



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

921 East Hammond Street
Sequim, WA 98382

www.shipleycenter.org
E-mail: sequimsr@olypen.com

Sequim Senior Services, dba Shipley Center

Board Meeting Minutes of January 20, 2022 Regular Meeting

BOARD MEMBERS PRESENT: Mimi Sutton, Cindy Crossman, Renee Millar, Joel Hanson, Judy Lange, Angels Jeziorski, Tom Marshall, Russ Fish via Zoom.

ABSENT: Myrna Martin, Eileen Schmitz

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

CALL TO ORDER: AT 2:05pm by Mimi Sutton, President, who immediately recognized Margaret Cox and Miriam Spreine for all their commitment to Shipley Center over the last 6 years as board members. Most recently, Margaret served as Board President, and Miriam served as Board Vice President. They were given cards with a token of our appreciation enclosed. Cards were also signed and prepared for mailing to show appreciation to past board members Virginia Smith, who served as Board Secretary, and Joan Hull, who served as Building Committee Chair. Margaret and Miriam were also encouraged to still be involved in committees. Margaret also had some great advice for the new board members, "Please be sure to check you e-mails once a day, and if you need to be absent from a meeting to please let another member know. Margaret and Miriam left at 2:15.

BOARD MINUTES: from the most recent meeting held November 18, 2021 were approved unanimously.

STAFF REPORTS: All reports are attached to the Minutes.

Beth Barrett presented the Trips report. Two trips were accomplished in December. Total of 36 travelers.

None in January. A Clearwater Casino Trip is scheduled for February.

There will be a presentation in February on "Packing for a Trip".

16 are still scheduled to go on the Mackinac trip in May.

Two Trips are having Presentation the end of January: One to Nashville and one to Italy.

We still have a need for more qualified volunteer bus drivers. The amount of money provided to drivers for lunch has been increased quite a bit to show our appreciation for each trip they drive on. They are also allowed to bring a companion on each trip for free, with tickets provided to whatever event or attraction is being visited by the group. They are also allowed to accept tips.

Beth Presented an idea to get a 15-passenger bus/van so we don't have to worry about the CDL licenses needed for the bigger bus. CDL Licenses run about \$5,000 to acquire. Michael and Beth were asked to bring back estimated costs for a suitable 15-passenger new or used van/bus, that would not require CDL to drive, to the next meeting.

Michael Smith read report from Kurt Engel. Café Chef and Kitchen Manager. Slowly getting busier most days. But not to pre-COVID numbers. Steak night is going very well. Most Mondays are sold out. Kurt would like the Board to consider getting a Buffet Table Line. He will check on current prices for our February meeting. Joel Hanson is going to experiment on making some pastry items to sell in the café.

Gayle Urban presented the Financial report. She is very happy that we have a slight improvement in the finances each month. A lot of credit given to our Leadership Team and Michael Smith. She is happy to say we are a debt-free non-profit organization.

Shamyia Waters zipped in to present her Program Director report. She had just met with a new employee from Wright's Home Care and they are interested in getting involved with Shipley Center by advertising and/or sponsorships of events.

She also reported that we have Line Dancing on Fridays now and that Tap Dance with Sandi Lazzaro will be starting in March. She is hoping that Omicron will be gone soon and we can explore the possibilities of trying to have our larger get togethers, like Spring Fling Bazaar and St. Patrick's day Luncheon.

EXECUTIVE DIRECTOR and BAYWOOD VILLAGE REPORTS: Michael Smith presented that he decided to go with OOMA.com for the phone system. It will be about \$160.00 per month for 8 stations. Much better than the \$500.00 per month currently. We are checking into finding an alternative for the fire monitoring system phone lines.

Michael also reported that the automatic "touchless" door openers are now in operation and are doing great!! Michael applied for an SBA non payback loan of \$10,000 and was approved. We also received a check for \$9,500.00 from Leo Shipley Estate. Which is now finally closed. And we should be receiving a Cares Act Employee Retention Credit of \$95,500.00 sometime in 2022 after IRS gets a chance to catch up on processing.

Four new laptops arrived and are being configured to be given to Michael, Shamy, Gayle and Deb for Shipley Center related work purposes.

Baywood's new yard maintenance/groundskeeper, Jeff Pursely, is working out great. Has helped out a lot since the snow fall. No complaints, only positive feedback.

A leak in the Septic system has been detected and bids are being acquired to see about repair or getting a new septic tank.

COMMITTEE REPORT

Building committee has been meeting on Fridays with the Architect, and have made decisions on the interior lighting, and will meet soon regarding flooring and wall textures. Michael has included the lighting floor plan in his notes.

NEW BUSINESS—

Bylaws change

To change the qualifications for becoming a board officer to include someone with 3 years of volunteer experience at Shipley Center, and other changes involving fixing of typos, and the ability to meet via electronic means. Change to Bylaws. All suggested changes were moved to change by Mimi Sutton and seconded by Cindy Crossman. Passed Unanimously.

Employee Manual update.

Any employee who has to serve on a jury, will continue to get paid for the days they serve.

Moved by Mimi Sutton and seconded by Renee Millar. Passed unanimously.

Banking

To open new checking and savings accounts at First Security Bank, in addition to the existing accounts at Kitsap Bank, and First Federal Bank. Gayle and Michael to get that organized.

Moved by Renee Millar and seconded by Mimi Sutton. Passed unanimously.

To have new check signers at Kitsap Bank, First Federal Bank, and First Security Bank. New signers on all accounts are to be officers Mimi Sutton, Cindy Crossman, Renee Millar and Executive Director Michael Smith.

All other current signers on accounts are to be removed from all accounts: Margaret Cox, Roenah Blank, Virginia Smith, and Miriam Spreine.

Moved by Renee Millar and seconded by Judy Lange. Passed unanimously.

APPOINT COMMITTEE CHAIRS.

Time ran out before we got to the committees. But we did add to the Building Committee.

Mimi Sutton, Joel Hanson, Margaret Cox, Myrna Martin, Tom Marshall, and Michael Smith.

We will address the committees during the February meeting.

BOARD MEETING: The next Board Meeting will be Thursday, February 17, at 2:00PM.

ADJOURNMENT at 4:05pm

Respectfully submitted,

Renee Millar, Secretary

