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## **BOARD MEETING MINUTES**

### **December 11, 2018**

**BOARD MEMBERS PRESENT:** Margaret Cox, Don Gerber, Margot Hewitt, Judy Lange, John Ramos, Virginia Smith, Miriam Spreine, Mimi Sutton

**Excused Absences:** Nancy Baer, Ray Bentsen, Rena Blank

**Staff Members:** Michael Smith, *Shipley Center* Executive Director; Linda Yip, Program Director; Beth Barrett, Trips Coordinator

**Guests:** Pamela Bumgardner, grant writer and certified fundraising executive; Debbie Thomas of the School for the Service Arts

**CALL TO ORDER:** The meeting was called to order at 2:05 pm by Margaret Cox, President.

**Minutes:** The Minutes of the November meeting were accepted as e-mailed.

**Treasurer's Report:** Accepted as presented.

**Introductions and Presentations:** Michael Smith introduced the two visitors.

Debbie Thomas who is working with the Cafe to make it more efficient and financially stable gave a presentation on "7 Secrets to Shipley's Commercial Kitchen Success."

Pamela Bumgardner presented ways she can help Shipley effectively use her grant writing and fund-raising skills.

**Trips and Tours Report:** Beth Barrett reported that the number of trips is down in November compared to November, 2017, because of a lack of available bus drivers. Also, some trips attract too few participants to use the large bus. The idea of purchasing a smaller bus that non-CDL drivers could drive was brought up. The board agreed by consensus that Beth and Michael could research pricing on new and used 12-15 passenger vehicles and report back to the board at a future meeting.

**Advertising Report:** Shamy Marchbanks has sold out all of the Buffet Sponsorships for 2019.

## STAFF REPORTS

**Program Director:** Report by Linda Yip. New activities continue to be popular, and several groups are renting space for their programs. A calendar for the events of 2019 was provided to board members and staff.

**Baywood Village:** Report written by Manager Deb Hudson, and presented by Michael Smith.

**Executive Director:** Michael Smith reported on a number of improvements and projects that continue to make Shipley a safe and pleasant place to be. He provided the latest architectural drawings and landscaping plans for the new building. They will soon be sent to the city for design review.

## COMMITTEE REPORTS

*Personnel:* See Motion below.

*Finance/Investment/Audit:* Don Gerber. See below.

*Crafts:* Judy Lange gave a report that November sales were \$702. So far in December, sales have been \$309. In addition, 42 scarves, 51 hats, 3 headbands, 2 pairs of gloves, and 100 Christmas stockings stuffed with toiletries were donated to the Warming Center, Boys and Girls Club, and veterans.

*Physical Plant & Safety:* John Ramos asked everyone if they see anything that needs attention, to let him know. He is working on a list of handy-men to help out with small projects.

*Member Relations:* Miriam Spreine called attention to all the events planned for next year, particularly those that require the attendance of board members.

*Volunteer Coordination/Social Events:* Mimi Sutton sought clarification of her responsibilities.

## EXECUTIVE SESSION

At 3:40 the Board Meeting Adjourned and the Executive Session with Board Members and Executive Director began.

The Executive Session was adjourned at 4:00 pm, and the Board Meeting resumed.

## NEW BUSINESS

1. MOTION: Personnel Committee/John Ramos: The Personnel Committee Report was presented and unanimously passed as amended.
2. MOTION: Mimi/Judy: To approve the 2019 Budget, with any minor modifications. Passed unanimously.  
[PERSONNEL COMMITTEE MOTION: The board sets a policy effective in the year 2020 that we use the nationwide COLA (Cost of Living Allowance) for salary increases. This will still allow for justification of further increases by **significant** job description changes, outstanding performance above and beyond or special circumstances request by the Executive Director at the committee's discretion.]
3. Approval of Investment Policy was tabled until after a finance committee meeting.

Adjournment: The meeting was adjourned at 4:35 pm

Next Board Meeting: **January 15** at 2 pm. (Note 3rd Tuesday, instead of 2nd.)

Respectfully submitted,

Virginia Smith, Secretary