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## **BOARD MEETING MINUTES**

### **April 16, 2019**

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

**Sickness:** Rena Blank

**Excused Absence:** Nancy Baer

**Staff Members:** Michael Smith, *Shipley Center* Executive Director; Linda Yip, Accountant; Shamy Marchbanks, Program Director; Beth Barrett, Trips Coordinator; Debbie Thomas, Café Consultant

**CALL TO ORDER:** The meeting was called to order at 1:00 pm by Margaret Cox, President.

**MOTION** to appoint Joan Hull to board position #9, with a term expiring 12/31/21. Passed unanimously.

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

**Treasurer's Report:** Presented by Don Gerber and Linda Yip. Accepted as presented.

### **STAFF REPORTS**

[Copies of all written reports are filed with these minutes.]

**The Baywood Village** report was given by Manager, Deb Hudson.

Appreciation was expressed for the dumpster that has been temporarily placed in the village.

A letter of appreciation from Carl Mountain, a Village resident, was read, saying that Deb did a great job of caring for a water problem that occurred while Michael was out of town. **Café Consultant**, Debbie Thomas, presented an oral report on the financial status of the Café. Unless changes are made, it is never going to break even. Suggestions were made for alleviating this situation. Mimi Sutton volunteered to work with Debbie on new menus for 6 or 7 days that would rotate through the days of the week.

The accountant called attention to the fact that a company is renting the kitchen, and that rent is helping the bottom line.

**Program Director's Report:** Presented by Shamy Marchbanks.

**Executive Director's Report:** Presented by Michael Smith. See below under Unfinished Business for further information.

On May 21 the Statewide Non-profit Conference will be attended by Michael, Shamyra, Joan Hull and Mimi Sutton.

**Trips and Tours Report:** Presented by Beth Barrett.

## COMMITTEE REPORTS

**Finance/Investment/Audit:** Don Gerber is calling a finance committee meeting.

**Crafts:** Judy Lange gave a report that March sales were \$349.50 which is higher than last month. The April Spring sale comes later this month. The written report lists all the donations that were made in March.

**Physical Plant & Safety:** John Ramos gave a report on the various maintenance jobs that need to be done, or have been completed.

Michael clarified that the current certificate of Inspection on one of the water heaters was on the water heater itself, and that previous expired certificates were removed from the wall to avoid future confusion.

**Member Relations:** Miriam Spreine called attention to the New Member Reception on May 17.

**Volunteer Coordination/Social Events:** Mimi Sutton attended the City Arts Advisory Council Meeting and suggested ways to work more closely with other non-profit organizations.

## UNFINISHED BUSINESS

Michael gave an update on the progress being made on the new building. He showed various pages of plans for the sidewalk, and the kind of walls that will save money. As soon as the new engineer completes his work, it will be possible to apply for the building permit. Even though the budget was prepared for 2018, it still seems to be in order for 2019. The total cost for the building should come in just under \$500,000.

Adjournment: The meeting was adjourned at 3:00 pm

Next Board Meeting: May 14 at 2 pm.

Respectfully submitted,

Virginia Smith, Secretary