

Shipley Center Board of Directors Meeting
Minutes, March 12, 2019

Call to order at 2:25 by President Margaret Cox.

Quorum present with Virginia Smith absent due to medical treatment and John Ramos responding to a family emergency. One visitor present.

February minutes were approved by e-mail.

Treasurer: New financial sheets presented that showed clearly the income and outgo of each category. A \$34,000 deficit at present. Donations and trip revenue are lower due to several factors including bad weather. Dues collected are increased. See Financial and Trips reports.

Program Director: Two new space renters have signed on with other persons showing some interest. See attached report.

Executive Director: Information from Architect Karla Forsbeck was shared with a list of six items needed for the official review of plans for the Health and Wellness Annex.

Further work on the dance floor is being finished and carpets are to be cleaned throughout the building. Since the carpeting is 13 years old, results may be mixed. Crash bars have been installed and rekeyed to the master building key. The Fire Department will be notified.

Storm damage repairs to the gutters of the Center and the large carport at Baywood Village have been done or started. The gutters do not qualify for insurance coverage (less than \$2500) and the Baywood damage will be submitted to the insurance company when a rebuilding plan is finished.

Michael has been following up with the grant consultant and the executor of the Shipley Estate.

Delores Mead has been contracted to assist with filing and organization of the Executive Director's office. See Report

Committees

Nominating: Plans are being made to fill the last vacated position on the Board in the next few months.

Personnel: Rena Blank reported on completing a contract for Linda Yip's services as bookkeeper, data base operation, and newsletter production as an independent contractor, rather than an employee. The contract is for 6 months for a set amount, which can be renegotiated on a month-to-month thereafter. Adjustments can be made if more hours are needed.

MOTION: Rena made a motion to use the COLA to set any salary increases. Also, the medical annual reimbursement was changed to \$500/month for part-time and \$1000/month for fulltime employees. This was seconded by Mimi and passed unanimously.

The Personnel Committee reported changes in staff duties and pay for Shamyia Waters and Delores Mead. Shamyia is now Program Director with responsibilities for room rentals, activity scheduling, events planning, securing business sponsorships and ads, and volunteer recruitment and recognition. Delores Mead will work 20 hours/week as Administrative Assistant to Michael for a 90-day probationary period. Her primary duties will be facilitating organization and fundraising projects while being available for other center needs. See Report

Crafts: Judy reported \$240 in sales and shared information on First Step Families programs, the recipients of many donated items.

Physical Plant Safety: John left a report on improvements in fire safety for Shipley Center. See Report.

Volunteers: More volunteers are available for the Café but more needed for consistent coverage. Curtis is out for health reasons. Events help is also needed.

Unfinished Business:

MOTION: A previous motion to cashing a Shipley annuity and splitting it between center operations and the Annex was changed to dividing it between operations and the Center's reserve account. Nancy made the motion, Margaret seconded it and it passed unanimously.

The financial review offer tendered by Sherry Lacey was extensively discussed. There were concerns about the cost (\$5000), the limited examination and results, and did this really answer felt oversight needs. It was decided to table the offer at present and do further research into audit resources and solicit Mike Carpenter's (Current CPA and tax preparer) comments. He will also be encouraged to complete our 2018 taxes.

Linda Yip's contract was approved.

New Business:

Discussion of Budget Process: Don briefly stated some decisions needed to be made as to the best process for forming a budget for the next cycle. He recommended the Executive Director and staff produce a budget for the Board's consideration. That would not necessarily include the Finance Committee before the Board's review. This was referred to the Finance Committee before bringing it back to the Board.

Next Board Meeting will be April 16 at 1:00.

Meeting adjourned at 4 p.m.

Recorded by Nancy Baer, Vice President