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BOARD MEETING MINUTES November 6, 2018

BOARD MEMBERS PRESENT: Nancy Baer, Ray Bentsen, Rena Blank, Margaret Cox, Don Gerber, Margot Hewitt, Judy Lange, John Ramos, Miriam Spreine, Mimi Sutton

Excused Absence: Virginia Smith

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

Guest: Michael Carpenter, CPA

CALL TO ORDER: The meeting was called to order at 2:00 pm by President, Margaret Cox.

The Nominating Committee presented Mimi Sutton as an appointee for a 2 year term. Judy Lange seconded and the motion was passed unanimously. Mimi will help Shamyia with volunteer recruitment and Social Event planning.

Don Gerber, Treasurer, introduced Michael Carpenter, CPA who has been selected to act in our behalf on accounting matters. Michael gave us a little background on himself and said he was looking forward to working with us.

Minutes/Correspondence: The Minutes of the October meeting and the Annual meeting were accepted as e-mailed.

President's Report: See attached.

STAFF REPORTS

Trips & Tours: Report by Beth showed a fantastic month.

Program Director: Report by Linda in which she explained that we will not be hosting classes this year for Peninsula College as we do not have the flexibility to change our schedule as much as they needed. Maybe next year when we have the Health and Wellness Annex we can revisit doing it. The inquiry about the Senior Grad party we will pass on also until next year. She reported the new buffet seems popular and trying a \$5 Friday in the Café.

Baywood Village: Report provided by Deb Hudson

Advertising & Events: Michael reported that Shamyia is doing a great job. The Bazaar needs more volunteer bath room break and lunch delivery people. Bazaar hours: 9 and 3 pm. We really need more volunteers in the Café especially during special events such as the Bazaar where we are trying to keep the Café open and do the entire event. A Food Handler's certification is needed to help in the Café. This can be done online and the Center will reimburse the fee.

Executive Director: Report by Michael Smith. Michael is recommending that we increase our dues in 2019 to \$55/person and \$95/two members of a household. Another suggestion was to not give activity bucks for foot care, tours or café. New members could get special coupons for the Tours and Café. No action taken.

All printed reports are filed with the Minutes.

COMMITTEE REPORTS

Nominating: **MOTION:** Nancy Baer moved and Judy Lange seconded that we certify the election of Directors. It passed unanimously.

Benefit Sale: Ray Bentsen – no report

Personnel: Rena Blank – no report.

Fund Raising: Margaret Cox - no report.

Finance/Investment/Audit: Don Gerber. Thanked Linda for the super job she does and told us that he is working to reflect the cost basis of the stock since May 2017. He and Michael will be working on making this adjustment. Don wants to revamp the policy before the board votes on it.

Baywood: Margot Hewitt – no report.

Crafts: Judy Lange reported the store made \$682 and the Bazaar \$540.

Member Relations: Miriam Spreine. She is planning a new member function in January.

Safety: John Ramos said he is looking at working with Mimi on volunteers and he will take on doing the Fire Inspection checks for Michael.

NEW BUSINESS

1. *Approval of Investment Policy* was discussed and tabled until next month's board meeting.
2. The 2019 Budget will be presented at the December meeting.
3. **MOTION** – Rena Blank moved and John Ramos seconded that we go ahead with retrofitting our entire exterior doors with crash bars. Passed unanimously.

Adjournment: The meeting was adjourned at 4:00 pm

Outgoing Board Director Ray Bentsen was excused as the 2019 Board members voted on their officers for the upcoming year. The slate of officers was: President, Margaret Cox; Vice President, Nancy Baer; Treasurer, Don Gerber; Secretary, Virginia Smith. The entire slate was elected unanimously.

Next Board Meeting: December 11, 2018 at 2 pm

Agenda items are due to Margaret Cox by Friday, December 7, 2018.

Roelah Blank, Secretary Pro-Tem