

**Juan de Fuca Scenic Byway Association**  
**Monday, January 26, 2015**  
**Blackberry Café, Joyce**

**Board Members Present:** Sande Balch, George Eastman, Carolyn Flint, Michelle Little, Joe Murray, Margaret Owens, Alex Stevens. **Absent:** Ali Baker, Bud Denney, Diane Schostak.

**Annual Membership Meeting**

**5:00 p.m ... Convene Annual Membership Meeting**

The annual membership meeting was called to order by President Joe Murray. No members other than directors were present. Ali Baker, Sande Balch, Bud Denney and Michelle Little were approved to renew their Board of Director positions. These terms will run from January 1, 2015 through December 31, 2017, three years. Conflict of Interest and Electronic Communication forms were signed by directors present. The Annual Membership meeting was adjourned at 5:02 p.m. (Alex/Margaret)

**Board of Directors Meeting**

**5:02 p.m ... Convene Board of Directors Meeting**

**Election of Board of Director Officers:** The Board of Directors meeting was called to order by President Joe Murray. Alex nominated the current board members to be elected for 2015: President: Joe Murray, Vice President: Alex Stevens, Secretary: Sande Balch. Approved. (Alex/Michelle). Sande Balch was approved to fill an Acting Treasurer position until such time as there is another person available to fill this office. (Alex/Carolyn).

**Agenda/Minutes:** The agenda was approved as printed with a few extra items to be brought up under Other Business at the end of the meeting. The minutes of the November 17, 2014 meeting were approved as presented. (George/Carolyn).

**Financial Reports:** The 2014 annual financial summary was accepted (Alex/Carolyn) showing a yearend balance in the checking account of \$12,538.60 and CD balance of \$1,052.91. The IRS 2014 filing report has been submitted and was accepted January 15<sup>th</sup>. Other financial discussion/decisions were made as follows:

Approval to purchase \$19.60 in stamps for membership mailings. (Alex/Margaret)

Approval to refund \$25.00 membership fees to Bob Wall (Compass Rose business closed).  
(Alex/Margaret)

Sande noted that the membership fee for the Clallam Bay-Sekiu Chamber has increased from \$60 to \$75 for future years. Sande inadvertently sent the "sponsor" member fee of \$100 and has requested a refund of \$40. Next year the fee will be \$75.00.

The OPVB is moving its office location in March (Port of PA wants to use the space) so there will no longer be a contract for copy machine use. We have been making copies for meeting materials and other print information with the OPVB without cost. Beginning this year, the

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OPVB is still willing to help out in an emergency, but routine/scheduled copies will need to be done elsewhere ... like copy cards at UPS Store (5¢ a copy lowest cost for black print). It was approved to allow Sande to purchase copies/cards as needed for routine copying. (Alex/Margaret) Sande noted that she thanked the OPV B office staff for their help and cooperation in printing and assistance to the JFSBA these last many years.

**Festival of Trees:** Policy is changing at the Festival of Trees concerning sharing of income from the event. Most/all of income will be kept in the OMHF for hospital medical benefit needs. Our premium this year (and for the future) was placed under a smaller tree that is not in the big auction ... netting a reported \$360.00 for our organization (check not yet received). In addition, the tree was donated (with the premiums) back to the OMHF to use the premium for the Neah Bay stay/museum/food as a silent auction item in the February event. (The purchaser had inadvertently purchased two trees and donated one back.) The M&R tour/lunch was not moved forward to this event.

Sande spoke to Mike Rainey, Makah Tribal Business Manager, concerning allowing the premium to be re-auctioned and how he felt about not getting top dollar back on the premium package offer. He was not concerned and would be willing to continue to donate when they can to help our fundraising efforts and to promote stays at Neah Bay.

**Membership/renewals:** Sande reported that after two email notices and telephone calls there were still 8 Sponsor members (\$100 each) and 17 Associate memberships (\$25 each) that have not renewed. Invoices will be mailed out in February to these members.

Changes in membership ... Compass Rose has closed and will be refunded the fee ... Family Kitchen is up for sale and has reduced the membership from \$100 to \$25 ... Elwha Dam RV Park has sold but Bobbi Fuller paid the fee for 2015 and will encourage the new owners to be active in all tourism organizations in the future ... Makah Tribal and Makah Enterprise businesses will renew soon (6 Associate memberships) but cannot take the expense to the council until the new year has begun so it is now in process ... George Eastman has moved and will now be with the church in Neah Bay ... New owners to be contacted for Olson's Resort (Brandon and Dawn Mason), The Inn at Neah Bay (formerly Kingfisher Inn, now owned by Tom and Dora Burlingame of Excel Fishing Charters), Sam's RV (now owned by Moody's of Forks).

**Grant FY2008 (web site/kiosks)** ... Michelle reported that the final kiosk for the Pillar Point area is being worked on and should be completed soon. This will wrap up the work for the FY2008 grant and it can be closed when the panels are installed.

**FY2011 (Elwha Gateway) update ... Gateway Interpretive Center** ... Michelle and Carolyn reported that the last bid process came in with seven bids ... all too high. They worked with Clallam County and the architect to scale back where they could to get bids within the budget ...

The vault toilet will be eliminated and replaced by SaniCan type facilities with an aesthetic screening. The bids for the vault toilet ran \$56-62,000. The \$25,000 Clallam County match will be applied to the structure design instead.

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The kiosk structure bid was \$125,000 ... including federal requirements for "Buy America" (increasing cost for simple things like bolts from 56¢ to \$9 each) and prevailing wage (more than local fair wage).

Working with the architect the plan was scaled back, including reducing the concrete pad size by 400 sf. Carolyn and Michelle felt that the new design was even better than the original. . The roof was bid over the required roof specifications. This will be clarified in the next RFP and will save money as well. Savings to the project will be \$12-15,000

Clallam County has approved the plan and it will go to WSDOT for review and approval. Hopefully, the project will go out to bid and be back to Clallam County Commissioners to be opened on February 24<sup>th</sup>. Assuming an acceptable bid is offered, work can then begin within a couple of weeks. The contractor has 60 days to complete the project.

The board would like to see the new design and Michelle offered to send it out with the minutes for the next meeting.

**FY2011 (Elwha Gateway) update ... Elwha Booklet ...** Michelle reported that the print proof will be done in the next week or two.

**FY2011 (Elwha Gateway) update ... Possible additional grant ...** A new development and possibility for funding assistance has developed in the last month. David Graves, National Parks Conservation Association, has been studying the Elwha. The NPCA is a member-based, non-profit organization with 18 regional offices across the country, one in Seattle. [According to the internet the NPCA is an independent, nonpartisan voice working to address major threats facing the National Park System. The NPCA mission is to protect and enhance America's National Parks for present and future generations. The organization was formed in 1919.]

David Graves heard/read about the Elwha Interpretive Center project and was interested in more information to see if they could help financially in any way within their education and outreach purposes. Michelle and Carolyn met with David Graves in Seattle on December 18<sup>th</sup> and presented a rendering of the plan, the booklet draft, information on our organization, and a wish list for the project. He found the booklet to be organized, clean and the best written piece he has read on the subject. He felt the location was good and suggested that the JFSBA apply for a grant that could help with panel manufacturing and increased print quantity for the booklet. A logo/credit would be added to the booklet and appear at the interpretive site to give credit for their assistance. This could be the start of an ongoing partnership to educate the public concerning the Elwha River history and future.

It was requested that more information be sent out to the board to review and vote concerning writing a grant application to the NPCA. Michelle will send out via email soon.

**FY2011 (Elwha Gateway) update ... Tile painting:** Michelle reported that Alex, Sande, and Margaret had painted tiles for the interpretive center. Diane is working on a tile. She asked Joe and George to consider painting tiles as well.

**FY2011 (Elwha Gateway) update ... Credits to partners at Interpretive Center :** Mike Doherty had suggested honoring in some way the people who have contributed to the restoration

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of the Elwha, many who have spent a lifetime/career doing so. There was a thought to have “legacy tiles” naming people (including Norm Dicks, tribal people, and perhaps Mike Doherty himself). After some discussion on how to choose the people (voted on/elected), the criteria to use, and the difficulty in having a complete/correct list, it was decided to have one place to “thank all who have been key to the restoration project ... citizens, agencies, organizations” in general.

**Kids Activity Book ...** Michelle hasn’t had time to follow through on this, but will look for some bids and report back when she has the information.

**OPVB Tourism Enhancement Grant ...** The grant application has been submitted to the OPVB for update and reprint of our Hwy 112 brochure ... \$3400 is requested to print 15,000 copies. (The cost is more than the Clallam Bay-Sekiui brochure because the size is bigger and there is an extra fold.) Previously, the JFSBA board approved up to \$1000 to be used for match. The grant was written with a \$500 match.

**Joyce Tree Lighting ...** Sande reported that this event was a huge success and will definitely be repeated for years. The attendance was large, the food and entertainment very good. The church sent a nice letter of thank you for assisting in the project. The “Grinch” contest raised enough money for maintenance of the project (light bulbs, power costs, etc.) in future years.

### **Other Business and Announcements:**

**Adventure Route Brochure ...** The supply for this brochure is very low and needs to be reprinted. Michelle will look into the cost of update/printing and check with Clallam County/Trails and others about financing. She will bring that information back soon.

**Website Hosting costs ...** Michelle requested reimbursement for the annual fee for hosting the Highway112.org website. It was approved to reimburse the \$95.40. (Alex/Carolyn).

Michelle was asked to bring a traffic count history to the board for review.

It was also asked if there is any place/method for people to contribute to our non-profit organization on the website. Michelle will check into this.

**OPVB visitor guide ...** Joe reported that there will be a “working forest” page (shared with information on the Elwha Dam/restoration) in the visitor guide with a link to the Society of American Foresters.

**Next meeting ...** February 23, Pysht

**Board of Directors Meeting Adjourned** at 6:20 p.m.  
Minutes submitted by Secretary, Sande Balch.

**Juan de Fuca Scenic Byway Association**  
**Monday, February 23, 2015**  
**Pysht Tree Farm, 5:00p.m.**

**Board Members Present:** Sande Balch, George Eastman, Carolyn Flint, Michelle Little, Joe Murray, Margaret Owens, Alex Stevens. **Absent:** Ali Baker, Bud Denney, Diane Schostak. **Also present:** Bill Peach, District 3 County Commissioner

**Board of Directors Meeting**

**5:00 p.m ... Convene Board of Directors Meeting**

**Agenda/Minutes:** The agenda was approved as printed. The minutes of the January 26, 2015 annual and board of directors meetings were approved as presented. (Alex/Margaret).

**Financial Report:** The treasurer report was accepted as presented. (Alex/Margaret)  
Checking account balance 1/1/15 ... \$12,538.60  
    Checks cleared ... CB/CQ chamber \$60 (paid \$100, \$40 refund recd)  
        CB VC \$600, Sande Balch stamps \$19.60  
    Deposits ... \$200 memberships  
Checking account balance 1/31/15 ... \$12,059.00  
    Checks outstanding NSBF \$150, Bob Wall \$25, Michelle Little \$95.40

It was suggested that the board begin thinking of ways to increase our income to supplement or replace current fundraisers ... membership, Duck Derby, Festival of Trees.

**Membership/renewals:** Sande reported that there are 8 paid sponsor members (with four still outstanding) and 21 paid associate members (with 5 outstanding). Some will pay later in the year when there is some income, others are still out of town from being closed for the winter. Sande will follow-up and then begin work on the Milepost business directory.

**Grant FY2008 (web site/kiosks)** ... Michelle reported that the final kiosk for the Pillar Point area is being worked on and should be completed soon. This will wrap up the work for the FY2008 grant and it can be closed when the panels are installed.

Michelle researched and found that adding a donation capability to the web site through PayPal is not a difficult process. We discussed the "why" would someone want to donate. We should discuss goals for the money and then plan/word this carefully. Bill Peach suggested that if Michelle wanted some ideas/assistance, she could talk with Lissy Andros, Executive Director Forks Chamber, as she was involved with the web work for Forks.

Web stats reported by Michelle included:

- 3600 visitors per month in 2014 ... 50% of them were new visitors
- Frequency of views to pages ... most Great Strait Sale, map, surfing, hiking, beaches, directions, whales, history.
- Words used for search most often ... versions of Strait of Juan de Fuca, Great Strait Sale, Highway 112.

Michelle suggested that an updated home page may encourage people to explore the site.

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**NOP Visitor Guide ...** Joe reported that the Society of American Foresters (SAF) and “working forest” will be included in the next visitor guide, sharing a page with the Elwha River restoration. The SAF will link to the Hwy 112 site. They are trying to put together a tour or event calendar for the forests. Michelle suggested that the Hwy 112 site also link to the SAF site for forestry information.

**Activity Book/Print Cost ...** Michelle reported that on coloring book.com the cost would be \$1.50 each for a small quantity or \$1-\$1.20 each for a quantity of 250. Stapling would cost a little more. Individual sheets cost 7-9¢ each or \$85-110 per thousand.

We could find locations that would give selling the books a test and/or allow sites to print individual pages for their area to use to color/hand out to kids. Guests can print pages off the web site as well. Bill Peach suggested checking with the Port of Port Angeles (John Calhoun) to see if this project would qualify for a grant ... purpose to be to promote the area through economic development, tourism, etc. Michelle will follow up on this and report back.

It was also suggested that each page identify the Juan de Fuca Scenic Byway Association and have the highway112.org website referenced.

**FY2011 (Elwha Gateway) update ... Gateway Interpretive Center ... Booklet ...** The booklet is at the printers and a hard copy will be ready next week. Print quantity will be 2000 with another approximately 2500 printed subsequently with \$3000 funding from the **National Park Conservation Association** (the remainder, \$6000, from the NPCA grant will be used toward printing/framing the interpretive panels for the kiosk. **Project Plan ...** Working with Clallam County and the architect, some changes were made and other details clarified for the floor plan. Carolyn likes the new plan even better than the original one. **Bids** will be opened at the Clallam County Commissioners meeting on Tuesday, February 24<sup>th</sup>. The County estimate, and the bid amounts they will be looking for, is at \$145,000.

**Tiles ...** The tile materials are at Diane’s currently. There are still a few people left on the list to paint tiles. Michelle/Carolyn will get supplies to them as soon as possible. There is still time to finish them.

**OPVB Tourism Enhancement Grant ...** The next OPVB meeting when grants will be considered is on March 19<sup>th</sup>. The grant request for brochure update/printing will be presented at that time. We currently have less than 500 brochures available. **OPVB** cooperative mass mailing for brochures will cost \$100 and requires providing 225 brochures for mailing. It was approved to pay the \$100 and provide the brochures ... contingent on being approved for the grant to reprint the brochure. (Alex/Carolyn)

Michelle asked everyone to review the brochure and bring back (to March meeting) or email any suggested changes so that the reprint process can begin immediately if funding is available.

**Adventure Route Brochure ...** Michelle will talk to Rich James to see if we can take the lead in getting this brochure updated and reprinted. How can/will Clallam County participate? The Peninsula Trails Coalition (PTC) currently has a grant application in for a different trails brochure. Match from PTC and JFSBA for the Adventure Route brochure might need to be higher than in the past. Match could be sought from past partners ... horse riders and mountain biking.

**Other Business and Announcements:**

Commissioner Bill Peach told us that Clallam County receives federal funds for trails ... getting bikes off the roads onto trails. The new federal emphasis is on bridges. There has been extensive work done on the Olympic Discovery Trail (ODT) system, made possible with this funding. The ODT is an important project to the community. And Clallam County now has a good working relationship with Olympic National Park for cooperative efforts to complete trails. He would like to continue work on the ODT even if federal funding is reduced or cut, but it would be more difficult if budgeting comes to infrastructure needs or trails. How important is the Adventure Route portion of the ODT to us?

The Adventure Route is being used every day. Consistently, day to day, there are cars parked at the trailhead off at Hwy 112. On nice days, weekends, holidays the lot can be full. The trucks and trailers for horse riders would be parked up Dan Kelly so those are harder to count every day. This lot was installed to allow the horses to be unloaded/loaded in an area not so disturbed by highway traffic noise. We encouraged Commissioner Peach to continue to support the work on the Adventure Route and the entire ODT.

**Next meeting ...** March 23, Joyce/Blackberry Café

**Board of Directors Meeting Adjourned** at 6:30 p.m. (Alex/Carolyn)  
Minutes submitted by Secretary, Sande Balch.

**Juan de Fuca Scenic Byway Association**  
**Monday, March 23, 2015**  
**Blackberry Café in Joyce, 5:00p.m.**

**Board Members Present:** Sande Balch, Bud Denney, George Eastman, Carolyn Flint, Michelle Little, Margaret Owens, Alex Stevens. **Absent:** Ali Baker and Joe Murray.

**Board of Directors Meeting**

**5:00 p.m ... Convene Board of Directors Meeting**

**Agenda/Minutes:** The meeting was called to order by Vice President Alex Stevens. The agenda was approved as printed. The minutes of the February 23, 2015 board of directors meeting were approved as presented. (Carolyn/George).

**Financial Report:** The treasurer report was accepted as presented. (George/Margaret)  
Checking account balance 2/1/15 ~ \$12,509.00 ... as of 2/28/15 ~ \$12,926.08

**Postage Funds Request:** Michelle requested \$25.44 to cover cost overages for the last postage allowance. In addition, she requested \$100.00 for future postage costs. Both requests were approved. (George/Carolyn)

**Grant FY2008 (web site/kiosks) ...** No further activity to report

**Activity Booklet print cost estimates ...** Michelle will check on cost of doing an 11x17 paper (folded in half to give 8.5x11 color sheets) ... both sides, not stapled or bound.

**Grant FY2011(Elwha Gateway) ...** The booklet is printed (2620 copies) and a copy was given to each board member to treasure. The original interpretive committee will meet for a celebration lunch next week ...Michelle, Carolyn, Sande, Wendy, Laurel.

Construction bids were received and a contract is pending with Interwest. A pre-construction meeting with the contractor will include Michelle and Carolyn. Once the contract is signed the contractor will have 60 working days to complete the project.

Panels are in process ... five are done by Laurel and ready for approval and five more are ready to be sent to Laurel. The panel content is taken from the booklet research ... the top three points on each subject will be included on a panel knowing that the average person will spend less than one minute looking at a panel.

The Grand Opening event is being drafted.

**OPVB Tourism Enhancement Grant ...** The request for \$3400 to update and reprint the Hwy 112 brochure was approved. The OPVB board also approved the Clallam Bay/Seki and the Rails to Trails brochure requests.

Michelle asked permission to do the update with Laurel Black Design since she has all the past files. This was approved. (Carolyn/George)

**Co-op Brochure Distribution Participation ...** Since the grant to reprint the brochure was approved, our group will participate in the brochure distribution by OPVB as agreed at our last meeting.

**Adventure Route Brochure ...** no further activity to report.

**Other Business and Announcements:**

Bud Denney reported that the grand opening for the new Hobuck development will be on April 15<sup>th</sup>. The area will be called BE?IS ... meaning Beach House. A new artist studio/covered will be built with a concrete floor, benches and fire pits will be installed. A natural trail to the beach will be opened. Totems will be carved by Bill Martin. Maintenance of the new facility will be done by Hobuck Camp personnel.

The tile kit for painting tiles for the Elwha Interpretive Center was passed to George who will then pass on to Bud.

**Next meeting ...** April 27, Sunsets West Co-op in Clallam Bay  
Buffet is \$10 with dessert, \$7.50 without dessert.

**Board of Directors Meeting Adjourned** at 5:50 p.m.  
Minutes submitted by Secretary, Sande Balch.

**Juan de Fuca Scenic Byway Association**  
**Monday, April 27, 2015**  
**Sunsets West Co-op, Clallam Bay, 5:00p.m.**

**Board Members Present:** Sande Balch, George Eastman, Carolyn Flint, Michelle Little, Joe Murray, Alex Stevens. **Absent:** Ali Baker, Bud Denney, Margaret Owens.

**Board of Directors Meeting**

**5:00 p.m ... Convene Board of Directors Meeting**

**Agenda/Minutes:** The meeting was called to order by President Joe Murray. The agenda was approved as printed. The minutes of the March 23, 2015 board of directors meeting were approved as presented. (Alex/George).

**Financial Report:** The first quarter financial report showed a balance forward January 1, 2015 of \$12,538.60 and ending balance March 31, 2015 of \$12,850.64. The CD balance as of March 31, 2015 is \$1053.03.

Sande also presented an income and expense summary showing sources of income and financial expense obligations to be used for future discussions concerning the financial viability of the association.

**New Members:** The following membership applications were presented for acceptance:

The Inn at Neah Bay ... Associate ... Tome and Dora Burlingame

Excel Fishing Charters ... Community ... Tom and Dora Burlingame

Olson's Resort ... Sponsor ... Dawn and Brandon Mason

Sam's Mobile Home and RV Park ... Community ... Dick and Cheryl Moody

All memberships applications were accepted. (Alex/Carolyn)

**Milepost Business Directory:** The directory is at the printers to be completed by end of the week. Sande requested approval to pay Laurel Black Design \$180.00 and Olympic Printers approximately \$600.00. (Motion Alex/Michelle) The motion was amended to state the amount to pay Olympic Printers should not exceed \$850. (Alex/Carolyn) The expenditures were approved.

**Great Strait Sale:** The traditional date of the second Saturday in September (this year that would be September 12<sup>th</sup>) was approved. Sande can begin pre-publicity anytime.

Sande reminded the board that that Leonard and Mary at Joyce General Store will be hosting the 100<sup>th</sup> anniversary of the Joyce Depot this year. The set-up for the GSS Joyce site may have to be adjusted some to accommodate both events. Sande will coordinate the planning and advertising to include the depot celebration

The idea of donations by the community for a table to benefit the association was discussed. The concern is the possibility of getting a lot of junk that would have to be disposed of. Sande will check with the Clallam Bay and Neah Bay sites to see if they want to accept donations. If so, that information will be put out to the members in the email announcements, but not included in the news press releases.

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The same design for the flyers will be used with the addition of the Elwha interpretive site as one of the “things to do”. Carolyn suggested that we should have a colorful, eye- catching poster for the event and volunteered to work on one for us. If it is effective, a payment for the poster development can be discussed the next year.

**Grant FY2008 (web site/kiosks) ...** A draft of the history kiosk panel was reviewed. It was agreed that it was a good basic idea and suggested a few changes for clarification and accuracy to be taken back to Bruce Giddens.

**Activity Booklet print cost estimates ...** Michelle showed us an idea for printing the activity booklet which would be on 11x17 paper, heavier stock, folded (and could be stapled) printed both sides. This would result in a booklet size of 8.5x11 inches and would require only 4 sheets of 11x17 paper to produce a 16 page booklet (including the front and back covers). She will price this proposed layout for consideration.

**Grant FY2011(Elwha Gateway) ... Interpretive site progress ...** Construction progress is exciting and the crew is very proud to be involved in the project. Carolyn has established set locations at the site that she uses for taking progress photos. She showed us sets of photos taken April 14-24. The photos were very interesting and will make a good history of the project development. The contractors moved the “welcome log” and did the barking/stripping on site. The forms came off the concrete pillars today.

The contractors moved the site back a bit and altered the rain garden some (both are improvements in Michelle and Carolyn’s points of view).

**Grant FY2011(Elwha Gateway) ... Panels ...**

Photos for the panels have to be very high resolution and some photos that were going to be used will not work. Carolyn is working to find others to replace those. Historical photos are available at the library. She will be in contact with John Gussman for more recent photos of the area.

**Grant FY2011(Elwha Gateway) ... Booklet ...** The NOLS is very excited about the project and would like to have booklets available at all branches. The Burke Museum will have a traveling exhibit concerning the Elwha at the library in July/August. The library would like to collaborate with our project for that display.

Michelle and Carolyn plan to meet with the Elwha Tribe on Friday and will meet with the National Park Service soon.

The print quality of the booklet just done was, in some respects, poor. Laurel took a sampling of booklets from each box and negotiated a \$500 credit with the printer. A few small changes will be made before the second printing of the booklet.

**OPVB Tourism Enhancement Grant ...** The grant to print the Hwy 112 brochure was approved. Comments and changes will be sent to Laurel soon so the brochure can be printed and ready for early summer distribution.

**Adventure Route Brochure ...** Michelle will continue to pursue getting partners in the reprint of this brochure. She will talk to Jeff Bohman at Olympic Peninsula Trails.

**Other Business and Announcements:**

**Duck Derby ...** Tickets will be available at the end of the week. Sande will pick up tickets for herself and Alex and mail tickets to Joe. Michelle will pick up her own tickets at the OMCF office. Reminder: the office is now at 1015 Georgiana. All tickets and monies must be turned in to Duck headquarters by Saturday May 30<sup>th</sup> at the latest. The Duck Derby race is Sunday, May 31<sup>st</sup> at Lincoln Park.

**Sympathy card for Schostak family ...** Sande circulated a sympathy card to be signed by board members and mailed to Diane Schostak's family.

**OPVB Office new address ...** The OPVB has moved to 618 South Peabody (Peabody Plaza) Suite F. They have the same phone number (452-8552) and same post office box (POB 670, Port Angeles, 98362) as before.

**Next meeting ...** May 18<sup>th</sup> (one week early to avoid conflict with Memorial Day) at Neah Bay. Sande will check on dinner arrangements and see if Bud is available to lead a tour to Hobuck, otherwise we will do that on our own prior to the meeting time.

**Board of Directors Meeting Adjourned**

Minutes submitted by Secretary, Sande Balch.

## **Juan de Fuca Scenic Byway Association**

**Monday, May 18, 2015**

**Warmhouse Restaurant, Neah Bay, 5:00p.m.**

Prior to the board meeting, Bud Denney led a tour out to be?is, the art center at Hobuck Beach. The structure is supported by large timbers carved with totems. What a beautiful and inspirational location for painters looking out at the beach and waves at Hobuck. The facility will also be used for meetings, private weddings and family events, etc. The maintenance will be the responsibility of the Hobuck Beach Resort.

**Board Members Present:** Ali Baker, Sande Balch, Bud Denney, George Eastman, Carolyn Flint, Michelle Little, Margaret Owens, Alex Stevens. **Absent:** Joe Murray.

### **Board of Directors Meeting**

#### **5:00 p.m ... Convene Board of Directors Meeting**

**Agenda/Minutes:** The meeting was called to order by Vice President Alex Stevens. The agenda was approved with the addition of a discussion concerning the proposed 2017 Hwy 101 roadwork/detour around Crescent Lake. The minutes of the April 27, 2015 board of directors meeting were approved as presented. (Carolyn/George).

**Financial Report:** The April financial report showed a balance forward on April 1, 2015 of \$12,850.64 and ending balance April 30, 2015 of \$13,075.64.

Two outstanding checks \$180.00 Laurel Black, \$597.50 Olympic Printers.

**Milepost Business Directory:** Copies of the new Milepost Business Directory were included in the meeting packets. Sande noted that we are almost at capacity for listings on this size brochure. If more lodging/eatery businesses are added it may require going to a larger format.

**Summer Membership Mailing:** Sande suggested a summer mailing to be sent to the membership to include introduction of new members, member lists, fall meeting schedule, member benefits, positions available on the board, update on Elwha Interpretive and Clallam County Parks panels, Great Strait Sale information, activity booklet information, and copies of the brochure and business directory. (The Sekiu Trail could be included if anything is decided by this early summer.). The mailing date would be set to accommodate information on the projects in process. The estimated cost for mailing and copies would be \$75.

**MOTION:** It was approved to send such a mailing with approval to spend up to \$100. (Ali/Carolyn).

**Sekiu Trail project/private donor ...** This is an anonymous donor (female) who will fund a \$200,000 project to improve a mile of trail [preferably the Sekiu Trail] to be a paved pedestrian use only walkway (will negotiate for bikes, strollers, wheelchairs). The Sekiu Trail is approximately 2.8 miles. The donation/project is to honor her father Pete Happ and she requests that the trail bear that name, have an ocean view, have at least four benches for resting, and have a plaque on a monument (large rock) at both ends of the

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trail that includes “Pete Happ” in the wording. Easements must be recorded.

There may also be a certain amount of financial support available from her for ongoing maintenance of the trail. This might result in an endowment for the JFSBA.

The donor is older and would like to see the project come to fruition in her lifetime.

This opportunity raises many questions and needs ...

- Do we have the required financial infrastructure to do this?
- Do we have policies in place to guide work to accept this project?
- Do we have the structural ability to handle such a project?
- Public easements with property owners will need to be negotiated and recorded with Clallam County.
- Liability insurance will be required
- Insurance to protect the board/association will also be needed
- The larger amount of money would require a CPA for tax purposes
- Legal assistance (someone knowledgeable about charitable donations/501c3) will be needed

Alternate plans must be negotiated as part of the donation agreement in case:

- we can't get public easements for the minimum 1 mile of trail the donor has specified,
- there is a parking problem at one end or the other ... and
- the Sekiu Trail will not work at all.

### **Potential alternate plan examples:**

- Other potential trails meeting the criteria that could be developed instead (Murdock, Whiskey Creek, Slip Point),
- partner with another non-profit on trail work (PTC)

Potential good consequences of taking on/completing the project ...

- Interest from the endowment, after paying for trail maintenance, would belong to the Association (source of income)
- Using this project as a “reference,” other projects might come our way ... establish a pattern/track record of success.
- Consider this as one possible direction the Association could go in the future, it could be the beginning of a new type of organization, growth for the JFSBA
- The trail would be improved and a new/better attraction for bringing people to the hwy 112 community which needs enough tourism to keep businesses open in the winter

Carolyn and Michelle met with Joe Murray (as he could not be present for this meeting). He seemed positive about the project and said he would discuss this some with the timber attorneys. This would be considered a “targeted gift” to a 501c3. As a tax- deductible donation to a non-profit/ charitable organization, no project-specific work can be done in advance of receipt of the gift.

Commissioner Bill Peach reviewed our bylaws/501c3 documents online. He noted that the JFSBA can meet the historical/educational criteria in our application for tax exemption by providing a kiosk(s) telling the old railroad grade history. A donation to a 501c3 must be given "without consideration" to the donor (naming of the trail, benches, monument/plaque etc). Perhaps wording these things as a "wish" of the donor rather than requirements by the donor would be acceptable. Otherwise the donation will not be tax deductible for the donor.

Bill Peach suggested Joe Winborn at Clallam County Parks, Fairs and Facilities as a good resource for information.

Commissioner Peach also noted that expansion/development of this trail was discussed about 10 years ago which included purchasing State Park land. It was "on the list" but did not have priority so died. Rayonier also had problems with development on land that had a marbled murrelet habitat issue. (Joe Murray thought there was also concern about who would assume the liability).

Do we want to go there?

- Will others help with research and help complete the project?
- Explore the feasibility ... are we structured to receive "targeted gifts"?
- Or can we make changes to be able to accept the donation?
- If yes ... schedule the donor's representative to talk to us in the next 7-10 days)

MOTION: Approved to explore feasibility (Ali/Carolyn) Committee to help Carolyn: Alex, Ali, Michelle, Bill Peach ... and Margaret will try.

MOTION: Agreed to have a special meeting in the next 7-10 days (W/Fri April 27 or April 29 best) with the donor's representative (Carolyn/Ali)

**Grant FY2008 (web site/kiosks) ...** Notes and comments sent to Bruce for changes.

**Grant FY2008 (Activity Booklet) ...** Michelle found that 4 sheets both sides 11x17 paper would cost approximately \$2.62 per booklet ... color cover \$1.08 and pages \$.44 each. Print quantity would be 50-100 with distribution at the Clallam Bay VIC (maybe Elwha Dam RV Park, Sunsets West Co-op and others). Suggested donation might be \$3.00. Sande could check to see if The UPS store could print for less (and/or apply her 15% senior discount). Ali suggested it would be good to staple the pages.

It is important to get them printed, to the outlets with the donation jars.

MOTION: It was approved to print 100 copies for up to \$262+tax. (Carolyn/Ali)

**Grant FY2011(Elwha Gateway) ... Interpretive site progress ...** Progress can now be easily seen from the road. The structure is forming and looks very nice. Construction is going well and the crew takes great pride in their work. The rain garden is pretty well installed. Instead of a 6-foot concrete "barrel" for run off with the water over the lip at the top of the barrel, the structure was filled with river rock and the water will come from the

**Juan de Fuca Scenic Byway Meeting Minutes ...5.18.15 ... Page 4**

bottom of the barrel ... much less liability. The estimated completion date is July 15<sup>th</sup>.

It was suggested that a banner be posted on the gate to the Elwha Interpretive Center telling people what project is being developed on the site. It would be good to include the [www.highway112.org](http://www.highway112.org) website.

MOTION: Approved to allow up to \$60 for Michelle to develop and post a banner at the Elwha project site. (Michelle/Ali)

**Grant FY2011(Elwha Gateway) ... Panels ...** Photos with very high resolution are needed for the large panels. Michelle negotiated with John Gussman to provide 11 photos for this use at a cost of \$200 (after a credit for photos owed was applied).

MOTION: It was approved to pay John Gussman \$200 for the 11 photos. (Ali/Margaret).

Ali also noted that her husband, Brian Harmon has many photos of the area and donate them to this project. Carolyn will consult with him on additional photo needs.

**Grant FY2011(Elwha Gateway) ... Dedication ...** The bids for the panels has not been sent out yet thus making the completion of that part of the project uncertain. However, the dedication is planned for mid-August on a Thursday or Friday (Joyce Daze Aug 1, Clallam County Fair Aug 20-23, Makah Days Aug 28-30). School children who participated in the tile painting will be invited along with all the dignitaries and project partners.

Michelle and Carolyn felt there should be some form of food and beverage served. Ali suggested that the Clallam Bay-Sekiu Tourism might consider helping with this cost. Alex suggested that CISCO or FSA might supply food for free (with recognition).

**OPVB grant for Hwy 112 brochure ...** The changes are nearly ready to send to Laurel Black Design.

**Adventure Route Brochure ...** Michelle met with Jeff Bohman of PTC (Peninsula Trails Coalition) concerning reprinting the Adventure Route brochure. The group is working on a rebranding process for the Olympic Discovery Trail (ODT) for their brochures and website. Revisions for the Adventure Route should wait for a while to be in sync with the other ODT materials. It will be at least mid-summer before they are ready to do brochures.

Alex pointed out that the recent parking for horse trailers (south on Dan Kelly Road) should be included in the new brochure for the Adventure Route.

**Hwy 101 Roadwork/detour ...** A public comment period ends June 7<sup>th</sup> concerning the work to be done on 12 miles of roadwork around Lake Crescent (ONP) which would require traffic delays and/or detours to Hwy 113/112. There will be another public comment period later when the environmental assessment is completed.

This road project would put more traffic on Hwy 112, but also could mean increased business for the community and an opportunity to familiarize people with "the other road".

After coming across Sumas Pass with the very poor surface due to land movement, it was felt that an improvement to Hwy 112 before the Lake Crescent project starts would be imperative (like the improvement to Hwy 101 when the Hood Canal Bridge was going to be closed). Sanicans/rest stops should also be provided.

These safety, road improvement and sanitation issues should be considered.

Board members were asked to review the Alternative Concepts so one of the six choices can be recommended in the Association comment letter which must be submitted prior to June 7<sup>th</sup>. The draft letter and alternative choice will be discussed at the Sekiu Trail meeting.

MOTION: Carolyn was asked to draft a letter stated within the mission statements of this organization addressing the safety, road improvements and sanitation concerns

**Other Business and Announcements:**

We thanked Commissioner Bill Peach for his attendance and his assistance and interest in the work and projects of the Association.

Sande was asked to send a thank you note to Bud Denney and the Makah Tribal Council for hosting our meeting and providing a delicious dinner for our group.

**Next meeting** ... June 22, 2015 ... Family Kitchen in Joyce

**Board of Directors Meeting Adjourned**

Minutes submitted by Secretary, Sande Balch.

**Monday, May 27, 2015**  
**Home of Sande Balch, 4:50p.m.**

**Board Members Present:** Sande Balch, George Eastman, Carolyn Flint, Michelle Little, Joe Murray, Margaret Owens, Alex Stevens. **Absent:** Ali Baker, Bud Denney.

**Guest speaker:** Larry Kahle, representing donor

**Special Meeting of the Board of Directors ... to discuss potential donation to build a water view trail at Sekiu (One Mile Beach Trail)**

Mr. Larry Kahle gave us a little background information ...

Donor is a woman in her 90's who lives in Sequim (Lelah)

Woman's grandson is the executor of her estate

Woman has a background in business and land development

Representative knows the woman through his wife, real estate agent

Representative is the Association President in their housing community

Woman's vision/dream is to build an ocean view walk in her father's memory (Pete Happ) ... nostalgic of a walk with her father

Woman would like to see the project realized in her lifetime

If this trail (or another in this area) does not work out ... she will continue to look for

a

trail possibility down the Pacific coast

Discussion of the following elements followed ...

Paved pedestrian trail requested, may have to allow wheelchairs and bikes

Consider needs of elderly, handicapped

Wishes of donor cannot be stated as requirements or tax exempt donation will not be allowed

Securing public easements from property owners

Who would hold the easements ... JFSBA, Clallam County, Land trust

In perpetuity? Limit number of years/renewal? 50 years for amount of investment would be desirable

Future responsibility

Donor may need to consult an attorney

Plan B/C needs to be in place in case easements are not given for Sekiu Trail

What other possible trail locations would be in our Hwy 112 community

Larry Kahle will explore the questions/concerns of our group ... possibly contact the owners of properties to see what the climate is concerning easements. Our group will think about the Plan B options. Information will be shared and we can consider whether to move forward with this project exploration.

**Other Business:**

**Letter concerning Hwy 101 (Lake Crescent) rehab ...** Carolyn will send a letter draft for review. Our deadline to submit in this comment period is June 7<sup>th</sup>. If a particular alternate plan appeals to any of the board, that information should be shared as well.

**OPVB Grant Match ...** Funds were received from OPVB as a \$500 match to the FY2011 grant project. Michelle asked for permission to draw that money out of the association fund and deposit to the grant fund with Clallam County. This was approved.  
(Michelle/George)

Meeting ended about 6:30p.m.

**Monday, June 22, 2015**  
**Family Kitchen, Joyce 5:00p.m.**

**Board Members Present:** Ali Baker, Sande Balch, Bud Denney, George Eastman, Carolyn Flint, Michelle Little, Joe Murray, Margaret Owens, Alex Stevens.

## **Board of Directors Meeting**

### **5:00 p.m ... Convene Board of Directors Meeting**

**Agenda/Minutes:** The meeting was called to order by President Joe Murray at 5:00 p.m. The agenda was approved with the addition of a discussion on fundraising and a request for funds to support Clallam Bay/Sekiu Fun Days.

**MOTION:** The minutes of the May 18 and May 27 meetings were approved as presented. (George/Alex).

**Financial Report:** The April financial report showed a balance forward on May 1, 2015 of \$13,075.64 and ending balance May 31, 2015 of \$12,698.14.

Two transactions have taken place in June ... a check drawn for \$500 to Clallam County for grant match funds and a deposit for \$300 from the Duck Derby.

**MOTION:** This report was accepted. (Alex/Margaret)

**Sekiu Trail Project/Private Donor Update:** Carolyn reported that Larry Kahle, the donor's representative, spoke to both Michelle and Carolyn and was provided paperwork to show the research already done concerning our organization receiving the donation and the steps necessary to build a trail with public access at the Sekiu Trail area. Mr. Kahle in turn discussed this with the donor. The decision was to no longer pursue the Sekiu Trail as an option for the donor's memorial trail to her father.

The decision was based on two factors: 1) there are no current easements. The cost and probability of obtaining all seven are both expensive and the probability minimal. 2) Pursuing the easement would bring unnecessary attention to the issues of the trail being used as a public trail. There is no desire to bring focus on the local civic group and the JFSBA that may interfere with the ongoing use of the trail.

Mr. Kahle and the donor welcome input to the search for an appropriate location. It has been determined that the money could be donated over a period of four or five years and without needing the money to be a charitable deductible donation. All other criteria remain the same.

Joe will check into the Land trust at Lyre River as a possibility and whether they would be interested in allowing public access for a trail.

**Hwy 101/Lake Crescent road rehab ... letter for comment period:** Carolyn reported that the June 7<sup>th</sup> letter shared with the board was signed and submitted to ONP. It was agreed that the letter should be submitted to all local papers ... Peninsula Daily News, Forks Forum, Sequim Gazette. It would raise awareness of the consequences of a road closure and/or detour of traffic to Hwy 112.

**MOTION:** passed. The letter will be sent to the local papers as listed. (Carolyn/Alex sent to PDN and amended to include all local papers George/Ali)

**Juan de Fuca Scenic Byway Meeting Minutes ...6.22.15 ... Page 2**

**Grant FY 2008 (website/kiosks) Update:** Michelle reported that there is nothing new to report concerning the last interpretive kiosk panel.

**Grant FY2011 (Elwha Gateway) Update:**

**Banner:** Michelle posted a smaller laminated poster rather than purchasing a banner to let people know what is being constructed at the Elwha site.

**Tile installation/sell tiles:** Carolyn reported that the tiles are all installed and encouraged the board members to visit the site. There were three tiles left over that have not been used. There are 19 recesses (each taking 16 tiles) that could still be filled ... approximately 300 tiles. She suggested we consider "selling" tiles to supporters of the project as a fundraiser. The cost would be the tile/firing, installation, and an additional amount for fundraiser. The County has responded that they do not need to be involved. This could be kicked off at the dedication event, or at least after the grant and its contracts are complete and we are able to show a clear distinction between the grant project and this fundraiser.

**Project progress:** The site is cleaned up with the roof and some loose ends yet to be completed. The log piece that is left and the planting plan are yet to be completed ... possibly with help from the county Master Gardeners (and/or work within our organization). The bids for the panels will be out July 14<sup>th</sup>, allowing three weeks to submit bids. If there are acceptable bids in the first round, work should be completed by early to mid-September. It was suggested that we have drone photos/video done of the Elwha site when completed. John Gussman has equipment for doing this.

**Dedication Event:** Carolyn and Michelle suggest that, since this project has taken much longer than anticipated and completion will be near the end of the tourism season, we hold the dedication in the spring. The date of April 23, Earth Day was suggested. A lot of people in our area are involved in Earth Day beach cleanup. Maybe alternative dates could be discussed ... are there any significant historical dates that could be used? More discussion will take place concerning the date for the dedication.

**National Parks Conservation Association partnership:** The NPCA notified Michelle and Carolyn that their fiscal year was closing and the \$6000 for interpretive panels and \$3000 for the booklet 2<sup>nd</sup> printing needed to be invoiced so they could make payment soon. Invoices were sent on JFSBA letterhead with the funds for panels to be paid to Clallam County (as partnership with FY2011 grant) and the funds for booklet printing paid to our association (this is a project separate from the grant). The alterations to show NPCA as a partner were to include their logo in the reprint of the booklet and on the interpretive panel showing partnerships.

**Brochure Printing:** Michelle reported that some final changes are being made ... possibly including ideas like a QR code that takes readers directly to the membership business directory.

**Adventure Route Brochure:** No new progress.

**Activity Booklet Printing:** Michelle reported that the master copies have been turned over to Sande to take to the UPS Store for printing/stapling. Their bid, with Sande's discount, came in less than the previous quote.

**Great Strait Sale:** Sande reported that the press release with the date announcement has been sent out (although PDN would not run it because it was too far in advance of the event). Email/printed notices were sent out to the membership. The web site has been updated. The event has been placed on newspaper, tourism, and other online calendars.

Melissa Peterson will supervise the Neah Bay community site, Ali at Clallam Bay and Sande at Joyce. Joyce will have the Fire Department 60<sup>th</sup> anniversary and the Joyce Depot 100<sup>th</sup> anniversary taking place that day. Ali suggested that the Friends of the Library in Clallam Bay might be willing to sell copies of old photos as part of the event.

It was suggested we try getting the event on the radio. Bud Denney suggested that it also be submitted for display on the electronic sign at the Makah Community Gym.

**Membership:** Applications from new owners at the Elwha Dam RV Park and Straitside Resort will be sought although the 2015 membership fees were paid by the previous owners. Bud Denney has an individual membership this year that was not sent through the approval process.

MOTION: Bud Denney's associate membership was approved. (Michelle/Carolyn)

**Meeting Schedule:** The September 28<sup>th</sup> meeting will be scheduled to be held at the Elwha Gateway site. It will be a bring-your-own brown bag meal. We will begin the meeting at 5:00 pm and take some time to explore the site. If the weather is too wet/cold to be comfortable, Sande offered her home as an alternative for the meeting portion.

Joe will check his schedule to see which of the October 26<sup>th</sup> or the November 16<sup>th</sup>/23<sup>rd</sup> meeting dates would work better for use of the Pysht Tree Farm Lodge. The other meeting will be held in Joyce.

**Fundraising:** Carolyn led a discussion concerning future fundraising. She commented that a lot of work is done by volunteers at this time. There is a Board of Directors, but that board also does all the work rather than directing. As/if the scope of the organization expands, there may be a need for a paid byway coordinator with skills in fundraising and organization. The position could be quarter time or half time ... either way it will require a bigger source of funds to manage the financial needs than we currently have in annual income. The responsibilities for a coordinator might be to research and obtain grants/funding and develop partnerships. The person could even be time shared with another organization.

In response to concerns over employee benefits/responsibilities/liability, Ali suggested that we think about hiring an independent contractor as a coordinator. Sande and Michelle both worked as independent contractors with Clallam County to do grant work for the byway.

Sande commented that the Juan de Fuca Scenic Byway Association has completed the initial goals of incorporation and 501c3 status to allow Hwy 112 to be a National Scenic Byway and be eligible for grants, as well as several projects set out in the business plan. If each member of the board were to take over a task with the help of some members not serving on the board, it would be more affordable than trying to find a person to do all the tasks. It would be very helpful to have the membership more involved in and take more ownership of the organization.

Carolyn suggested that we should develop the following:

Job description for a coordinator (1/2 time?)

Opportunities to raise funds

List of partners to share the cost

It was agreed a list of all the tasks now done by volunteers would be helpful. Michelle and Sande will work up a list over the summer to look at in September.

MOTION: Michelle and Sande to make a list of all tasks needed to run the JFSBA and the project management. (Carolyn/Alex)

**Clallam Bay Sekiu Fun Days**: Ali requested consideration of funding in the amount of \$200 to be used for continuous web site updates and other social media announcements (education and outreach) to promote this hwy 112 community event.

MOTION: Support in the amount of \$200 was approved. (Alex/Margaret)

**Noxious Weeds along the byway**: Bud Denney voiced a concern about the noxious weeds along the scenic byway. Weeds discussed were morning glory, hogweed, scotch broom, knot weed. Joe commented that containing and eliminating these weeds is not a quick fix, but rather a long term commitment. Pysht tree farm works hard at this on their properties including some bordering Hwy 112, including washing the trucks to eliminate seeds the tires may be carrying. Ali mentioned that there should be some alert to warn people about the danger of hogweed (burning the skin). Mowing along the highway can spread weed seeds to larger areas.

**Next meeting** ... September 28, 2015 ... Elwha Gateway site (brown bag meal)

**Board of Directors Meeting Adjourned** at 6:40 p.m. (Alex/Carolyn)

Minutes submitted by Secretary, Sande Balch.

**Juan de Fuca Scenic Byway Association**  
**Monday, September 28, 2015**

## **Elwha River Interpretive Center on Hwy 112, 5:00p.m.**

**Board Members Present:** Ali Baker, Sande Balch, Bud Denney, Carolyn Flint, Michelle Little, Joe Murray, Margaret Owens. Absent: George Eastman Alex Stevens.

**Guests Attending:** David and Chris DeLano.

### **Board of Directors Meeting**

#### **5:00 p.m ... Convene Board of Directors Meeting**

**Agenda/Minutes:** The meeting was called to order by President Joe Murray at 5:00 p.m. The agenda was approved.

**MOTION:** The minutes of the June 22, 2015 were approved as presented. (Ali/Carolyn).

#### **Financial Report ... Sande**

The 2<sup>nd</sup> Quarter financial report showed a balance forward April 1, 2015 of \$12,850.64 and an ending balance June 30, 2015, 2015 of \$12,298.14. The CD has a balance June 30, 2015 of \$1,053.15.

An additional report detailed deposits and withdrawals June 1 through September 28, 2015 with a balance of \$14,836.20 on August 31, 2015. Two e-votes were also recorded: July 15-16, 2015 approved paying \$250 to complete payment to Aglazing for the interpretive center tiles. August 13-14, 2015 approved paying the registration, lodging and travel costs to send one or two people to the scenic byway workshop in Winthrop at the end of September.

**MOTION:** This report was accepted with clarifications of the balance forwards (the quarterly report ending June 30 and the detailed report showing the balance forward on June 1). (Carolyn/Michelle)

Sande presented two reimbursement requests to pay \$184.40 for the reservation deposit for the scenic byway workshop and \$263.51 for Great Strait Sale expenses (printing, mailing, signs, classified ads).

**MOTION:** These payments were approved. (Michelle/Ali).

**MOTION:** Purchase of \$49.00 in stamps for mailings and the membership drive was approved. (Ali/Margaret).

#### **FY2008 (website/kiosks) ... Michelle**

Michelle reported that the final kiosk (Hwy 112 history) to be placed at the Pillar Point county park is nearly done. Bruce Giddens, Clallam County Parks, is working on final revisions and is pleased to have worked with our group on this project.

John Gussman's video for the website is being edited and prepared for posting. The video is a "drive along Hwy 112" and will be approximately four minutes when edited. The website will link to YouTube or Vimeil for viewing.

There are two itineraries left to complete for the website. "Recreation" and "History and Culture" are currently posted.

Sande introduced our guests, David and Chris Delano, new owners of the Elwha Dam RV Park. We welcome this family to our Highway 112 community. The DeLanos have invited us to use the park club house on occasion for our meetings. This location will be added to our options for the 2016 meeting schedule.

**MOTION:** Their membership as sponsor members for 2016 was approved. (Carolyn/Ali)

### **Grant FY2011 (Elwha River Interpretive Center) ... Michelle/Carolyn**

The building portion of the project is complete. The interpretive panels are ready for printing. A meeting with the printer is scheduled for Tuesday (September 29). Some corrections need to be made based on the color sample strips. It will take approximately two weeks to run the panels. The contractor can then install the panels (late October/early November). At the front, there will be a map of the byway with information on what to see (12 points of interest) depicted by photos around the building. The Clallam County Commissioners will be asked to install the sanicans so the site can be used as soon as completed.

Carolyn talked about how important it will be to keep the site busy ... if it is being used there is less chance of vandalism/damage. Several groups would be good candidates for use: schools, Nature Bridge, University of Washington, bicycle groups etc.

The gate will be locked at night. Carolyn can do this if necessary. The Delanos said they could help with keeping people on the site (kids using it for riding bikes) and could help with locking/unlocking the gate.

Trails people have worked on the site already and can continue with this as the site and trails are developed. It should be understood that "if it is not paved, it is not a trail" to try to keep people from wandering off the paths intended for walking.

The contractors asked that any errors/omissions be marked at the site so they could be fixed as they are completing their work. Two tiles were installed upside down, one broke when trying to correct the problem (will try to locate child to redo this tile).

County volunteers will prepare the 16 foot piece left of the cedar tree to be made into a bench for the parking area. The Elwha Language Arts kids will decorate this when it is stabilized.

ONP and Master Gardeners will help with working out a planting plan for the proper wet/dry needs for the area. It was suggested that Moody's (in Forks) and the Elwha nursery might be good options for plantings to use.

Some of the open recesses could be used for placement of the concrete "foot prints" along with recessed or embossed block letters to improve the experience of the visually impaired and "little people".

### **Elwha River Interpretive Center site dedication ... Michelle/Carolyn**

Some ideas for the dedication were shared with the board:

- Date: May 1 (Sunday) noon- 2pm ... make it short, make it big
  - Send out "save the date" notices with official invitations later
  - Meet and Greet for one hour and then official ribbon cutting etc.
  - Tables for information ... Byway and other organizations ODT, ONP
  - Ribbon cutting ... Elwha tribe has volunteered to make a cedar ribbon for this
- Cut pieces of the ribbon to give to people/partners being honored

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- Thank you to partners (gifting to children who painted tiles ... resin pendants with Elwha River gravel, glitter, beads)
- Mapping of tiles by name so kids can find their tile to show parents (Aaron Peters ... one of the children died at a leadership conference in Oregon ... a special package will be given to his family prior to the event)

The celebration planning/dedication ideas will be further discussed at the October meeting. Michelle will email a draft of ideas to the board to review prior to the meeting.

### **Fundraising/Elwha Interpretive Site ... Carolyn**

There are about 300 tile spots left on the concrete pillars. Carolyn suggested that we consider selling tiles as a way to fill these. The tiles could be sold over the cost of tiles/firing/installing as a way to raise funds. Whatever the cost of the tiles, there could be a special introductory price offered at the dedication.

**MOTION:** Carolyn was asked to explore the costs for the tiles so that this could be discussed further at the next meeting. (Michelle/Ali)

### **Activity Booklet Printing/distribution ... Michelle**

The booklet was printed at The UPS Store ... color front/back, 8.5x17 paper, stapled ... for a cost of \$117.94 for 100 copies. (\$1.18 each). We were given every price break possible including Sande's AARP discount.

Michelle has made up packets to give to those interested in offering the booklets for a \$3 donation. The locations will collect money and return to the association. Sales have been set up at The Depot, Clallam Bay Visitor Center, Forks Visitor Center, and at the Elwha Dam RV Park. A packet is yet to be taken to Sunsets West Co-op.

### **Sekiu Trail project/private donor update ... Carolyn**

By an e-vote decision in August, Mr Kahle was contacted to tell him that we would like to further explore the idea of receiving the donation for the Sekiu Trail, thus keeping the door open until we could do more research.

Carolyn asked for permission to talk to Steve Moriarity (experience in estate planning as per reference from Mary Pfaff-Pierce) to discuss the legalities such as changes in structure, reporting, and protection as this type of project was undertaken. She also recommended that Mr. Kahle be contacted to reaffirm that we are looking into the project implications and requirements. Carolyn will draft a note to Mr Kahle.

Joe volunteered to talk to Steve Moriarity and others concerning the legal ramifications and responsibilities. Findings will be discussed at the October meeting.

**MOTION:** It was approved for Joe to get legal counsel (pro-bono) to give us some guidance as we consider taking on the project. (Bud/Carolyn).

### **State Scenic Byway Workshop Sept 30-Oct 2 Winthrop... Sande**

One person, Carolyn Flint, has volunteered to attend the scenic byway workshop at the end of the month. She will also make a "Meet My Byway" lunch talk about the byway but specifically talking about the Elwha River Interpretive Center. She will hand out a copy of the booklet with brochure and print of the site to each attendee. The cost is \$175.00 for

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registration, \$368.84 for two nights lodging, plus travel expenses. The Clallam Bay-Seki Chamber/Tourism reimbursed the association \$175.00 for the registration expenses.

### **Tourism Summit Oct 21 Fort Worden ... Sande**

We can send delegates to the summit and/or have a table for information at the summit. It was found that Ali and Margaret will be attending as members of the board for OPVB, Bud will be representing the Cape Flattery Scenic Byway/Makah Tribe, and David and Chris DeLano will attend for their business at Elwha Dam RV Park. No others were able to attend or staff a table the entire time of the summit. We will send brochures with them to add to the OPVB table instead.

### **Byway Brochure Printing ... Michelle**

Map changes were required. A quantity of 20K were printed at a cost of \$3,400.

### **Adventure Route brochure reprint ... Michelle**

The Peninsula Trails Coalition (PTC) has taken the lead on this. That group is trying to decide the what/if/when of several brochures. All requests for brochures should be directed to Jeff Bohmann of PTC.

### **JFSBA task list ... Sande/Michelle**

Sande and Michelle were asked to provide a list of tasks that make the Juan de Fuca Scenic Byway Association run. A draft of that list was printed and distributed. Sande asked that board members bring the list with them to future meetings as we discuss the structure of the organization and our future. Any questions or comments about, addition or corrections to the list should be noted and brought to the next meeting.

### **Recommendation for storage rental ... Sande**

Sande recommended that the association consider renting storage space for all the cases of paper (brochures, booklets, working files) that have been stored with Sande and Michelle. The permanent records will continue to be stored at the Clallam Bay Visitor Center which is the legal address for our organization. The items, the brochures/booklets/files, need to be stored in the Port Angeles area for Sande and Michelle to have access.

Sande recommended (and paid for the deposit/lock/one month rent) storage at Deer Park Storage. The area is clean, well lit, secure. The units are new, dry, heated. Deer Park monthly fees run a little higher (\$10-15 a month more) than some others, but are better units and the area is much safer than their competitors. Deer Park is also a shipping and receiving center so we could have print shipments on pallets delivered to the facility (\$35 fee with storage for 2 days) and moved to our unit to unload.

Sande requested that if approved, consideration be given to 6 month payments to reduce bookwork. No refunds will be given so annual payments would not be advisable. Shelving would be needed and extra keys should be cut.

Reimbursement for the initial sign-up/one month rent/lock would be \$105.14

The additional five months at \$51.26/mo would be \$256.30

Costco resin shelves would be \$29.99 ea with 2-3 required.

**MOTION:** It was approved to reimburse the \$105.14 to Sande, pay for five more months rental space, and set up the necessary shelves/keys. (Ali/Carolyn)

## **Great Strait Sale report ... Sande**

Sande distributed written reports on the 8<sup>th</sup> Annual Great Strait Sale as well as the eight year financial history of the event. The report showed expenses totally \$263.51 for sandwich board signs, mailing and printing, classified ads. Income totaled \$292.00 for flier ads, baked goods, and sale items (donation table).

There was a total of approximately 68 individual sales locations along Hwy 112 from Laird Corner to Neah Bay. The weather was perfect. There was less of a "rush" this year, but sales were up for most people. More people are looking for the "map/flier" in advance of the sale with more than double the amount of copies being printed for Joyce General and Laird Corner Market.

A history thread of anniversaries was popular with the media and good articles were printed in PDN three times this year ... Joyce Depot 100<sup>th</sup> anniversary, Joyce Fire Department 60<sup>th</sup> anniversary, Sekiu logging boom 100<sup>th</sup> anniversary, and Ozette dig 45<sup>th</sup> anniversary. We also celebrated Joyce resident Gertie Rohrbach's "almost 100" birthday (December 27, 1915).

Next year the classified ads for the Great Strait Sale (especially the PDN) will be reduced in size as they are increasing in cost substantially each year. The link to the website and a contact for Sande will answer any questions not handled by the ad.

Sande will bring a photo of the sandwich board signs (two) that were used at Joyce this year. We have two more frames (all frames donated by Michelle) and would like to consider making signs for them so that one could be at Clallam Bay community site and another at Neah Bay site. This will be discussed at the next meeting.

## **LTAC discussions ... Sande**

The Lodging Tax Advisory Committee (LTAC) has been asked to consider requests for funding from the William Shore Memorial Pool and The Lincoln Theater Project (Light the Lincoln). The budget meeting will be Monday October 5<sup>th</sup>.

Sande commented that the purpose, as per Clallam County Code, is to provide an overall, professional marketing effort to encourage more/longer/off season visits to the unincorporated Clallam County. These projects will be considered in that light.

There were several comments that voiced concern that the money be carefully spent to support the specific purpose of promoting lodging in the unincorporated county.

## **Other Business and Announcements ...**

**RR Brochure ...** Copies of the brochure printed for the 100<sup>th</sup> anniversary of the Dungeness River Railroad Bridge were shared.

**Invite Lissy Andros/Forks to meeting ...** It was suggested that Lissy Andros, Forks Tourism and Marketing Director, be invited to a meeting to get acquainted. She is a good person for ideas and networking.

## **Meeting Schedule ...**

**October 26 ... Joyce (Blackberry Café?)**

**November 16 ... Pysht**

**Meeting Adjourned ... 6:48pm (Carolyn/Bud)**

Minutes submitted by Secretary, Sande Balch.

**Juan de Fuca Scenic Byway Association**  
**Monday, October 26, 2015**  
**Blackberry Cafe, Joyce**

**Board Members Present:** Ali Baker, Sande Balch, Carolyn Flint, Michelle Little, Joe Murray, Margaret Owens, Alex Stevens. Absent: George Eastman, Bud Denney.

**Board of Directors Meeting**

**5:00 p.m ... Convene Board of Directors Meeting**

**Agenda/Minutes:** The meeting was called to order by President Joe Murray at 5:00 p.m. The agenda was approved with the addition of a grant request by Clallam Bay/Sekiu.

**MOTION:** The minutes of the June 22, 2015 were approved as presented. (Carolyn/Ali).

**Financial Report ... Sande**

The 3<sup>rd</sup> quarter financial report showed a balance forward July 1, 2015 of \$12,298.14 and an ending balance September 30, 2015, 2015 of \$14,546.71 which includes \$3000 pass through funds for the reprint of the Elwha River booklet. The CD has a balance September 30, 2015 of \$1,053.27.

Sande noted that a recent deposit of \$3383.00 was made as pass through from the OPVB to pay Laurel Black for the graphics/printing costs for the byway brochure/map.

**MOTION:** Payment of \$10 for the State corporate registration was approved. (Alex/Ali)

**Elwha Dam Trail ... Sande**

Sande reported that Chris Delano at Elwha Dam RV Park inquired as to the maintenance of the trail to the dam viewing site and the absence of sanicans at the trail parking area. Sande spoke to Rich James about this and found that the agreement with ONP was to have a sanican there through the fall of 2014 after that it was presumed that the interpretive site would take care of that need in 2015. The trail was built by the county in cooperation with ONP but is not maintained by the county

A call to Lisa Turacek (ONP trails maintenance) was eventually returned by Brian Winter. He stated that the land has been under ONP management but is Department of Interior federal property. It most likely will come up to be sold in the future. He recommended that any citizen willing to help with the trail maintenance (or any other project) really needs to sign up for that work to lessen liability for the government as well as the volunteer. All this information was shared with Chris Delano who will pursue the volunteer registration and would be interested if the property were to be available for sale.

Carolyn noted that the property bordering the river from the lower dam all the way to Glines Canyon was purchased by the federal government, but not managed by ONP, to allow continuity in the restoration of the lake bed and Elwha River. Carolyn understands that the property along the river at least may/will be transferred/offered to the Elwha Tribe at some point.

**FY2008 (website/kiosks) ... Michelle**

Michelle reported that the corrections to the last interpretive panel are about done. John Gussman has completed the video for the website with some editing and voice over

yet to be completed. Michelle and Laurel are working to complete the last two itineraries for the website ... wildlife and working forest.

**Grant FY2011 (Elwha River Interpretive Center) ... Michelle/Carolyn**

Michelle reported that the final touches to the kiosk site and installation of the panels will finish the contractor work at the interpretive site. Sanicans are yet to be installed. Nothing new on the planting plan at this time.

Michelle passed a working list for dedication event ideas around to give the board a preview of things being discussed. This will be brought to the board in January/February for discussion. The event will be May 1<sup>st</sup>, a Sunday, from noon to about 2pm or longer. The program will begin at 1 pm. There will be at least one person in the building to answer questions and there will be a table with information about our organization. A list for mailing/emailing the "save the date" information is almost complete.

Carolyn commented on the tile sales idea saying that the cost of a tile (purchase and glazing, ready to install) is about \$5. She has not yet gotten an estimate of the cost of installation. When this information is available, we can discuss what to charge for a tile.

Also, concerning the panels, Carolyn commented that they had rejected the first set of proofs and are working to correct the color problems. The panel designs look very good.

**Sekiu Trail project/private donor update ... Carolyn**

This project is currently DOA. Carolyn commented that this organization needs to position itself to consider project offers in the future.

**Sekiu Trail project/legal advice update ... Joe**

Joe reported that Steve Moriarity is willing to do some pro bono work for us. Do we need to set policy or have a project to consider first?

Carolyn talked about the idea of setting ourselves up for a future grant for another interpretive site. We have the template (plans/design to be used as a "signature" look) with the current project to write another grant which would not be administered by Clallam County and not require meeting Federal "buy America" requirements. The County (Rich James) has agreed to share the final financial report with us when the project is completed. Her idea would be to pursue constructing an interpretive site on timber company land (donated long term use agreement ... perhaps at the entrance to Pillar Point County Park) with a theme of the working forest. The history of Hwy 112 is on the back of the timber industry/history of forestry as it relates to Hwy 112. Foresters might be interested in telling this story instead of always being reactive.

Carolyn volunteered to work on a written grant application/proposal over the winter months that then could be fine-tuned to be ready for submission.

**MOTION:** It was agreed to allow Carolyn to begin a draft proposal to explore constructing an interpretive center for the working forest. This project could include an audio/visual story aspect for presentation and/or a "driving tape" element for travelers. (Michelle/Alex)

We need to get policy and procedure set so we can go forward with ideas like this. Joe will get contact information to Sande to send bylaws, 501c3 and incorporation papers to Steve Moriarity to review. He will try to attend the next meeting for discussion.

## **State Scenic Byway Workshop report ... Carolyn**

Carolyn submitted a written report to the board with information about the workshop. She was impressed with the workshop and the interaction with attendees. The "Meet My Byway" lunch presentation was well received and followed with many questions.

Ideas that Carolyn brought back with her:

- Use King 5 TV with Sequim reporter to pitch the dedication event.
- Old rail lines/tracks/routes are a popular subject. Scenic Washington could put itineraries out that included historical trains and railroads.
- Our web site is a very good one, but difficult to make changes to it to keep it current. But social media is very fluid and easy to work like using Facebook for a calendar of events, upcoming highlights, happenings at points of interest. This could be used instead of or in addition to the newsletters. The web site would link to Facebook and Facebook would link to website so information did not need to be duplicated. Response from readers would only be to "like" ... interactive may not be manageable but the administrator can control this. Carolyn will work on developing this and bring it back to the board to show us how it is working.

## **Tourism Summit (OPVB/OPTC) report ... Ali/Margaret/Bud**

Ali and Margaret reported that this event talked about extending and enhancing the shoulder seasons of spring and fall. Tourists traveling at that time of year ... have money, no children, are savvy and want authenticity. Make a positive focus on rain, fall colors, spider webs. We should look at our area and what to market from a different point of view.

A NPS program will allow 4th graders (school years 2014-15, 2015-16) and their families into parks free. 2016 is the 100<sup>th</sup> anniversary of the National Parks System. Also a program on pet manners ... your dog could graduate with a "Bark Ranger" degree.

We agreed that it is good to be involved in these workshop/summit events. Ideas are shared and it lets the scenic world know we exist on the Strait of Juan de Fuca Hwy.

## **JFSBA Task List ... discussion/comments**

Sande commented that board members should have this list with them at all meetings to be ready for discussions that may arise. Any additions or changes should be shared with Sande and she will retype the list when there are several comments.

Added: Represented on OPTC/OPVB by Ali Baker and Margaret Owens

Added: Facebook to web/communications, Carolyn Flint

## **Storage Rental ... Sande**

Sande shared photos of the storage unit with shelves set up. All bills have now been paid as approved for 6 months storage, shelves, lock, and keys. The rent requires a credit card or cash. Sande will pay, when due and approved, and request reimbursement.

## **Great Strait Sale comments ... Sande**

Sande shared a written report of comments submitted. People are generally happy with the event. There were perhaps fewer people this year, but they spent more money. The newspapers were more interested in the historical anniversaries idea than the people

attending the event. But the media coverage is valuable in and of itself.

Sande showed photos of the sandwich board signs made for the Joyce location this year. The frames were donated by Michelle Little and the signs made by The UPS Store. The cost per sign (two per frame) was about \$21. Two more frames have been donated. Sande requested that these frames be set up for use in Clallam Bay and Neah Bay for the next Great Strait Sale.

**MOTION:** It was agreed to prepare two additional sign frames for the Clallam Bay and Neah Bay community sites. (Alex/Carolyn)

#### **LTAC recommendations ... Sande**

Sande reported that funding to the OPVB (\$490,000), Clallam County Parks (\$30,000), Clallam Bay/Seki (\$20,000 or actual tax collected), chamber memberships (\$1500), and Clallam County Sheriff Department (\$5000) was recommended to the Board of Clallam County Commissioners. Other funding requests for the Port Angeles Theater Project and William Shore Memorial Pool will be considered after legal counsel is received concerning use legalities. After decisions are made about reserve fund balances, the supplemental projects presented by the OPVB (\$50,000 estimate) will be considered.

#### **CB/CQ request for funds ... Ali**

Ali Baker presented a fund request for \$600 to be used toward the cost of the phone and internet service at the Clallam Bay Visitor Center (our association legal address and storage for our permanent records). The visitor center has shown an increase in visitors this past year as well as volunteer hours. It is open 12 months out of the year, but only seven days a week in the summer.

**MOTION:** The request for \$600 was approved. (Alex/Margaret).

#### **Other Business and Announcements ...**

**"Return of the River" ...** The Elwha River story film won two awards at the Jackson Hole Wildlife Film Festival (called the Oscars of nature film) ... Best Emerging Film Maker and Best Impact for a Conservation Film. The film was also nominated for Best Writer but lost to a BBC film. Congratulations to John Gussman and Jessica Plumb.

#### **Meeting Schedule**

**November 23 Pysht**

#### **Meeting Adjourned ... 6:40pm**

Minutes submitted by Secretary, Sande Balch.

**Juan de Fuca Scenic Byway Association  
Monday, November 23, 2015  
Pysht Tree Farm Lodge, Pysht**

**Board Members Present:** Sande Balch, George Eastman, Carolyn Flint, Michelle Little, Joe Murray, Margaret Owens, Alex Stevens. Absent: Ali Baker, Bud Denney. Also attending: Commissioner Bill Peach and Steve Moriarty.

## **Board of Directors Meeting**

### **5:00 p.m ... Convene Board of Directors Meeting**

**Agenda/Minutes:** The meeting was called to order by President Joe Murray at 5:11 p.m. The agenda was approved with the addition of maps Joe will discuss concerning potential trail area.

**MOTION:** The minutes of the October 26, 2015 were approved as presented. (Alex/Carolyn).

### **Financial Report ... Sande**

Sande reported the checking account balance October 1, 2015 was \$14,546.71, ending balance October 31, 2015 was \$13,493.98.

During that time the pass through funds from the OPVB for the brochure graphics and printing were deposited and a check written to the County in the amount of \$3383.70.

Other activity included checks written for storage unit rent/shelves/keys \$104.32 and \$256.30 ... Secretary of State registration \$10.00 ... Conference travel expenses to Carolyn Flint \$102.11 ... Clallam Bay Visitor Center phone/internet \$600.00. A deposit for \$20.00 was a belated Great Strait Sale ad/donation.

**MOTION:** The financial report was accepted as presented. (Alex/Margaret).

### **Grant FY 2008 (web site/kiosks) update ... Michelle**

The video for the web site is done and is currently being edited. The voice over is being added (there is a little overlap in the voice over, but not a problem). The video is 4.5 minutes long. The last kiosk panel is on hold waiting for Lori's schedule to open up.

### **Grant FY2011 (Elwha Gateway) update ... Michelle/Carolyn**

Michelle: The "Save the Date" email for the dedication has been sent. This will be followed by a mailing which will be a formal invitation with program schedule. A reminder mailing will follow. It was suggested to put the OPVB Board of Directors on the mailing list. Michelle will email the invite list to the Association board members for review.

Concerning the landscaping, Michelle noted that the WSU Extension Service (Master Gardeners) held a rain garden workshop. Michelle found that the Elwha Gateway site was conducive to a rain garden with some corrections needed. The Master Gardeners are interested in helping but not committed at this point.

Carolyn did a field test with photos after the latest storm. The drainage off the roof to the dry well pool is working well. Water stains inside probably occurred pre-roofing. The wind into the site did not create any problems. The only vandalism was some dog poo. The 6"x10" beams have cut ends exposed and suck off the water. There is only a 4" fascia ... not sure why. Carolyn has notified Clallam County of problems.

**Juan de Fuca Scenic Byway Meeting Minutes ... 11.23.15 ... Page 2**

Carolyn also reported that the panels are close to signing with subcontractors. The color tests are holding up the process a bit. The highway signs are being made by WSDOT and will be installed when the site is opened.

### **Trail Project Potential ... Joe**

Joe noted that the easement situation with the Sekiu Trail would be difficult to navigate. For any trail, the Association would be seeking an easement for trail use, not conservation. The Association would be responsible for maintenance and litter control. The Association could own the property or own the lease.

Joe presented a map of the Twin River area at about milepost 40. The Ring family (of Merrill and Ring) would be willing to talk about this area. This organization needs policy and procedures like the Peninsula Trails Coalition (PTC) has in place.

Joe noted that a gravel trail costs about \$2000-2500 for 100 feet. A paved trail would cost more.

### **Association Policy and Procedure ... discussion with Steve Moriarty**

Steve Moriarty stated he has had experience working with non-profits (United Way and Boys/Girls Club) on gift acceptance policies, but not managing property ownership. He suggested that we have a discussion with PTC for ideas and use past process.

He suggested we explore the possibility for interpretive sites where we would be looking at owning/leasing the property, building costs, and maintenance. Partnerships might also work ... for example: the Land Trust (now owns/manages easements for public use) owning/managing the property and the Association building and maintaining the exhibits. Grants for such projects could be shared with partners.

The Association might have more flexibility to manage the money and/or have access to funds because of the mission of the organization. However, it would be hard to do alone in such a small volunteer organization without paid staff. These projects take a lot of time for a volunteer organization.

The Association could solicit funds/write grants and set up contractual relationships with other organizations. But we need to have a policy in place ... what kind of gifts to accept and when we get funds, how to manage the funds. Grant funds are harder to manage as more is required to satisfy the intent of the grant.

Questions to agree on answers: How to package the request for funds, how to use funds, what to accomplish with funds? Do we have the infrastructure in place to allow us to accept funds? (We are a nonprofit with a tax ID# and tax exempt status ... legal for acceptance of donations.) What is the Association and Board liability?

The funds from a donor could be used to then take the idea to a foundation for partnership. Carolyn will work out some bullet points to share with Steve. The board will have an opportunity to review the information.

Steve suggested that we need to STEP 1 ... have a Strategic Planning "retreat" to define what we want to do through the Juan de Fuca Scenic Byway Association (including funds to accept, legalities, liability etc.) STEP 2 ... create a framework needed to move policy and procedures forward, to implement plan and STEP 3 ... plan a project and look for funds.

Steve also suggested that Mark Hannah (452-8656) might be willing to help with the retreat, perhaps without charge. Steve will give him a heads up.

**MOTION:** Joe will then call Mark Hannah to ask if he can help. (Carolyn/Alex).

**Juan de Fuca Scenic Byway Meeting Minutes ... 11.23.15 ... Page 3**

Michelle commented that we have come to a point that we need to decide if the Juan de Fuca Scenic Byway Association will:

- Stay with the status quo and continue to do membership projects only
- OR expand to bigger projects (planning, seek funding, managing, maintaining)

### **LTAC ... Sande**

The Lodging Tax Advisory Committee has a meeting set for November 30<sup>th</sup> to discuss with legal counsel from the Clallam County Prosecutor's office the funding/use requirements for hotel/motel tax funds collected.

### **Board Nominations/Board of Director Officers ...**

Elections to the Board of Directors will take place at the annual meeting in January prior to the Board of Directors meeting. Joe Murray's position is the only term expiring this year. The Association bylaws allow for a minimum of 5 directors and a maximum of 13. At this time there are 9 directors. Election of officers will take place at the Board of Directors meeting following the Annual Meeting.

Joe Murray agreed to be placed on the ballot to renew his position on the Board. Currently the secretary has assumed the treasurer's responsibilities. This position should be filled when possible to complete the intended four person Executive Board.

Sande will send out an Annual Meeting announcement early in January.

### **Meeting Schedule ...**

- January 25 ... Blackberry Café or Elwha Dam RV Park
- February 22 ... Pysht
- March 28 ... Blackberry Café or Elwha Dam RV Park
- April 25 ... Sunsets West Co-op
- May 23 ... Neah Bay
- June 27 ... Family Kitchen

Lissy Andros from Forks Chamber/Tourism will attend one of these meetings.

Sande will keep her informed of the meeting dates. Sande will also check with Blackberry Café/Elwha Dam RV Park/Family Kitchen for the January/March/June meeting dates.

### **Other Business and Announcements ...**

Carolyn stated that she has held off on developing a Facebook presence for the Association as she is taking some free online classes that will help make the Facebook page more effective.

Bill Peach noted that the Clallam County Commissioners are ok on funds for the Elwha site so far. He offered to explore possibilities if further funds were needed to complete the project.

### **Meeting Adjourned ... 6:45pm (George/Alex)**

Minutes submitted by Secretary, Sande Balch.

