



Shipley Center Board of Directors Meeting

Minutes, August 21, 2018

Called to Order at 2:10 pm by President M. Cox.

Quorum Present: Nancy Baer, Ray Bentsen, Margaret Cox, Don Gerber, Margot Hewitt, Judy Lange, Mariam Spreine. **Absent:** Virginia Smith, Rena Blank, JoNell Hill

Staff: Michael Smith, Linda Yip

Guests: Mimi Sutton, Lea Rickel, John Ramos

Trips and Tours Report: A total of six trips happened with no cancellations with 101 guests and a net revenue of \$2690.61. Three drivers shuttled Lavender Festival visitors each day of the festival and that earned \$669.01 net for the center. Several longer trips are well filled.

Advertising: no report at this time.

July Minutes were accepted as printed.

Treasurer's Report: Don Gerber presented a YTD Budget Variance Report which he recommended for budget clarity. Discussion followed on it versus the three exhibits provided by Linda Yip. One problem with the forms provided is the small font size, which make them difficult to read. Board members were asked to continue to evaluate the best way to have clear financial information. July showed a much improved financial state due to funds transferred from interest gains and Baywood Village payment allocation.

President's Report: Margaret worked three days at the benefit sale and 4 hours at the Clallam County Fair Kitchen along with 7 other center members. She is finalizing plans for the Open House on Sept. 14 from 1-4:00 p.m. Board members are asked to be present if possible and to donate a door prize. There will be activities, refreshments and resources present. Suggestions were made for resources, advertising of different Center programs like catering and classes.

Student Liaison absent.

Program Director Report: Linda shared information on the eight Peninsula College classes to be sited at the Center from September to December. Other space rentals include Chocolate Serenade and St Philomena Church on Saturdays and Sundays, one time men's health seminar, Non-Opiate Pain Relief talk, coin evaluation, Alzheimer meeting, and two new activities of Advanced Care Directives/ Medical Directives and Choreographed Ballroom Dance Class. A new line cook/caterer has been hired for the Café but volunteer help is still lacking and greatly needed. Catering is attracting several jobs with one successfully completed at the Holiday Inn. See full Program Director report, attached.

Executive Director Report: Employee insurance for disability and accidents is still being reviewed. Various materials for the Health and Wellness center are being researched with some discounted services being offered. Grant writing is proceeding, aimed at First Federal and Rural Development who might fund some of the costs of the H&W Annex building. Continued efforts to reduce operational costs are showing good results. Bids will be sought to do fall cleaning of the windows, roof, and gutters. Refinishing the dance floor is another maintenance project. Donor cultivation continues with personalized thank you correspondence and a revamped renewal letter that should be easier to understand and use.

Callis Insurance has required large amounts of documentation and renewed applications for all our types of insurance. The Section 105 Plan for Health Care for reimbursing employees for private coverage on a pretax basis will be used as cheaper than group health insurance.

The director shared the adjustment of investments, as directed by the Board. to index funds for long-term stability. Some investments need to wait until their dividends are issued before being moved. The Finance Committee will advise on whether the Vanguard Dividend Appreciation ETF needs to be transferred to Vanguard total Market Index ETF or left as is.

Michael will be on vacation from 8/30 through Labor Day week, returning Sept. 10. See full Executive Director report, attached.

Committee Reports:

Nominations: One potential candidate will be interviewed by the Committee in time to be considered at the September board meeting. Date to be set. Motion was made by Nancy that nine board members would be the current goal with later expansion to 11 optional. Seconded by Margot and passed unanimously.

The Benefit Sale has generated \$20,000 so far, the ½ Price sale is this weekend with the \$5 Bag Sale in September. Larger items may go on Craig's List and Don Gerber is selling his train collection with proceeds going to the Center.

Personnel has not been able to meet.

Finance is working on an investment statement.

Baywood Village Onsite Manager Deb Hudson and the park have joined the Manufactured Housing Communities of Washington, a professional association of owners and managers that provides written resources, legal advice, and training on park management.

Crafts sold \$173 of hand crafted items and gave away 31 this month.

Member Relations: New Member Tea on September 7 at 2:30. Board members presence requested.

Old Business:

Meeting Dates will change to second Tuesday of the month at 2:00 p.m. as of October.

The September meeting will be Tuesday September 18 at 2:00 pm.

Meeting Adjourned at 4:05.

Respectfully submitted,

Nancy Baer, Secretary Pro Tem