

REACH FOUNDATION
BOARD MEETING MINUTES
Monday, April 20, 2026, Time 5:15 pm
Quarterly In-Person Meeting

Board Members Present: Dan Boyd, Kristin Lerch, Bill Dunwoody, Clifford Clark, Roger Reynolds, Bob Schuetz, Dana Ward, Steve Wisness, Wendy Shaw

Board Members Excused: Alan Landers, Elisabeth Holt, Jennifer Lee, Steve Wisness

Board Members Absent: Bill Dunwoody, Clifford Clark

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 5:19 p.m.; a quorum was present.

Approval of Agenda:

Mr Schuetz moved, and Mr Ward seconded a motion to approve the April 20, 2026, agenda as presented; the motion carried.

Approval of Minutes for March 16, 2026, Board Meeting:

Mr Ward moved, and Mr Schuetz seconded a motion to approve the March 16, 2026, Reach Foundation Board Meeting Minutes as presented; the motion carried.

Membership and Nomination Committee Report: Kristin Lerch

Nothing new to report on membership. Ms Shaw, Mr Schuetz, and Ms Lee's new positions on the Reach Foundation board were reported in the Business Journal.

Development Committee Report: Roger Reynolds

Mr Reynolds inquired about feedback from the letters mailed to Patrons last month. Ms Sharpe reported that Patrons included notes with their payments, expressing appreciation for receiving the meeting minutes with the letters. An email will be sent to Patrons with instructions on accessing the monthly minutes on the Reach Foundation website. The next Patrons' newsletter will include a method for Patrons to provide feedback. Mr Reynolds suggested finding a way to tie the different websites together.

Ms Sharpe is in contact with the Energy Northwest team for the Columbia Generating Station tours in May. Their tour can accommodate ten people. Energy Northwest offered to provide additional tours once we know the patrons' interests. A survey will be distributed at the Patrons' Spring Mixer to determine the types of tours most of interest to the Patrons. The tours offered specifically for Patrons will have a sign-up deadline; if not filled, spots will be offered to leadership, staff, and volunteers.

Transition Task Force

Ms Sharpe provided highlights of Ms Lee's transition process. Ms Lee is looking for two foundation board members to join the task force. There are four projects she is working on:

- Updating the Reach Foundation By Laws and the founding documents to accurately reflect the museum as it exists today.
- A proposal to underscore the need to expand the facility, dedicated classroom space, a gallery and office space. Preparing a proposal for the Richland PFD to bring in portable buildings.
- The transition document drafted by the Richland PFD will be presented to the foundation board. Ms Lee is working on a timeline.
- Ms Lee is considering Ms Sharpe's Executive Director position with the Richland PFD, which will move to the Reach Foundation. And extending Ms Sharpe's contract after May 31 to the end of the year.

Executive Director's Report: Rosanna Sharpe

Ms Sharpe provided highlights of the April Executive Director's Report

- Over 1,000 guests attended Earth Day on April 18. It was a great day with positive feedback. Sponsorships exceeded the goal for this year.
- Year to date, the foundation is only \$9000 behind on its commitment.
- Cruise line season has begun, the first American Cruise Line visit was on April 12.
- The maintenance team is sprucing up exhibits and the grounds in preparation for the busy season.
- Jim McCabe, Ponderay Tech, is replacing old computers and installing a new control panel in Gallery I.
- A new exhibit in the Hoch Gallery, "Our Roots/Nuestras Raices", a student art display, will run through the end of May.

Richland PFD Report: Doug McMakin

Mr McMakin reported Richland PFD board actions taken at the last meeting,

- Members discussed the bond refinance that was completed on April 1, which frees up cash flow.
- ACTF is preparing for a marketing survey on the amphitheater programming.
- The board approved \$25,000 for architectural services to look at amphitheatre upgrades and preliminary design requirements.
- Approved to upgrade the museum galleries
- The RPF board is prepared to make an offer to a candidate for the Executive Director position.
- The bond refinance will free up money for the city's 631 fund for investing in capital projects. If the board can, it will reduce operational funding so we can invest it in REACH and Columbia Park West.
- The board is preparing for a feasibility study for the basement upgrades, whether it is possible or not.
- Mr McMakin is meeting with Ms Lee on the transition from Richland PFD to Reach Foundation. Legal representation may be needed to review the transition document.

Financial Committee Report:

1. Monthly Financial Summary March 2026 - Sherri Fluaite

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

- Ms Lerch moved, and Ms Shaw seconded the motion to accept the March 2026 Financial Summary as presented; the motion carried.

- Current Vanguard and Banner Bank Financial Reports – Bill Dunwoody, Absent
Mr Dunwoody was absent but will provide an update next month.

New Business:

1. Reach Museum Executive Director Contract – Rosanna Sharpe

The Executive Director's contract expires May 31. Mr Wiley has reached out to Ms Sharpe to ask her to work with the foundation board to get the job description and contract reviewed. In considering the transition contract, she will look to extend it by 6 months and will take that to the RPF board for consideration.

2. Board Members Committee Assignments

Ms Sharpe asked foundation members to sign up for a committee assignment, as the committee chairs need more input. An email will be sent to board members to sign up.

3. Monthly Committee Meetings

Ms Sharpe asked that members consider holding regular committee meetings, with a standing option on the first Monday outside of normal hours. Meetings can be in-person with a virtual option, or virtual-only; quarterly meetings.

4. Foundation Meeting Agenda Change

Mr Boyd proposed a change to the regular monthly agenda, moving away from reading the financial reports every month; instead, use a consent agenda to include the minutes and the financial report. If concerns, the item can be removed from the consent agenda for discussion and a vote.

- Mr Schuetz moved, and Mr Ward seconded a motion to add a consent agenda to the meeting minutes and monthly financial reports; the motion carried

Old Business:

None

Adjournment and Next Reach Foundation Board Meeting:

Ms Lerch moved, and Ms Shaw seconded the motion to adjourn; the motion carried. Mr Boyd adjourned at 6:33 p.m.

The next foundation meeting is scheduled for Monday, May 18, 2026, at 5:15 p.m., via Zoom.