.02	16,095.00	14,455.11	15,000.00
Plant Sale Expense				
Plant Sale Expense Gross	336.94	600.00	95.12	
Plant Sale Expense Shared	(187.32)	(400.00)		
Subtotal Plant Sale Expense	149.62	200.00	95.12	200.00
Fair Expense				
Event Permits & Inspections	532.50	600.00		600.00
Music Expense	1,075.00	1,500.00		1,500.00
Clothing Expense	2,192.24	2,200.00	2,153.27	2,200.00

**Proposed FICRA Building Trust 2021 Budget**  
**Preliminary - 1/14/2021**

	2019 Actuals	2020 Approved Budget	2020 Actuals (as of 11/30)	2021 Proposed Budget
Fair Shuttles	1,200.00	1,400.00		1,400.00
Other Fair Expenses	954.50	700.00		700.00
Subtotal Fair Expense	5,954.24	6,400.00	2,153.27	6,400.00
Total Fund Raising Events Expense	11,087.88	22,695.00	16,703.50	21,600.00
Insurance Expense				
NCC Insurance	4,915.10	5,000.00	5,578.73	5,600.00
D&O Liability (50/50 split)	535.00	550.00	535.00	550.00
Insurance Expense - Other				
Subtotal Insurance Expense	5,450.10	5,550.00	6,113.73	6,150.00
Licenses and Permits	10.00	10.00		10.00
NCC Maintenance				
Bug Maint. Expense	798.42	800.00	671.12	800.00
Building Maintenance Expense	509.68	2,000.00	10,103.77	2,000.00
Furnace Maintenance Expense	-	400.00	186.83	400.00
Nature Center Expense	29.52	400.00		400.00
Yardwork Expense	1,091.95	2,000.00	1,312.50	2,000.00
Subtotal NCC Maintenance	2,429.57	5,600.00	12,274.22	5,600.00
Un-Budgeted Misc. Expense	525.16		100.00	
Playground Expense	753.39	750.00		750.00
Sports Field Expense		500.00		500.00
Rental Expense				
Contract Cleaning Expense	1,237.50	2,500.00	1,800.00	2,500.00
Rental Coordinator Expense	850.00	1,200.00		1,200.00
Subtotal Rental Expense	2,087.50	3,700.00	1,800.00	3,700.00
Supplies Expense	290.43	800.00	65.96	800.00
Property Taxes Expense	3,359.35	3,700.00	3,684.50	3,700.00
Utilities Expense				
Electricity Expense	2,189.63	2,000.00	1,603.00	2,000.00
Furnace Oil Expense	2,413.02	2,500.00	1,600.32	2,500.00
Porta Potty Expense	996.00	1,200.00	910.00	1,200.00
Water Expense	345.85	400.00	352.70	600.00
Internet Service		1,400.00		1,400.00
Subtotal Utilities Expense	5,944.50	7,500.00	4,466.02	7,700.00
Web Expense (50/50 split)	711.53	400.00	232.27	300.00
Reserve Study Obligation <sup>1</sup>		6,750.00		6,750.00
<b>Total Expense</b>	<b>57,155.15</b>	<b>84,859.00</b>	<b>55,878.91</b>	<b>83,678.00</b>
Net Ordinary Income	47,115.07	24,605.00	43,786.26	12,422.00
Other Income/Expense				
Bank Interest Income	251.07		821.26	
Subtotal Other Income	251.07	-	821.26	-
Net Other Income	251.07	-	821.26	-
<b>Net Income</b>	<b>47,366.14</b>	<b>24,605.00</b>	<b>44,607.52</b>	<b>12,422.00</b>
<b>Notes:</b>				
<sup>1</sup> Transfer from Trust to Capital - will not show on P&L				