

Piedras Blancas Light Station Association  
Minutes  
Rabobank Conference Room - Cambria, CA  
October 24, 2018

Board Members in attendance: Tim Postiff, Harry Thorpe, Jim Harris, Zale Schuster, Gary O'Neill  
Board Members absent: David Cooper, John Brass  
Others present: Holly Gant (PBLSA), Ryan Cooper (BLM), Jodie Nelson (BLM)

Tim Postiff called the meeting to order at 6:01 pm

Announcements-  
None

Approval of the Agenda: Agenda was approved with consensus.

Reports:

1. Secretary Report – *M/S/P Minutes of September 26, 2018, approved.*
2. Financial Status and Treasurer's Report - See report.
3. Gift Shop Report- See report. Board was pleased with the results of the custom resin lighthouse model.
4. BLM Update- See report. Tim asked about the FSB floor and Ryan said there is a metal pipe underneath that is raising part of the floor that should be removed because of rust jacking and the low spots will be filled in with concrete to remove tripping hazards. Otherwise the floor will remain as is. Ryan will ask Dan Murphy to look at the windows and add any needed repair (like repairing concrete) to his Finishing proposal. Ellis will be used to repaint them if needed.
5. Fog Signal Building Restoration– See report.
6. Tower Report - See report. *M/S/P approved "The PBLSA Board supports contacting Stephen Farneth of the Architectural Resources Group in the Bay Area to investigate interest, availability and requirements for working with Shoreline Engineering to provide the architectural work necessary for restoring the lighthouse tower with a replica of the missing top three levels."* Harry would like to sit in on the interaction with Bruce Elster and Stephen Farneth when they come to the light station and encourages the board to be part of it.
7. Power Line Report – See report.
8. Fresnel Lens Update – See report. Jodie raised the concern of insurance while volunteers are cleaning the lens. Harry to contact our insurance company. Jim suggested writing an MOU between the Lions and PBLSA for this cleaning. Board agreed that December 5-8 will work. *Jim moved that we allocate \$4,000 to clean the lens. M/S/P approved*

Old Business:

1. Capital Campaign: Grants Report – See report. See report. Holly confirmed that grants will be awarded the second week of November.
2. John Bogacki invitation- John will be at the volunteer summit and he may come back for a community history program next year.
3. PCWT recap- See report.
4. SPOKES Board Academy- See report. Harry mentioned we have old board manuals and suggested we use them as a starting point to help write an updated manual. Jim cautioned on using them due to past board history. Zale was concerned that the tour guides are dwindling. Jodie is working on a volunteer recruitment at the start of the year.
5. FSB Engine- No update. Gary suggested we put an ad in The Cambrian for old relics from the light station. Holly will follow up. There's word that the FSB engine is in Cambria on a farm on Santa Rosa Creek Road.

New Business:

1. Intern payment- Avery will be leaving November 2nd, which leaves Ellis through the winter, but he's currently interviewing for jobs. Jodie's hope is to have overlapping interns so the senior intern can train the new intern. Harry said we used money from the coop agreement under the maintenance and restoration funds to pay for Mike in 2017 and Alex in 2015. Board agreed to fund interns as needed and encouraged Jodie to have at least one intern year round.

Discussion Items:

1. None

Board meeting adjourned at 7:20 pm

Minutes recorded by Holly Gant

## Appendix 1: Treasurer's Report 10/24/18 – Harry Thorpe

### TREASURER'S REPORT for September 2018

**1. OPERATIONS INCOME:** Last Month: \$5,953.50 YTD: \$47,670.16  
**PROFIT:** Last Month: \$1,754.14\* YTD: \$4,298.14\*  
**TOWER RESTORATION FUND BALANCE:** \$1,637  
**BLM SUPPORT EXPENSE:** Last Month: \$38,430.00 YTD: \$47,105.28  
**BALANCES:** PP Bank: \$12,821.53 ASAP: \$166,932.53

\*Excluded – Reimbursement: \$38,430

\*\*Excluded YTD: \$98,968.86

### 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>
<b>Sept 2018</b>	501,084.48	<946.89>	901.11	--	--	501,038.70
<b>Aug 2018</b>	497,240.39	2,771.46	1,072.63	--	--	501,084.48
<b>July 2018</b>	491,408.50	3,950.60	1,881.29	--	--	497,240.39

### 3. OTHER:

- Reviewed August/September transactions – made adjustments.
- Received final approval from BLM for FSB funds.
- Submitted SF270 for \$38,430 for FSB Phase 3 and transferred funds.
- Reimbursed PBLSA for FSB Phase 3 funding.
- Submitted SF270 for \$97,037 for FSB Phase 2 funding.
- Continued monitoring of FSB project progress - see status report.

*Harry M. Thorpe, Jr.*

## Appendix 2: Gift Shop Report 10/24/18 – 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

	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			

	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		\$19,431

### **Appendix 3: BLM Update 10/24/2018 – Ryan Cooper**

#### **Past Events**

##### **Hops for the Top**

It was a good event. We sold 52 tickets. Guests had many good thoughts about the event.

#### **Projects**

##### **Communication Tower:**

Communication building should be removed Wednesday (today). Now we need to figure out how to dispose of the concrete under the building and tower.

##### **Fog Signal Bldg. (FSB):**

Dan and I will be working on a plan for lighting and the floor soon.

##### **Special Event:**

Strategic Planning meeting	November 7
Volunteer Summit with John Bogacki	November 14
Holiday Party	December 1

##### **Educational Outreach:**

Cambria Elementary School is this month

##### **Asphalt Maintenance**

Chip Seal is going to be done late October and early November. I am still waiting to hear from the contractor on how long it is going to take and how it is going to affect the tours.

##### **Strategic Planning Meeting**

November 7th

#### **Tour Numbers**

Month	2014	2015	2016	2017	2018	2019
October	637	605	516	500	506	266*
November	622	503	474	357	523	
December	404	464	426	273	829	
January	661	731	623	266	608	
February	573	570	572	284	780	
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: FSB Restoration 10/24/18 – Harry Thorpe**

### **FOG SIGNAL BUILDING RESTORATION**

#### **Status Report as of October 24, 2018**

BLM ASAP funds were requested, approved and transferred for Phase 2 – Roof Installation. Wellsona's invoice has not yet been received.

Because of Dan Murphy's unavailability due to recovery from shoulder surgery, the requirements for Phase 4 – Finishing have not yet been completed.

*Harry M. Thorpe, Jr.*

## **Appendix 5: Tower Update 10/24/18 – Jim Harris**

Bruce Elster continues to be very busy on various projects, completing his commitment to the Fog Signal Building. He and Dan Murphy are meeting to discuss the issues of the construction necessary to stabilize the tower, and plan to continue those discussions. Bruce provided contact information for Stephen J. Farneth, Founding Principal for the Architectural Resources Group located in the Bay Area (you can access [argsf.com](http://argsf.com) for more information). He recommends the PBLSA contact them to provide a design for a replica for the top three levels of the tower. He said that it is appropriate for the PBLSA to contact Steve Farneth to inquire if they would be interested in providing a design for a replica of the top three levels of the tower, and in working with Shoreline Engineering to that end. Bruce said he is willing to travel to the Bay Area to meet with them on the potential project, or to meet with them locally. While he recommends the Architectural Resources Group for this work, he still is going to contact Tom Winters (retired), who was Past Chair of the California Office of Historic Preservation, for further references for the architectural work. In order to pursue this opportunity, the following motion is presented:

"The PBLSA board supports contacting Stephen Farneth of the Architectural Resources Group in the Bay Area to investigate interest, availability and requirements for working with Shoreline Engineering to provide the architectural work necessary for restoring the lighthouse tower with a replica of the missing top three levels."

## **Appendix 6: Power Lines Report 10/24/18 – Jim Harris**

In email correspondence with Bob Burke of PG&E on the timeline for the project to underground the power lines, it was related that the PBLSA should not expect a timeline or cost estimates until the beginning of next year. We will continue to monitor the progress of PG&E towards getting a timeline and cost estimates for the project. Brian French is concentrating on getting more details on the microgrid option that encompasses solar, battery storage, electrical generator (motor), and existing grid connection. An issue raised is the impact of the future restoration on the power requirements for the light station; we look to the strategic planning session next month to understand this issue as it evolves.

## **Appendix 7: Lens Report – Zale Schuster**

Second lens working group meeting was held October 23<sup>rd</sup>. Attendees were Ryan Cooper, Carole Adams, Holly Gant and Zale Schuster with Jim Woodward on the phone.

### **Topics-**

#### Date and time of cleaning

Jim gave us two windows: November 25-28 and December 5-8. We believe December dates will allow us additional time to raise donations.

#### Compensation for Mr. Woodward

Jim's fee for two days \$2,000

Jim's travel expenses 600

Equipment rental 400

Consumable supplies 200

Total Estimate 3,200

#### Consumable supplies

Distilled water, isopropyl alcohol, brushes, blue shop towels

#### Equipment

20' single man lift, two 6-8' ladders

#### Volunteers

TBD

## **Appendix 8: Capital Campaign: Grants Report 10/24/18 – Jim Harris/Holly Gant**

Still no word on the status of our proposal to the Community Foundation of San Luis Obispo County BUILD program to assist us in initiating a capital campaign to complete the restoration of the light station except for the acknowledgement of the submission of our proposal. September 16, 2018 was the final submission date, so we plan to press the Community Foundation to learn about the status of our proposal. The results of the strategic planning session coming up in November should be very important for the direction of the capital campaign.

## Appendix 9: PCWT and Hops for the Top Report 10/24/18 – Holly Gant

### PCWT Sunset Soirée

#### Income

Ticket Sales (106 Tickets)	7771.15
Silent Auction	1842.25
Auction Checks	275.00
<b>Total Income</b>	<b>9888.40</b>

#### Expenses

Food- Bear & The Wren	3976.13
Music - Marcus DiMaggio	175.00
Chocolate Truffles	116.00
Glasses	272.61
Advertising	124.70
Water & Decorations	38.76
Honey Hut Rental	200.15
Event Brochures	84.05
PayPal Fees (taken out of sales)	
<b>Expense Total</b>	<b>4987.40</b>

<b>Profit for PBLs</b>	<b>4901.00</b>
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### HOPS FOR THE TOP

#### GROSS INCOME

Tickets	1812
Raffle	215
Silent Auction	185
GS sales	163
	<hr/>
	<b>2375</b>

#### EXPENSES

Food	211
Gift baskets	40
Promo Material	184
Honey Hut Rental 200	
Fees (eventbrite/CC)	194
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	<b>829</b>

<b>NET INCOME</b>	<b>1546</b>
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## **Appendix 10: SPOKES Academy 10/24/18 – David Cooper**

### **SPOKES Board Academy Report October 22, 2018**

On October 19, 2018 I attended an all-day “Board Academy” workshop sponsored by SPOKES, a support center for county nonprofits. The Piedras Blancas Light Station Association is a member of SPOKES.

The workshop covered a number of training sessions on key topics governing 501(c) best practices: Financials, Insurance Risks and Liabilities, Legal and Ethical Responsibilities of Boards, and Fundamentals of Fundraising.

I made arrangements to schedule a follow-up consultation with a SPOKES staff member to review a number of items and issues, including

- Reviewing and updating PBLSA By-laws
- Setting up committees to oversee PBLSA-supported projects
- Writing a PBLSA Board Manual
- Convening executive session to review best practices for the PBLSA

Over the next few months I will be making recommendations to the PBLSA Board based on what I learned about successful nonprofits at the Board Academy.

—David Cooper