



**Phone: 360-683-6806**  
**Fax: 360-683-5684**

**921 East Hammond Street**  
**Sequim, WA 98382**

**[www.shipleycenter.org](http://www.shipleycenter.org)**  
**[info@shipleycenter.org](mailto:info@shipleycenter.org)**

## **SHIPLEY CENTER BOARD MEETING**

### **MINUTES**

**November 18, 2021**

#### **CURRENT BOARD MEMBERS**

*PRESENT:* Margaret Cox, Cindy Crossman, Joel Hanson, Judy Lange, Miriam Spreine, Mimi Sutton, Virginia Smith via Zoom

*ABSENT:* Russ Fish, Myrna Martin

#### **2022 BOARD MEMBERS-ELECT**

*Present:* Angela Jeziorski, Renee Millar, Tom Marshall via Zoom:

*Absent:* Eileen Schmitz

**STAFF MEMBERS:** Michael Smith, *Shipley Center* Executive Director; Beth Barrett, Trips Coordinator; Gayle Urban, Bookkeeper

**CALL TO ORDER:** at 1:12 PM by Margaret Cox, President, who introduced everyone to the new Board members.

**BOARD MINUTES:** from September 16 and from the Annual Meeting, October 26, were approved unanimously.

**STAFF REPORTS:** All reports are attached to the Minutes.

Mimi Sutton read Shamy Waters' Program Director's report that advertising sales and activities are progressing well.

Beth Barrett presented the Trips report. Four travelers went on the Collette Travel Agency trip to Ireland in October, sixteen have signed up for the Agency trip to Mackinac Island in May, 2022. For day trips we are seeking another bus driver. The only trip planned for January so far is a Casino Trip.

Michael Smith read the report from Kurt Engel the Chef and Kitchen Manager. Leo's Café is doing well on sales most days, although it is not yet back to pre-COVID numbers. The Café loses some money, but it is fulfilling our Mission. Thanksgiving dinner was about half and half dine-in and take-out. They hope to have more dine-in for Christmas dinner as it is less expensive due to packaging. They need one more volunteer who can also help with the cooking. The new refrigerator is working out splendidly. Kurt would love to have a gas grill in the kitchen. That is a pipe dream!

**FINANCES:** Gayle Urban explained why and how the Balance Sheet is more important than the Profit and Loss Statement. The P & L is a snapshot at a point in time. The Balance Sheet explains much more about our income, expenses, savings, investments and fixed assets. Shipley Center finances are in good shape.

**EXECUTIVE DIRECTOR and BAYWOOD VILLAGE REPORTS:** Michael's report covered the following items:

He continues discussions with T-Mobile in order to have a seamless phone system between the two buildings.

The new door openers have been installed, and an electrician will be coming soon to install the automatic switches to open our heavy office and main room doors. A contract has been signed with an Electrical Engineer for work on the Health & Wellness Annex.

The Personnel Committee has revised the *Employee Manual* with updates for pandemic and other emergency policies, incident reporting, and the addition of Juneteenth as a paid holiday.

Deb Hudson and Michael have hired a new yard maintenance person for Baywood Village. He has already provided some help on short notice.

The drawing was held for the Veterans' Afghan which was made by Leslie Menia. The winner was 94-year-old WWII vet Harold Snyder. He joined the Merchant Marines at age 16 and served for six years. Congratulations to him!

## **COMMITTEE REPORTS**

**Volunteer Coordinator:** Cindy Crossman is working with Kurt Engel to find the help he needs.

**Crafts:** Judy Lange reported that the Holiday Bazaar on November 5 & 6 brought in \$922 in craft sales. The twenty tables rented at \$50 each resulting in \$1000. The bake sale and raffle contributed another \$850.

**Personnel Committee:** Chairperson Mimi Sutton reported that all employees get a hard copy of the *Employee Handbook*. The committee proposed the employee raises for 2022 and updated the revisions for the *Handbook* as well as the updates and additions noted above in Michael's report.

## **BUDGET FOR 2022**

The last budget meeting was in 2019 for the 2020 budget and was used as a guideline for developing the 2022 budget. Raises in employee salaries and insurance were added, and all figures were rounded to the nearest dollar.

**MOTION:** To accept the budget as presented by the Finance Committee, including adjustments for salaries and insurance. Moved by Joel Hanson and seconded by Cindy Crossman. Passed unanimously.

**BOARD MEETING:** There will be no Board Meeting in December unless a need arises. Future Board Meetings will be the third Thursday of the month at 2:00 pm.

**ADJOURNMENT** at 2:30 PM.

Directors not continuing in 2022 were excused and the 2022 Directors elected the officers for next year's Board.

**ELECTION OF NEW OFFICERS FOR 2022:**

All elections were unanimous.

President, Mimi Sutton  
Treasurer, Mimi Sutton  
Secretary, Renee Millar  
Vice-President, Cindy Crossman

**ADJOURNMENT** at 2:43 PM.

Respectfully submitted,

Virginia Smith, Secretary