



## BOARD MEETING MINUTES September 18, 2018

**ALL BOARD MEMBERS PRESENT:** Nancy Baer, Ray Bentsen, Rena Blank, Margaret Cox, Don Gerber, Margot Hewitt, Judy Lange, John Ramos, Virginia Smith, Miriam Spreine

**Staff Members:** Michael Smith, *Shipley Center's* Executive Director; Linda Yip, Activities Director

**Students in Community Liaison:** Absent

**Guest:** Richard Mansell

**CALL TO ORDER:** The meeting was called to order at 2:00 p.m. by the President, Margaret Cox. She welcomed our guest, Richard Mansell.

**MOTION:** Nancy/Margot: To appoint John Ramos to complete the two-year term of Board Position #4. Passed unanimously.

**Trips & Tours:** No report

**Advertising:** No report, but Linda Yip informed the board that a classified ad section for members is starting in the November newsletter.

**September Minutes/Correspondence** were presented by Rena Blank: The minutes were accepted as emailed; and two letters of gratitude were read by Virginia Smith.

One concerned the shoe boxes, dolls and blankets Shipley Center members donate for Operation Christmas Child. This year 29 blankets and 20 cloth dolls have been made and given. Shoe boxes and rolls of Christmas paper were donated but not counted.

The second letter was from a grateful lady who very much enjoyed and appreciated the New Members' Reception and looks forward to more participation.

**Treasurer's Report by Don Gerber:** The report was accepted. Changes to the financial report were discussed that would make it easier to read.

**President's Report by Margaret Cox:** The Open House on September 14 went very well. Especially the Bingo cards made it certain that people toured the whole building instead of staying in the main room. There were 41 door prizes, and each winner was very happy with the prize he/she won.

**Students in Community Liaison:** Absent. Michael will follow-up to find a student who is able to attend our board meetings.

## STAFF REPORTS

**Program Director:** Linda Yip reported on the upcoming programs scheduled for the next couple months, including some which are renting rooms at Shipley Center. She also reported on the completed and pending catering appointments by the Café. If our bids for the Soroptimist twice monthly meals and the Chamber of Commerce twice monthly meals are accepted, it will require hiring another part time employee to enable the Café to stay open on those days.

The two monthly potluck lunches have become sparsely attended with too little food. For the next three months, the second one will be a buffet. Attendees will pay \$4 each (non-members pay \$6) and they do not need to bring food. It will be catered by the Café. Sponsors will pay \$40, and not bring their usual entree. That will also be catered by the Café. If this new plan works out well, both meals per month may become buffets.

**Executive Director/Baywood Manager:** Michael reported on a wide variety of projects which are found in detail on his printed report. He is meeting tomorrow with the City Manager to talk about a possible grant for Parks and Recreation Services.

## COMMITTEE REPORTS

**Benefit Sale:** Ray Bentsen reported that the sale brought in \$26,000.00 year to date, with some high-ticket items set aside to list on craigslist by Michael.

**Personnel:** Rena Blank reported on the recent Personnel Committee meeting. The next meeting will be September 26 at 1:00 p.m.

**Fund Raising:** Margaret Cox reported that \$95 came in from the bake sale at Open House.

**Finance/Investment/Audit:** No report.

**Baywood Village:** Margot Hewitt brought up some issues at the park and passed along some tenant comments. Deb Hudson, onsite manager, who was attending an all-day training session, submitted a written report. Various upgrade and maintenance projects are going forward.

**Crafts:** Judy Lange reported that \$372 have come in this month from the sale of crafts.

## NEW BUSINESS

1. **Approval of Investment Policy:** Tabled until next month's meeting.

2. **Employee Benefits:**

MOTION: Rena/Nancy: To enhance employees benefits by subsidizing their Aflac insurance at 50% up to \$50.00 per month. In other words, if they choose benefits that cost \$100.00. Shipley will pay half of that. If they choose \$60 worth of benefits, Shipley will pay \$30.00, etc. 9 affirmative votes. 1 abstention (for lack of information).

3. **The Annual Meeting** will be held Friday, October 26 at 3:00.

**Board Comments:**

1. Miriam suggested that perhaps the big sale next year should coincide with the Lavender Festival to take advantage of all the extra people in town who might want to come and spend some money.
2. Rena added that we should have a meeting of the leaders who held the sale to gather information on what is needed to put on such an event. Leaders come and go, and we need to have their knowledge written down about personnel needs, etc.
3. Nancy distributed a page of ideas for consideration which included goals and proposals, some of which may be discussed during the day with the consultant.
4. There was consensus that Nancy prepare a slate of candidates including Rena, Margaret and Nancy for three-year terms, Miriam for a two-year term, and possibly one other. Additional meetings may be required. A ballot will be produced and mailed out to the membership.

The day-long Board Retreat with the consultant will be September 27, 10 am to 2:30 pm. We will meet in the Trinity United Methodist Church.

Adjournment at 4:00 pm:

Next Meeting: October 9 at 2 pm.

Agenda items due to Margaret Cox by Friday, October 5, 2018.

Respectfully submitted,

Virginia Smith, Secretary