



CLALLAM COUNTY HERITAGE ADVISORY BOARD MINUTES of October 4, 2021

MEETING OF THE ADVISORY BOARD (HAB)

Chair Paul Gleeson called the meeting to order at 4:30 p.m., Monday, October 4, 2021. Also present were David Brownell, Mike Doherty, Roberta Griset, Paula Hunt, Larry Lang, Nancy Messmer, Margaret Owens and Judy Stipe. Chair Gleeson appeared in person to convene the meeting. HAB Members appeared by either video or audio. Due to Governor's Proclamation (COVID-19) in person attendance was prohibited.

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

Added: 5 Discussion of use of HAB funds to cover emergency projects

ACTION TAKEN: The agenda was adopted as modified.

APPROVAL OF MINUTES

ACTION TAKEN: June 7, 2021 minutes were approved as presented.

BUSINESS ITEMS

1. Introduction of new board member Paula Hunt, District 2.
2. Accomplishment report review

As required by the contract, all four grant recipients provided a "brief written report describing what the grant funds allowed your organization to undertake, complete or conduct that would not have been possible (or less likely to occur) without these grant funds."

The Sequim Museum has experienced a delay and has offered to provide additional reporting. The Sequim Museum requested to provide a status report by February 1, 2022.

ACTION TAKEN: The Sequim Museum will provide an updated status report by February 1, 2022. David Brownell made motion to approve, Larry Lang seconded the motion, motion carried.

3. Updates to Guidelines and process for 2022

In reviewing the Grant Agreement, the Attorney noted that there is no deadline in the Grant Agreement that requires that the funding be spent by a certain date. This may be something that the HAB would want to recommend for future agreements. Future agreements should also include a clear path forward on how to proceed if the money is not spent by a specified deadline. For example: All monies shall be expended within one year of the date of this agreement. If the monies are not fully expended, grantees may request an extension of one year. The request for the extension should include a brief written report describing the following: (1) how grant funds have been expended, (2) what portion of the funds are remaining, and (3) how the funds will be spent going forward. After discussion the group agreed to the wording with the addition of the added requirement that the request include Why weren't the funds fully expended?

All monies shall be expended within one year of the date of this agreement. If the monies are not fully expended, grantees may request an extension of one year. The request for the extension should include a brief written report describing the following: (1) why weren't the funds fully expended, (2) how grant funds have been expended, (3) what portion of the funds are remaining, and (4) how the funds will be spent going forward.

ACTION TAKEN: Roberta Griset made motion to add attorney's suggested wording as edited to guidelines and contract, Judy Stipe seconded the motion, motion carried.

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4. Committee recommendations on Grant Applications

The committee's recommendation for level of funding has gone to the BOCC, but the committee's recommendation of what phase to fund as well as any other caveats have not been officially forwarded as part of the contract. Committee also suggested that grant recipient be reminded of reporting requirement at the nine month point.

ACTION TAKEN: David Brownell made the motion to ask Deputy Clerk for guidance on adding Committee Phase recommendations and caveats to contract process, Roberta Griset seconded the motion, motion carried.

5. Use of HAB funds to cover emergency projects: discussion

There was a discussion as to whether funds reserved for the following years could be used for emergency requests. It was decided that the funds were not really set aside for emergencies and that it would be difficult to determine what would qualify as an emergency. No further action was proposed.

ACTION TAKEN: No action taken

ITEMS FOR THE GOOD OF THE ORDER

1. Joyce Depot Museum will be helping with the 100th anniversary of the Joyce school building!
2. Genealogical center will sponsor a Zoom talk on Saturday. Roberta G will forward link to board.
3. Cowan Farm has elk eating in the garden and orchard.
4. Sequim Museum has seen a healthy uptick in bus tours this fall.
5. David Brownell is now Executive Director of the North Olympic History Center.
6. Some board members' appointments will end on January 1. The deputy clerk will notify this people. People may reapply for their positions if they wish to continue as board members.

NEXT MEETING: November 1, 2021

ADJOURNMENT

Meeting concluded at 5:40 p.m.