

Piedras Blancas Light Station Association
Minutes
Rabobank Conference Room - Cambria, CA
February 27, 2019

Board Members in attendance: David Cooper, Tim Postiff, Harry Thorpe, Jim Harris, John Brass, Gary O'Neill, Zale Schuster

Board Members absent: None

Others present: Ryan Cooper (BLM), Holly Gant (PBLSA)

David Cooper called the meeting to order at 6:02 pm

Announcements:
None

Approval of the Agenda:
Agenda was approved with consensus.

Reports:

1. Secretary Report – *M/S/P Minutes January 23, 2019, approved.*
2. Financial Status and Treasurer's Report - See report. Note that our investments had a great month in January.
3. Gift Shop Report- See report.
4. BLM Update- See report.
5. Fog Signal Building Restoration– No report.
6. Tower Report - See report.
7. Power Line Report – See report. Board agreed that board isn't ready to fund or backstop the expense, we would look for full subvention through grant funding. David will call Salud Carbajal's office for advice for funding. Jim and Holly will continue to submit grants for funding.
8. Fresnel Lens Update – No report.
9. Capital Campaign: Grants Report – See report.

Old Business:

1. FSB Engine – No report. Board agrees that the alternative to the actual engine will be a life-size cutout.

New Business:
None.

Discussion Items:

1. Updating Bylaws- See report. *M/S/P to accept the restated PBLSA bylaws dated 2/27/19.* David changed Section 8 qualifications for directors because the law doesn't allow ex officio or non-voting members on the board. David recommended we keep a designated BLM representative open and they have all rights as board members. Language added that BLM can designate a full member and full voting rights in case a future BLM manager doesn't want to be on the board and may self-appoint a representative. Ryan will ask Bakersfield if there's a conflict with him added as a board member. David will update fresh draft and Harry will sign and certify.

Meeting adjourned at 7:36 pm.

Minutes recorded by Holly Gant

Appendix 1: Treasurer's Report 2/27/19 – Harry Thorpe

TREASURER'S REPORT for January 2019

1. OPERATIONS INCOME: Last Month: \$1,106.00* YTD: \$1,106.00
PROFIT: Last Month: \$37.19 YTD: \$37.19
TOWER RESTORATION FUND BALANCE: \$6,538
BLM SUPPORT EXPENSE: Last Month: \$94,025.00 YTD: \$94,025.00
BALANCES: PP Bank: \$10,488.83 ASAP: \$57,074.00

*Government shutdown

2. INVESTMENT BALANCE – FIDELITY INVESTMENTS

<i>Month</i>	<i>Beg Bal</i>	<i>Market Chg</i>	<i>Div/Int</i>	<i>Deposit</i>	<i>W/D</i>	<i>Ending Bal</i>
Jan 2019	512,382.27	18,368.59	904.70	--	--	531,655.56
Dec 2018	526,251.30	<15,884.76>	2,015.73	--	--	512,382.27
Nov 2018	522,594.21	2,598.67	958.42	--	--	526,251.30

3. OTHER:

- Reviewed December/January transactions – made adjustments.
- FSB project on hold until March pending Wellsona availability
- Paid Wellsona invoice for \$93,712.00.

Harry M. Thorpe, Jr.

Appendix 2: Gift Shop Report 2/27/19 – Holly Gant

NET SALES

*Shaded month indicates lower sales than that same month last year

	Jan	Feb	Mar	Apr	May	Jun
2011	884	1,009	1,354	2,517	1,435	2,216
2012	862	922	1,497	1,812	1,366	2,121
2013	1,848	1,270	1,931	2,849	2,208	3,407
2014	1,853	3,263	3,072	2,447	2,186	2,697
2015	2,873	2,278	2,512	2,604	2,783	3,628
2016	1,798	2,609	2,830	1,988	2,142	2,586
2017	2,196	1,461	2,678	3,909	2,864	3,350
2018	3,077	3,094	3,104	3,316	3,133	3,707
2019	1,015					

	Jul	Aug	Sep	Oct	Nov	Dec
2011	3,481	2,973	1,733	1,445	1,158	1,837
2012	3,718	3,725	1,951	2,653	1,207	1,344
2013	4,351	4,121	2,314	2,048	1,872	1,965
2014	3,838	4,283	3,045	2,528	1,412	1,635
2015	4,862	4,356	2,609	3,216	2,258	2,157
2016	4,861	3,410	2,716	2,647	1,930	2,103
2017	4,666	3,701	2,218	3,022	2,793	3,491
2018	6,225	4,157	3,383	2,552	1,597	1,730
2019						

	TOTAL	Jan - Jun
2011	\$ 22,042	\$ 9,415
2012	\$ 23,178	\$ 8,580
2013	\$ 30,184	\$13,513
2014	\$ 32,259	\$15,518
2015	\$ 36,136	\$16,678
2016	\$ 31,620	\$13,953
2017	\$ 36,349	\$16,458
2018	\$39,075	\$19,431
2019		

*government shutdown effected Dec 2018 and Jan 2019

Appendix 3: BLM Update 2/27/19 - Ryan Cooper

Past Events

California Naturalist Program at the Light Station (Camp Ocean Pines) – They were out last Friday and Jodie gave a presentation. They loved the venue.

Burn Victim Group

A group of young burn victims came to the light station and participated in leadership activities organized by The Morro Bay Fire Department. They also loved the Venue.

Projects

Fog Signal Bldg. (FSB):

I talked to Dan and it seems like he still has some time to go on his other project. I am going to meet with him in the next week or two to come up with a plan.

Re-roof the Coast Guard Units

Getting quotes as we speak. More shingles blow off with each storm.

Lens

Art Chapman and I will be meeting with Dan Falat of State Parks to get a feel of their interest in housing the Lens. This is just an informal meeting to see if they are interested. We still want to go to the community to see what the community wants.

Power line underground

I will be scoping the project to Bakersfield this week and will have a better idea on the Environmental work we will need to do after that.

Special Event:

March 23 Sunset / Whale Tour
March 25 Whale Team Starts
March 26 US Lighthouse Society
April 28 Meet the Scientists

Educational Outreach:

March 1 Bauer Speck
March 15 Del Mar Elementary
March 29 Winifred Pifer (re-schedule Weather)
March 27 Vineyard Elm (re-schedule Shutdown)
April 3, 5 Vineyard Elm (re-schedule Shutdown)
April 19 Baywood Elementary

Tour Numbers

Month	2014	2015	2016	2017	2018	2019
October	637	605	516	500	506	441
November	622	503	474	357	523	433
December	404	464	426	273	829	240
January	661	731	623	266	608	0
February	573	570	572	284	780	294*
March	696	754	560	502	662	
April	663	616	581	666	684	
May	432	629	352	572	362	
June	658	916	521	787	732	
July	1178	990	850	1125	1169	
August	985	809	693	836	1001	
September	601	481	442	437	591	
Total	8110	8068	6610	6605	8447	

*partial month

Appendix 4: Tower Update 2/27/19 – Jim Harris

As reported last month, Bruce is committed to another project until March, and then expects to concentrate only on the lighthouse restoration. As previously reported, and emphasized in this report, the evolved design of the eight embedded reinforced concrete column may allow the restoration to be implemented in three phases: refurbishment of the tower openings, construction of the stabilization columns, and replacement of the top three levels. Beginning in March, Bruce plans to implement the evolved design into the computer model and test it to verify its performance. After this evaluation, and hopefully in the spring, the plan is to have a design review using the auspices of the Architectural Resources Group. Expecting this review to be successful, we would proceed to present the work to the public for their review, and then to incorporate the results into our capital campaign plans.

Appendix 5: Power Lines Report 2/27/19 – Jim Harris

PG&E mailed an electric agreement to Ryan Cooper dated 2/15/19 for their cost estimate of the work to place the electrical supply underground of \$117,731.31. MGE Underground mailed their proposal cost of \$136,078.00 to perform the horizontal drilling and complementary work to connect the electrical supply from the east side of highway 1 to the existing electrical distribution panel. PG&E requires a response within 90 days and requires full payment before they start construction. MGE Underground has a proposal response of 30 days, and they will bill monthly for work accomplished with payment due within 30 days of invoice. Major issues for the project are the sources of funding and the schedule of the work. Grant proposals are being submitted (Robert J. Schumann Foundation for \$253K on 2/28/19) and others are being considered for submission. It is expected that these funding and scheduling issues among other issues will be discussed at the February 27, 2019 PBLSA board meeting to develop a plan to realize the goal to put the power lines underground.

Brian French continues his sustainability study for supplying the light station with electrical power with a microgrid controller with battery storage using inputs of solar, motor generator, and grid power with output of electrical power to the light station.

Appendix 6: Capital Campaign: Grants Report 2/27/19 – Jim Harris/Holly Gant

As reported in January 2019 the PBLSA has received a \$2500 grant from the Community Foundation of San Luis Obispo County BUILD program to prepare for a capital campaign to complete the restoration of the light station. The grant begins January 1, 2019 and continues through December 31, 2019. There is a photo-op to publicize the grant at the light station this Friday March 1, 2019 at 9:30am, and all board members are invited. A committee composed of Jim Harris, David Cooper, Harry Thorpe, Holly Gant, and other board members interested in being involved with planning the capital campaign is being formed that will hold a brief meeting following the photo-op event. The first order of business is to develop a schedule with milestones for the campaign. It will use the auspices of the SPOKES Capital Campaign 101 consultant to facilitate the development of a planning document for the campaign. As mentioned in last month's report, PBLSA members are encouraged to suggest potential big donors that are to be "courted" for initiating the campaign.

A proposal for a grant of \$253K to cover the costs of PG&E and MGE Underground for the undergrounding the power lines project is to be submitted on Thursday February 28, 2019 to the Robert J. Schumann Foundation; notification of the results of this proposal is not expected until August of this year. Plans are to submit other grants for the power lines project using the Instrumentl website software subscribed to annually by PBLSA.

Yesterday, Holly attended a SPOKES meeting about developing a donor plan. The speaker encouraged thanking our donors regularly and sending out fundraising letters at tax time and at the end of the year and asking for money for a specific project rather than a general donation. Holly spoke with him one-on-one and he agreed that we should focus on soliciting big donors and using a consultant to help us. That is what our Capital Campaign 101 consultant should help us with soon so it was encouraging to hear that we're headed in the right direction. He also recommended working with the Parks Foundation, Santa Barbara Trust for Historic Preservation, corporate donors and federal grants. The speaker is based in Santa Barbara and has worked closely with the Santa Barbara Trust for Historic Preservation and knows quite a few large donors that may fit our needs. Holly will be attending the next meeting in March about building your case before you start fundraising. She is also designing a full-color brochure as a handout to potential donors during our capital campaign.

Appendix 7: Bylaws Update – David Cooper

TO: PBLSA Board of Directors
FROM: David Cooper
RE: Recommendations

My work on the bylaw audit produced seven recommendations. Over the course of the next two or three meetings I will introduce resolutions designed to implement these recommendations.

Recommendation #1 In order to prevent the PBLSA directors from getting fatigued, unproductive, or disengaged by too-long involvement, I recommend that we establish a Nominating Committee that is charged with developing a peer evaluation system to ensure that directors remain active, productive, and engaged.

Recommendation #2 Establish a Nominating Committee as a standing committee of the PBLSA. The Nominating Committee is charged with developing uniform, written guidelines for the selection, the vetting process, and the election of directors. The Nominating Committee may wish to consult the original PBLSA bylaws Section 11 for language and ideas. The Nominating Committee shall exercise all the authority of the board except those prohibited actions listed in Section 26.

Recommendation #3 I think it will be helpful to adopt the practice of setting up, via board resolution, “standing committees.” These committees have board authority. It is best to keep standing committees to a small number. In the case of PBLSA, I recommend, at most, three standing committees: Finance Committee, Nominating Committee, and Media and Public Relations Committee. “Meetings and Actions of Committees” are spelled out in Section 27. The rest of our business can be assigned to “Working Groups.” Further distinctions between standing committees and working groups need to be clarified in a board manual.

Recommendation #4 Harry Thorpe is working on a format for our Annual Report that meets the conditions laid out in Sections 40 and 41 of our bylaws.

General Recommendation #5: PBLSA Board Manual The Public Law Counsel Center strongly advises that every nonprofit board should establish an effective process for educating board members about such things as their legal and ethical responsibilities, knowledge about the history, programs, and activities of the organization, oversight functions, etc. Therefore, I recommend that the PBLSA develop an orientation manual for new and existing directors. We can use a template provided by SPOKES.

General Recommendation #6: PBLSA Conflict of Interest Statement Although not required by Federal law, the IRS has begun asking on the Form 990 if a tax-exempt nonprofit organization has a written conflict of interest policy and whether that policy statement is available to the public. A conflict of interest policy makes it less likely that a board or staff member will intentionally or inadvertently violate their responsibilities. Therefore, I recommend that the PBLSA adopt a simple conflict of interest statement and that board directors, existing and new, sign the statement. We can use a template provided by SPOKES.

General Recommendation #7: Statement of Values and Code of Ethics Donors, volunteers, and board peers support charitable organizations like the PBLSA because they trust them to carry out their missions, to be good stewards of their resources, and to uphold rigorous standards of conduct. While I don't think it is necessary for a nonprofit organization such as ours to adopt a formal statement of values and code of ethics, I do recommend that we include a simple statement of ethics and values in our board manual.

—February 6, 2019