

## ShIPLEY Center Board of Directors Meeting January 15, 2019

Present: Nancy Baer, Rena Blank, Margaret Cox, Don Gerber, Margot Hewitt and Mimi Sutton of the Board. John Ramos-ill, Virginia Smith-traveling, Miriam Spreine-family business. Michael Smith, Linda Yip and Beth Barrett were staff present.

The meeting was called to order at 1:30 with a quorum present.

Beth discussed the successful arranging of several long distance tours but difficulty filling more local trips due to not reaching the profitable number of travelers or lack of bus drivers. Report available.

Shamya's written report showed much success in enlisting new advertisers and sponsors for this year. Report available.

Margaret did not have a president's report but shared several cards of thanks from present and former members.

The December, 2018 minutes were accepted by consensus.

Don presented financial data for the end of 2018 including the Balance Sheet and the YTD Budget Variance Report. Reports available.

Linda gave information on three new classes (Aging for Beginners, Posture, and Pastel Art Class) and two facility rental events. Report available.

Michael reported on the successful and reasonably priced asphaltting and graveling work done at Baywood Village. Some work still needs completion due to work order misunderstanding. A complaint form for residents to use was examined and accepted. This will regularize assessments of complaints involving lease violations while other disputes will be referred to an appropriate resource.

Results from Michael's fundraising letter were shared (\$15,700). Café reorganization and finances were discussed. The new Annex contractor was named. Building updates and repairs, including the failure and replacement of the blower motor of the northern HVAC system, were noted. The City of

Sequim has proposed a new financial arrangement with the Center that could add \$3,250/year to the operations budget. Report available.

Sherry Lacey, CPA and Johnny Hawkins, CPA arrived to explain the scope and use of their services. The differences between a review, an audit and consultation were reviewed and discussed. This firm does many non-profit organizations' work and feels they could give Shipley Center useful information on accuracy of current bookkeeping, assessment of internal control processes, and safekeeping of assets. They would need to have actual financials to give a cost quote and would not be able to start work due to tax season commitments until May 1 with a proposed finish in six months.

**MOTION:** A motion that *appropriate financial materials will be provided for a plan of action and cost proposal to be tendered* was made by Nancy, seconded by Margot and passed unanimously

**MOTION:** The Finance Committee put forth the *Investment Policy* to be followed by Shipley Center. It was seconded by Mimi and passed with one change, "two" to "three", persons authorized to access the portfolio accounts.

**Committee Reports** included John's building safety additions, Judy's crafts results, reminder of the New Member meeting this Friday with Board members' presence requested, and the two new volunteers who will assist in *The Café* and at events. Mimi reported the good idea of sending welcome notes to newly register members.

A thorough discussion was held on helpful/reasonable interactions between staff and Board members. In the past, this has been a troublesome area with some inappropriate misuse of staff. At present, it was determined that there was no perceived misuse by Board members of staff. Michael was able to express his expectations of fair time and subject responses. It was stated that we will continue to function responsibly with each other for the best outcomes for the Center.

Adjourned at 3:50.

Respectfully submitted,  
Nancy Baer, Secretary pro tem