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Board Meeting Minutes, July 24, 2018

BOARD MEMBERS PRESENT: Nancy Baer, Ray Bentsen, Rena Blank, Margaret Cox, Don Gerber, Margot Hewitt, Judy Lange, Miriam Spreine

Quorum needed for a vote: 5 - Quorum present.

Excused Absence: Virginia Smith

Students in Community Liaison: JoNell Hill, (SHS Sophomore)

Staff Members Michael Smith, *Shipley Center's* Executive Director; Linda Yip, *Shipley Center's* Accountant and Program Director; Beth Barrett, *Shipley Center's* Trips & Tours Coordinator; Shamy Marchbanks, *Shipley Center's* Events Coordinator

CALL TO ORDER: The meeting was called to order at 3:02 by the President, Margaret Cox.

Introduction and Welcome of Guests: Lora Bergren, Carl Mountain, Theresa Nasmith, Lea Rickel, Marion Rutledge, Mimi Sutton

Margaret Cox also welcomed JoNell Hill as one of our SHS *Students in Community Liaison* for 2018-2019.

TRIPS & TOURS REPORT: As Beth will now be making a board report and needs to get back to her office, it was decided that she would be first on the agenda. See attached report. Highlights of this report:

- June was a great month!
- The Oregon Coast trip was awesome!
- Great signups for the Agency trips coming up.
- Most of the regional trips are sold out.
- Remember to sign up early for trips before they are sold out.

MINUTES/CORRESPONDENCE: The minutes of the June 19, 2018 meeting, Minutes of the Special Membership meeting on June 20, 2018 and the minutes of the June 26, 2018 meeting. Ray moved/Rena seconded to approve the minutes from all three meetings. Motion passed unanimously.

TREASURER'S REPORT: See attached report and financial documents. Don Gerber explained that he and Linda Yip were working on further consolidation of accounts to further simplify the monthly reports. He would explain and ask for board action during New Business. The committee viewed about an hour of PBS Frontline presentation on *The Retirement Gamble*. The committee will be writing up an investment policy for the board's approval. We held discussion concerning hiring a CPA for the Center – Don and Michael will investigate. The new Finance/Investment/Audit Committee is made up of: Don Gerber, Linda Yip, Margaret Cox, Rena Blank and Nancy Baer and Michael Smith.

EXECUTIVE DIRECTOR/BAYWOOD VILLAGE REPORTS:

Highlights from *Baywood Village* Report:

- Water System passed inspection with flying colors and the annual Water System Report was mailed to all Baywood Village Residents as required by law.

- Kiosk at entrance to park will have its bulletin board updated with new Water Report and other items.
- A new handicapped access ramp applied for by unit 48 has now been installed.
- Deb Hudson and Michael met with residents at #4 and #5 who have had a long-standing boundary dispute. They measured the lots and determined that #4 is encroaching on #5's space, so a negotiated settlement is being worked out.

Highlights from Executive Director's Report:

- Michael has arranged for a Board Retreat learning session with Jim Shapiro on September 27 from 9:30 – 2:30 at Trinity United Methodist Church in the Brother Mac room. Possibly have a brown bag lunch – to be determined.
- The website has been updated so that the minutes, Bylaws and Articles of Incorporation are all posted there under a tab marked "Documents". The calendar will be regularly updated with current Center events. Ray asked if all the updates had to be done by the programmer or could we do some ourselves to help keep it current. Linda will check on in-house updates and report.
- Michael has applied for the City grant of \$7,500/year for 67 senior memberships which also gives those members 40 Activity Bucks to spend at the center. He also applied for the Albert Haller grant asking for \$6,500. He learned about the Mangan Foundation grant which is handled through the United Way. The Mangan Foundation is for youth and the elderly so he talked to Cindy Smith, the United Way CEO, and hopes we can be considered for that.
- Michael attended the Coffee with the Mayor of Sequim as a "meet and greet" opportunity for him.
- Michael met with Andy Callis here at the Center and showed him around the facility, the Health and Wellness Annex plans, Baywood Village and the property for the "new" Shipley Center.
- Michael placed a color ad in the Who's Who of Sequim – inside cover – for \$360.
- He has arranged a presentation by the Aflac insurance agent for our employees. The employee actually purchases their own policy if they want this benefit.
- The carpet damage claim from February has finally been paid.
- He has amended the annual report to the state on the changes in board members.
- He is conferring with Strait Flooring about the flooring in the Health and Wellness Annex.

PROGRAM DIRECTOR'S REPORT:

- Swipe cards and gifts cards, customized with *The Café* logo are now available.
- Looking forward to 8 Peninsula College classes to be held at the Center with room rent being negotiated.
- We will be having a dance class
- Ad has been placed for a café assistant. Nancy and Barb are the only two volunteers and we really need more. Volunteer for a 3 hour shift in the kitchen or café and get a meal free.
- JoNell asked about classmates helping out – will get names for Michael. Timing may be a problem.

EVENTS COORDINATOR'S REPORT: Shanya presented her Advertising report for June and July and indicated that she is working to bring the figures up. This was her first report and she is meeting with advertisers now to get acquainted and see what they need and what they are willing to do with us. This takes a lot of time setting up appointments and traveling to their places of business. She will be developing more reporting.

COMMITTEE REPORTS:

Nominating — Nancy Baer — She has several names that the committee will be following up on. Discussion indicated that we needed to fill at least 2 positions by appointment and then have a full slate for the election on October.

Benefit Sale – Ray Bentsen – The Benefit sale is getting set up and workers lined up for August 2, 3, 4.

Personnel – Rena Blank – Personnel committee will meet after the August Benefit sale. Committee will review the ED Evaluation Form and discuss committee responsibilities. We may do the evaluation.

Fundraising – Margaret Cox – Open House is scheduled for September 14, 2018 – 1-4 pm. Board members are needed to escort visitors around the building and answer questions.

Finance/Investment/Audit – Don Gerber – Deferred to New Business in the meeting.

Crafts – Judy Lange – A slow month, Crafts brought in \$132.50 in June and donated 31 items.

Member Relations - Miriam Spreine – The next New Member Social will be September 7, 2018 at 2:30 pm
All Board members should plan to attend if at all possible to meet these new members.

UNFINISHED BUSINESS: There was none.

NEW BUSINESS:

1. Finance/Investment/Audit Committee Recommendation
 - a. Viewed about 20 minutes of the PBS Frontline presentation on *The Retirement Gamble*.
 - b. We reviewed the three investment management companies' fees.
 - c. Rena/Ray moved and seconded that we authorize Michael Smith to transfer \$29,500 budgeted as 2018 investment income from the TD Ameritrade account to our operations checking account. He is also authorized to liquidate another approximately \$78,000 and move it to Health and Wellness checking account as needed to “match” funds donated to Health and Wellness building fund. He is also authorized to begin selling stocks held in the account at opportune times, (such as after dividends are paid) and moving the money to the Vanguard Total Market Index ETF. He is also authorized to keep a “Legacy Portfolio” of shares of dividend-paying stocks in the various companies that were donated to the Center by Mr. R. Leo Shipley, to total no more than 10% of the TD Ameritrade account. We are establishing an Investment Policy of Indexing per John Bogle’s book and buying Vanguard ETF’s ourselves in our existing account with TD Ameritrade. Passed unanimously.
 - d. Ray/Margaret moved and seconded that we liquidate the precious metals left to us by Leo Shipley except for approximately 1.25 oz. of gold and a representative collection for display in the new Shipley Center. Passed unanimously.
 - e. Ray/Rena moved and seconded that we hire Michael Carpenter as our CPA.
 - f. Margaret/Ray moved and seconded that the money from Baywood (Baywood contributions were \$8,255 to H & W and \$3,170 to Ops equaling \$11,425) currently going to the Health and Wellness building and not needed yet be put back into the Shipley Operations in the amount of \$10,000 per month for the period of July through December. We are falling behind a little on Baywood so the extra \$1,425 retained in that account will make 3rd & 4th quarter look better.
 - g. Michael will check on moving the meeting start time back up to the original time and on the second Tuesday of the month. The students who attend the meeting might have to miss some class time if we move it up.

Board Member Comments: There were none.

Adjournment: Margaret adjourned the meeting at 5:14 pm.

Next meeting: Tuesday, August 21, 2018, at 2:00 P.M.

Following month meeting: Tuesday, September 18, 2018, at 2:00 p.m.

Agenda Item deadline to President: Thursday, August 16.