



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

921 East Hammond Street
Sequim, WA 98382

www.shipleycenter.org
E-mail: info@shipleycenter.org

BOARD MEETING MINUTES, JUNE 26, 2018

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

Excused Absence: Miriam Spreine

Quorum needed for a vote: 5 - Quorum present

Staff Member: Michael Smith, *Shipley Center's* Executive Director

Students in Community Liaison: absent

Visitors: Gary Mitzner, Mimi Sutton

CALL TO ORDER: The meeting was called to order at 3:00 by the President, Margaret Cox.

Due to the nature of this meeting, there were no formal reports.

Correspondence: The secretary read one note from a member expressing appreciation for the June 20 meeting and including a \$100.00 donation.

NEW BUSINESS:

- Every person present introduced themselves.
- A letter from Gary Mitzner was read and discussed. The board agreed that there should be progress reports on any projects being undertaken by *Shipley Center*. Updates and minutes should be promptly posted on the web page.
- Michael Smith, Executive Director, presented a Benefit Proposal for employees from Callis & Associates Insurance.
- Ray Bentsen, Benefit Sale chairman and Apple products expert, reported that we have a lot of furniture for sale on Saturday, July 7, from 10 am to 2 pm.
- Following a discussion of the October Board elections:

MOTION: Nancy/Ray: *That consultant Jim Shapiro be invited to advise the Board on the best path forward.* Passed unanimously.

MOTION: Margot/Rena: *That the next Board meeting be held on July 24.* Passed unanimously.

To get the new board on track with financial issues and bylaws, several motions were presented, all passing unanimously. See the following list.

1. MOTION: Margaret/Roenah: *That Ray Bentsen be added to position 9 on the Board, with Term Expiring Dec. 31, 2018.* It was clarified that Don Gerber was appointed on June 20th, 2018 to position 3, with term expiring Dec. 31, 2019.

2. MOTION: Nancy/Judy: A. *To remove Joseph Borden and Kenneth Foster from all bank accounts and safe deposit box at Kitsap Bank.*

B. *To remove Kenneth Foster from Capital One Savings account.*

C. *To add one board member, Don Gerber, to Capital One account.*

D. *To add Nancy Baer, Virginia Smith and Don Gerber to Kitsap Bank accounts and safe deposit box.*

E. *To retain Margaret Cox, Roenah Blank and Michael Smith as signers on Kitsap accounts and safe deposit box.*

F. *To retain Margaret Cox and Michael Smith as signers on Capital One savings account, (which only allows 3 signers total).*

G. *To remove Ken Foster as signer on the Money Market and checking account at First Federal.*

H. *To add Don Gerber as signer on First Federal accounts*

3. MOTION: Nancy/Margot: A. *To remove Kenneth Foster as Trading Officer on TD Ameritrade Brokerage Account.*

B. *To add Don Gerber and Roenah Blank as Trading Officers and to retain Michael Smith as Authorized Trader on TD Ameritrade Brokerage Account.*

4. MOTION: Nancy/Margot: *That Nominating Committee Chair shall be Nancy Baer, and 1 more board member on the committee shall be Judy Lange, and 4 non-board members, which shall be Deb Hudson, Mimi Sutton, Mary Ellen Reed, and Brenda Peck.*

5. MOTION: Nancy/Judy: *That Personnel Committee shall be chaired by Roenah Blank, and members of the committee shall be Board President, Margaret Cox; Board Treasurer, Don Gerber; and two other board members: Virginia Smith and Margot Hewitt.*

6. MOTION: Virginia/Judy: A. *That the Finance Committee be renamed the Finance, Investment and Audit Committee.*

B. *That the Finance, Investment and Audit Committee shall be chaired by Treasurer Don Gerber, and additional members of the committee shall be the President, Margaret Cox, the Personnel Chair, Rena Blank, and Nancy Baer. The Executive Director, Michael Smith, and Bookkeeper Linda Yip shall serve on the committee as non-voting members.*

7. MOTION: Nancy/Judy: *That the Fundraising Committee shall be chaired by Margaret Cox, and members shall be the President, Treasurer, Executive Director, and two other Board members: Miriam Spreine and Ray Bentsen.*

8. MOTION: Roenah/Margot: *Agreed to rescind the previous decision to hire D.A. Davidson, and have the Executive Director inform same of that decision.*

9. MOTION: Virginia/Nancy: *That the Finance, Investment and Audit Committee be tasked with developing proposed investment goals and policies for Sequim Senior Services, considering all previously submitted RFP responses, and consider other options as well.*

10. MOTION: Virginia/Nancy: *That the Jan. 19, 2016 Bylaws be revised as marked up on the handout.*

11. MOTION: Virginia/Nancy: *That the May 23, 2017 Board Procedural Rules be revised as marked up on the handout.*

At 5:15 pm the Board went into Executive Session until 5:40, and then adjourned.

Respectfully submitted,

Virginia L Smith, Secretary