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BOARD MEETING MINUTES July 16, 2019

BOARD MEMBERS PRESENT: Margaret Cox, Nancy Baer, Margot Hewitt, Joan Hull, Judy Lange, John Ramos, Virginia Smith, Miriam Spreine

Excused Absence: Rena Blank, Mimi Sutton

Staff Members: Michael Smith, *Shipley Center* Executive Director; Shamyia Waters, Program Director; Beth Barrett, Trips Coordinator

CALL TO ORDER: The meeting was called to order at 2:00 pm by Margaret Cox, President. **Two guests** were introduced who have an interest in being on the board. They stayed for the full meeting to observe.

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

Insurance Agent, Andy Callis of *Callis Insurance*, made a presentation to the board about coverage for *Shipley Center*. He also outlined our personal liability coverage and was able to address any concerns. All came away with more knowledge of their roles as board members. Andy was asked to get back to Michael about the cost for earthquake/landslide coverage.

STAFF REPORTS

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

Program Director: Shamyia Waters gave a verbal report on scheduled events and advertising.

Trips & Tours: Beth Barrett reported that drivers are available for the immediate future, so trips are going well. Only two spaces remain for the August 28 *Museum of Flight* trip.

ITEMS RELATED TO HEALTH AND WELLNESS ANNEX

Commercial Kitchen Presentation: Dr. Monica Dixon, Director of the *Olympic Peninsula Healthy Community Coalition* (OPHCC), who is also a registered dietician, gave an enthusiastic presentation on the importance of having a commercial kitchen in our new building. She covered all the moral, legal, and financial ramifications for making that moderately more expensive addition to our building plans. (See the Building Committee Report.)

Architect's Report: Architect Karla Forsbeck of *Dungeness Design* presented a new floor plan and site plan for the HAWA which had been endorsed by the Building Committee. After lengthy discussion, the following Motions resulted:

Motion: Joan/Miriam moved and seconded that we accept this plan with the addition of a sprinkler system. 6 approved; 2 abstained. Passed unanimously.

Motion: Nancy/Virginia moved and seconded that we request cost estimates for two options: wood framed and Structural Insulated Panels (SIPS).

Palmco Lots 4 and 6: Michael informed the board that *Shipley Center* was offered the remaining two lots of the Palmco block at a significantly reduced price. Owning all the properties on a city block can be a good investment, allowing for future opportunities.

Motion: Joan/John moved and seconded that we ask Michael Smith to make an offer to purchase lots 4 and 6 of the Palmco Business Park for no more than \$98,000, to be funded by selling shares of Vanguard Total Market Index Fund. Passed unanimously.

UNFINISHED BUSINESS: *Ratification of e-Mail Vote for Retention of an Employee.*

The e-mail vote resulted in 8 in favor, 1 opposed, and 1 did not vote.

Motion: Margaret/Joan moved and seconded the Ratification Vote. 6 approved, 1 opposed, 1 abstained.

COMMITTEE REPORTS

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

The board expressed sorrow and sympathy for the tragic accident and subsequent death of Rena Blank's husband Bill. Everyone signed a card to be sent to her.

Fund Raising: Margaret Cox reported that \$373.00 was raised in the OTA Scone Sale the first three days; and the Apollo 11 presentation brought in approximately \$750.00.

New Building: See Joan Hull's Building Committee Report.

Crafts: Judy Lange reported a total of \$357.00 in crafts sales in June. Also a letter of profound thanks was read from the board president of *First Step Family Support Center*.

Physical Plant and Safety: John Ramos reported that all fire extinguishers are properly charged, and the roof leak in the upstairs electrical room has been patched. The repairman will return to do other needed repairs.

Motion: Nancy/Margot moved and seconded that we engage *Clarity Financial Services* to do a "report card" level assessment of our financial procedures and plans for a base cost of \$1000.00. Passed unanimously.

Port Angeles Senior Center was visited by Nancy Baer and Margaret Cox. They e-mailed their report which was discussed by the board.

Baywood Village: See the report filed with these minutes.

Executive Director's Report: As time was getting late, due to all the special reports, only two items from Michael's lengthy report were discussed:

1. *KSQM Proposal.* The radio station submitted a proposal to consider becoming an "underwriter" of the station's *Senior Report* for over \$6000.00. Board consensus was that one non-profit supporting another non-profit to that extent was not feasible; and Michael offered to submit a "no thank-you letter", suggesting many **for-profit**, senior-related businesses to approach for advertising funds.
2. *Catering Partnership:* *The Café* has entered into a contract with *Tim's Place* at Trinity United Methodist Church to provide lunches twice a week for a new program for people living with memory loss, giving respite to their caregivers.

Any other questions or concerns about his report can be brought directly to Michael.

Treasurer's Report and Financials were presented by Michael and accepted.

Adjournment: Margaret adjourned the meeting at 5:00 pm

Next Board Meeting: August 13, 2019, at 2 pm.

Respectfully submitted,

Virginia Smith, Secretary