

# Shibley Center Board of Directors Meeting

## Minutes

June 11, 2019

**Call to Order** at 2:15, 15 minutes later than scheduled because of a surprise party for ED, Michael Smith's birthday today.

**Attendance:** Roenah Blank, excused absence

**Guest:** Myrna Martin

**Program Director Report:** Shamyia promoted the July 3<sup>rd</sup> *Independence Day BBQ* which will be in the parking lot with pavilions, at noon. The *Sequim First Friday Art Walk*, new to *Shibley Center*, was very successful, with twelve artists, including nine from Shibley, represented. One hundred-twelve art pieces of various media were displayed, along with music and dance presentations. Proceeds not known at this time. Myrna Martin was very instrumental in this event. A thank you letter, praising the Art Walk, was read from Barb Paschal.

**Trip and Tours Report:** Reports of good numbers of participants and income were shared. Several longer trips are filled. See report

**Minutes:** Accepted as emailed. See minutes

**Special Report on State Non-Profit Conference:** Joan Hull presented a report of this conference attended by Michael, Joan, Shamyia, and Mimi. Attendees voiced enthusiasm and increased knowledge for fundraising. See report.

**Special Report on SC/OTA Partnership:** Mimi detailed a new opportunity to work with OTA with much potential benefit for Shibley Center. When OTA produces *Immigrant Garden--Letters* seven times starting July 12, they want Shibley to provide ushers and sell scones at the intermission. Volunteers will be needed to usher and to sell and transport scones with traditional condiments. *Shibley Center* members

will get reduced-price tickets, and volunteers will be permitted to attend the play for free, on a seats-available basis. Further study will be done.

**Treasurer's Report:** Current financials were presented, along with an adjusted 10-year overview. Linda has prepared a complete 2018 financial records book which will be kept in the office for review by anyone who requests it. A 2019 book is in process. A discussion with no resolution regarding sale of precious metals was held. Linda Yip was not present, so Mimi gave information. See reports.

**Executive Director Report:** Three \$1000 scholarships were awarded to Riley Cowan, Quinn Danielson, and Willow Williams, on May 26 at Sequim High School. Funding came from the annual *Benefit Sale* and generous donations from five Board members and the ED. Several grant applications are currently in process. See report.

*Baywood Village* repairs and improvements are proceeding.

### **Committee Reports:**

**Nomination:** Virginia Smith (position 2) will run again. Margot Hewitt's (position 1) will expire and position 3 is vacant. Members interested in serving on the Board are encouraged to contact Nancy Baer soon.

**Fundraising:** A "clothesline" with envelopes for donations from \$1 to \$200 is now in the large meeting room and all members are encouraged to choose their gift. If fully funded, this effort would result in \$20,100 for the Center.

**Crafts:** A good month, so far \$69 gained from the *Art Walk*.

**Physical Plant and Safety:** Leaks caused by the gutter/roof repairs after the snowfall need to be repaired. The gutter repair supervisor advised that all the screws in the metal roof need to be replaced at significant cost.

## UNFINISHED BUSINESS

- 1. Treasurer Position:** Mimi Sutton was voted in as treasurer. Moved by John, seconded by Joan and passed unanimously.
- 2. Cost cutting ideas:** The operating losses shown by the Center raise the question as to how savings can be made in operations. Margaret cited the need to consider not only *cost-cutting*, but *revenue-generating*. Michael cited some measures being put into effect, and a suggestion was made by Nancy that volunteer recruitment and use be increased, to assist with labor costs. The membership application could include a question as to the person's former work. Specific volunteer job openings could be advertised at the *New Member Reception*. Margaret and Nancy will visit the *Port Angeles Senior Center* to examine their volunteer staffing. Mimi will continue to search out volunteers. *All board members should actively advertise and recruit volunteers.*

## NEW BUSINESS

- 1. Motions for Change of Signers:** Three separate motions were made *to remove Donald E. Gerber* and *to add Miriam L. Sutton* as signers on accounts with: *TD Ameritrade, Kitsap Bank, and First Federal*. Moved by Virginia, seconded by Joan, and passed unanimously.
- 2. Health and Wellness Annex Proposed Changes:** Michael reported that fire and building codes require a 10-foot buffer or extensive fire-proofing to build the annex as planned, on the property line. The owner had previously agreed to a temporary easement on the west side for use during the building process, but now wants to sell his properties to the *Center* or to others, with no encumbrance. The architect reworked the plan for moving the building more easterly, or turning the building 90 degrees with added parking and a conference room, parallel to Hammond Street. These changes would all require more

engineering costs as well as increased building costs. Firm estimates are not available yet. The issue of the necessity of a demo/commercial kitchen was raised again and Michelle's data for including it was requested. Michael will follow up on these issues.

- 3. New Building Committee:** Joan Hull was appointed chair of this *ad hoc* committee with Margaret Cox, John Ramos, Miriam Spreine, and Myrna Martin as members. Its function is to work with Michael to provide general over-sight for the *Health & Wellness Annex*.
- 4. Baywood Village Tenants' Claims:** Two tenants whose property was damaged by the carport collapse are not covered by their insurance and are requesting compensation. Since these are minor compared to small claims court costs, and are less than our own insurance deductible, they will be reimbursed for their losses. Nancy moved, John seconded and the motion passed unanimously.
- 5. Carport Settlement:** As a related matter, Michael will ask for a cash settlement instead of rebuilding a replacement, which would be more expensive and involve a future possibility of more liability. Nancy moved, John seconded and the motion passed unanimously.

**Board Comments:** Nancy raised the possibility of approaching the *City of Sequim* to request parking space for the *Center* bus for no rent or a \$1/year contract. Michael will explore this option.

**Adjournment** at 4:15