

REACH FOUNDATION
BOARD MEETING MINUTES
Monday, February 17, 2026, Time 5:15 pm
Zoom Meeting

Board Members Present: Dan Boyd, Bill Dunwoody, Clifford Clark, Elisabeth Holt, Jennifer Lee, Dana Ward, Steve Wisness, Wendy Shaw

Board Members Excused: Kristin Lerch, Roger Reynolds, Bob Schuetz

Board Members Absent: Alan Landers

Rosanna Sharpe, Executive Director, Reach Foundation – Present
Doug McMakin, Richland PFD Liaison – Present

Call to Order: Dan Boyd, President, called the meeting to order at 5:15 p.m.; a quorum was present.

Approval of Agenda:

Ms Holt moved, and Mr Ward seconded a motion to approve the February 17, 2026, agenda as presented; the motion carried.

Approval of Minutes for January 26, 2026, Board Meeting:

Mr Dunwoody moved, and Mr Ward seconded a motion to approve the January 26, 2026, Reach Foundation Board Meeting Minutes as presented; the motion carried.

Membership and Nomination Committee Report: Kristin Lerch - Excused

No updates to report.

Development Committee Report: Roger Reynolds - Excused

Ms Sharpe reported that Mr Reynolds is working on an introductory communication to current Reach Foundation Patrons, an engagement letter inviting more Patron involvement by providing feedback and guidance as the organization's funders. Ms Mosely will brand the signed letter on the foundation letterhead, scheduled for the first week of March (including the approved January meeting minutes and the 2025 Annual Report). A newsletter will also be launched in March. Ms Sharpe is working on coordinating and scheduling behind-the-scenes tours for Patrons and board members with LIGO, Puget Sound Energy, and Central Plateau Cleanup, targeting after the winter months.

Executive Director's Report: Rosanna Sharpe

Ms Sharpe shared highlights of her February Executive Director's Report:

- Positive January performance numbers, metrics, and a strong January performance across admissions, retail, and membership, with plans to review performance measures for Q1 if current trends continue.
- Staff kicked off the year by looking at quarter 1 and quarter 2 planning
- February, Black History Month, showing Big Medicine, York Outdoors, in the multipurpose room.
- Ms Sharpe met with John Clement, local photographer, who has agreed to do the summer exhibit.

- The water bottle filling station is up and all staff computers updated to Windows 11.
- Ms Millsap is working with Spectrum to upgrade the telephone system.
- The Richland PFD approved special funds to buy AV equipment. Blake Smith, ACTF Executive Director, is assisting with ordering components and installation at no charge. Upgrading the A/V offers more professional and reliable service.
- Benton County PFD met on January 27 and approved a voucher for \$40,740. These funds are deposited into the 631 Fund, which is managed by the city. The Benton County PFD also approved \$34,181 in set-aside funds for maintenance projects, including refurbishing the floors and acquiring accessories for the Gator and the seasonal janitor.
- Matching gifts for the Year-End Campaign received late have been added to the campaign, resulting in 88% of the goal, \$31,186 of the \$35,000 goal.
- A draft of the 2025 Annual report is included in members' meeting packets. The report is informational. Members are asked to review and pass along feedback to Ms Sharpe. The report will be published in March.
- A new Lewis and Clark bronze sculpture donation was announced and will be displayed in Gallery I in April.
- Ms Schafer reported that the Earth Day committee has received strong sponsorship commitments, including a \$5,000 contribution from Battelle and \$5,000 from Ben Franklin Transit.

Mr Boyd welcomed and introduced Wendy Shaw, a new foundation board member. Ms Shaw is excited to learn how to better contribute to a broader reach by bringing the area's history to life. She is enthusiastic to contribute to the museum's community impact.

Richland PFD Report: Doug McMakin

Mr McMakin reported that there are no new board actions from last month's RPF meeting. Regarding capital projects and contracting, the RPF issued an RFP for the amphitheater feasibility study and received three proposals. A final decision will be made at the next RPF meeting. A Request for Qualifications was posted for upgrades to the REACH basement. Mr McMakin received 20 inquiries. A non-mandatory site visit is scheduled for tomorrow. Mr McMakin met with Jennifer Lee to review his transition white paper.

Financial Committee Report:

1. Monthly Financial Summary January 2026 - Sherri Fluaitte

Reach Foundation Finance Summary, January 2026, included in the members' meeting packets. Ms Fluaitte presented the monthly financial reports, including the Balance Sheet, Assets, Liabilities and Equity, Profit and Loss, and Income and Expenses.

- Mr Clark moved, and Ms Lee seconded the motion to accept the January 2026 Financial Summary as presented; the motion carried.

2. Current Vanguard and Banner Bank Financial Reports – Bill Dunwoody

Mr Dunwoody presented the monthly financial report on the endowment, highlighting the current investment status, quarterly contributions, and the policy for balancing fixed income and equity investments. He explained the process for calculating and distributing funds to operations, noting the recent \$26,000 contribution. The board approved the financial reports from Vanguard and Banner Bank, as presented.

- Mr Wisness moved, and Ms Holt seconded the motion to accept the Vanguard and Banner Bank Financial reports for January 2026; the motion carried.

New Business:**1. Transition Task Force – Dan Boyd and Jennifer Lee**

Ms Lee presented a plan to transition the operational oversight of the REACH Museum from the Richland PFD to the Reach Foundation, with a focus on revenue generation and governance. Proposed ideas for increasing membership and attendance, collecting best practices from similar non-profits and developing a governance proposal. Focusing on executable ideas and leveraging staff networks, outlining goals. Ms Lee will collect and organize all ideas from staff and the board for new revenue-generating programs, tours, or products. She will categorize and prepare them for the Transition Task Force review. Board members asked to send ideas to Ms Lee for compilation and review. Ms Lee will present a timeline and strategy for handover by June.

2. REACH Museum Annual Report 2025 – Informational, no action required.

Board members were asked to review the draft 2025 Annual Report and provide feedback to Ms Sharpe before the March 7 publication date. The annual report demonstrates improved museum operations and revenue growth, as well as improved financial performance, with 40% of the operating budget coming from earned income.

Old Business:

None

Adjournment and Next Reach Foundation Board Meeting:

Mr Clark moved, and Ms Lee seconded the motion to adjourn; the motion carried. Mr Boyd adjourned at 6:49 p.m.

The next foundation meeting is scheduled for Monday, March 16, 2026, at 5:15 p.m. This is a Zoom meeting.