

Piedras Blancas Light Station Association
Board Meeting
Rabobank Conference Room - Cambria, CA
September 26, 2018

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

Board Members absent: Gary O'Neill

Others present: Holly Gant (PBLSA), Ryan Cooper (BLM), Brian French (Estero Bay Solar Solutions)

David Cooper called the meeting to order at 6:00 pm

Announcements-

1. Motion approved via email on 9/11/18 to fund \$500 to support planning and promotion of the October Hops for the Top fundraising event.
2. Board approved via email on 9/7/18 to sponsor Abel Martinez's PBLS scarecrow display for this year's Scarecrow Festival.

Approval of the Agenda: Agenda was approved with consensus.

Reports:

1. Secretary Report – *M/S/P Minutes of August 22, 2018, approved.*
2. Financial Status and Treasurer's Report - See report.
3. Gift Shop Report- See report.
4. BLM Update- See report. David asked Harry if we have paid for everything on the FSB; Harry said we just paid for the beams through ASAP and are waiting to fund Bruce's engineering; roofing may be funded directly from BLM.
5. Fog Signal Building Restoration– See report.
6. Tower Report - See report. Harry mentioned a fiberglass girdle for the tower. Jim said Bruce Elster is award of using that material.
7. Power Line Report – See report. Brian French presented scenarios for solar power at the light station.
8. Fresnel Lens Update – Lions may sandblast the metal pieces of the lens enclosure. The lens must be fully bagged during the sandblasting and then Jim Woodward will be contacted to clean. Jim told Zale that the USCG must receive a plan from us prior to work being done that shows how we would completely seal the lens prior to working.

Old Business:

1. Capital Campaign: Grants Report – See report.
2. Board meeting venue change- David was concerned with transparency about meetings not being available to the public. Holly will add a public invitation to meetings on our website and newsletter. Board agreed to keep the meeting location as is for now. Reminder that we're meeting December 5th for our combined November/December board meeting.
3. John Bogacki invitation- David suggested a volunteer summit to include lighthouse history with John.
4. PCWT recap- Holly is picking up a check for about \$4,900 and stated that PCWT donated their time and labor. David requested Holly get a budget breakdown and feedback from PCWT about the event.
5. FSB Engine- Gary was contacted by the man who owns the engine and asked if we were still interested. Gary said yes. He is thinking about buying old equipment from a collector and will need cash for the purchase. He said he'd contact Gary in 1-2 weeks if the purchase goes through.

New Business:
None

Discussion Items:

1. SPOKES- See attached. David suggested he attend the board academy and the board agreed.
Holly will register David in the class ASAP.

Board meeting adjourned at 7:50 pm

Minutes recorded by Holly Gant

Appendix 1: Treasurer's Report 9/26/18 – Harry Thorpe

TREASURER'S REPORT for August 2018

1. OPERATIONS INCOME: Last Month: \$4,661.00 YTD: \$41,716.66
PROFIT: Last Month: \$340.57 YTD: \$2,546.48*
TOWER RESTORATION FUND BALANCE: \$1,637
BLM SUPPORT EXPENSE: Last Month: None YTD: \$8,675.28
BALANCES: PP Bank: \$12,821.53 ASAP: \$25,726.00
*Excluded – Total: \$137,398.86

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>
Aug 2018	497,240.39	2,771.46	1,072.63	--	--	501,084.48
July 2018	491,408.50	3,950.60	1,881.29	--	--	497,240.39
June 2018	529,142.41	<1,675.46>	1,941.52	--	<38,000>	491,408.50

3. OTHER:

- Reviewed July/August transactions – made adjustments.
- Continued to provide additional information for BLM administration for FSB funding.
- Continued monitoring of FSB progress. Retrofit project is complete – finishing phase remains.

Harry M. Thorpe, Jr.

Appendix 2: Gift Shop Report 9/26/18 – Holly Gant

NET SALES

	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

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

	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				

	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 9/26/2018 – Ryan Cooper

Past Events

Discovery Fair

-Great event with the Discovery Center. Over 600 people in attendance. We had LH games for the kids.

Pacific Coast Wine Trail Event.

-all reports back to me were that it was a huge success.

Projects

Communication Tower:

Old tower is gone. County will be removing the concrete building soon. Subsurface concrete will have to be dealt with at some point.

Fog Signal Bldg. (FSB):

Complete! As soon as Dan is back on his feet I will have him out to discuss the final stages of the project. (Concrete and lighting)

Special Event:

October 13th Hops for the Top

Educational Outreach:

Getting ready for next year. Cayucos Elementary came out last week and we have a couple of new volunteers to help with school tours this year including Michelle Apitz.

Coop Agreement

Done and Harry has been working on the fund transfers.

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

I would like to have a meeting with the board and to look at not only the next 12 months, but where we see ourselves in the next 10 years. This could be a launching point for a planning effort that I think we need to embark on soon. Tentatively scheduled for Monday, October 29th at 10 am.

Tour Numbers

Month	2014	2015	2016	2017	2018
October	637	605	516	500	506
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	386*
Total	8110	8068	6610	6605	8243*

*partial month

Appendix 4: FSB Restoration 9/26/18 - Harry Thorpe

FOG SIGNAL BUILDING RESTORATION

Status Report as of September 24, 2018

The Fog Signal Building Retrofit/Restoration project (Phases 1-3) has been completed.

Phase 4 – Finishing requirements have not yet been finalized by BLM/Wellsona.

Reimbursement funding from the BLM has been approved. Phase 3 (Beam Installation) funds have been transferred and PBLSA will be reimbursed for \$38,430. Those funds will be re-invested in the PBLSA reserve account with Fidelity Investments.

Shoreline Engineering has provided final approval and, with the receipt of Wellsona's invoice, Phase 2 – Roof Installation fees will be requested.

Harry M. Thorpe, Jr.

Appendix 5: Tower Update 9/26/18 – Jim Harris

As reported last month, Bruce Elster continues to be very busy on various projects, giving the Fog Signal Building his highest priority. His involvement with the FSB is coming to an end due to its imminent completion. He and Dan Murphy have been meeting to discuss the issues of the construction necessary to stabilize the tower, and they plan to continue those discussions. Bruce has not established contact with the architectural firm in the Bay Area he recommends to provide a design for a replica for the top three levels of the tower, but plans to do that this coming month. He will be on vacation until October 8, and we plan to meet upon his return to discuss plans for his work on the tower.

Appendix 6: Power Lines Report 9/26/18- Jim Harris

We continue to monitor the progress of PG&E for obtaining a timeline for the project. Bruce Elster of Shoreline supplied Bob Burke with a topo map of the light station in response to a request from Bob. Currently Bob says that he has everything that he needs from us. We will continue to monitor the progress of PG&E towards getting a timeline for the project, which should allow us to prepare for getting grants to support the project completion. Brian French continues his effort to supply a set of alternative scenarios/options for supplying sustainable electrical power to the light station. He currently is studying four different options, starting with a solar power with grid connection to a microgrid option that encompasses solar, battery storage, electrical generator (motor), and existing grid connection. Work will continue further study on microgrid option, and on the capability and cost estimates for each of the options with a goal to present the results in our October board meeting for consideration.

Appendix 7: Capital Campaign: Grants Report 9/26/18 – Jim Harris/Holly Gant

Last month, the PBLSA submitted a 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. The Community Foundation acknowledged the submission of our proposal and September 16, 2018 was the final submission date. So, we expect to hear the results of our proposal soon.

Appendix 8: Spokes Board Academy- Jodie Nelson

Do you have the tools to make your board service successful? Are you seeking clarity about your role as a board member? Would you like to serve as a board member, but aren't sure how to get started?

Whether you are just starting board service or have served for years, we're here to make your experience easier and more rewarding. Start with Spokes Board Academy and develop the skills critical to excellent board service. You'll also gain practical knowledge of nonprofit management and skills to guide your successful board service and answer questions such as:

- What are the legal and governance responsibilities of nonprofit board members? Am I liable?
- Why is managing a nonprofit organization different from other corporations and businesses? How do we achieve our mission?
- What is the board member's role in establishing and maintaining productive relationships with fellow board members and nonprofit staff? How can I be most impactful as a leader?
- Why is fundraising is so important? How can I overcome my fear of fundraising?

Join us and learn:

- The Key Responsibilities of Officers
- The Difference between Governance and Management
- Managing for Conflicts of Interest
- Who is accountable for the Organization
- Why and How to Evaluate Your Executive Director
- Elements of Effective Meetings
- Building a Philanthropic Culture
- Facilitate Discussion, Build Trust
- Differences between Nonprofits and Traditional Businesses

DO YOU HAVE THE TOOLS TO MAKE YOUR BOARD SERVICE SUCCESSFUL?

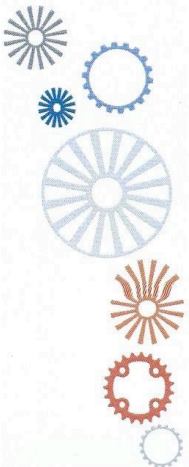
Start with Spokes Board Academy and gain practical skills and knowledge to guide your board service. You'll learn:

- Everything you need to know to keep yourself and your organization out of hot water
- How to empower your Executive Director and prevent turnover
- How to have great meetings that set the tone and build the strength of your organization

REGISTRATION: \$175
SIGN UP TODAY:

SpokesForNonprofits.org/Academy

Spokes Members save \$25 at registration



BOARD ACADEMY

October 19, 2018
9:00am-5:00pm
San Luis Obispo

JOIN US AND LEARN

The Key Responsibilities of Officers

The Difference between
Governance and Management

Managing for Conflicts of Interest

Who is Accountable for the
Organization

Why and How to Evaluate Your
Executive Director

Elements of Effective Meetings

Building a Philanthropic Culture

Facilitate Discussion, Build Trust

Differences between Nonprofits and
Traditional Businesses

CURRENT BOARD MEMBERS

Whether you've served on a board for one year or ten, this training will give you new tools and knowledge to make your service easier and more rewarding.

NEW TO BOARDS

Over 1200 nonprofit organizations in SLO County are working to tirelessly support causes such as youth, seniors, animals, and the environment. They can't do it without dedicated board members. Will you join them?

EMPLOYERS

Studies show that supporting your employees in board service will:

- Strengthen your brand
- Retain key talent
- Increase employee skills

Ensure your employees are doing their best job representing your company in the community. Invest in their excellent board service today!