



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

921 East Hammond Street
Sequim, WA 98382

www.shipleycenter.org
info@shipleycenter.org

BOARD MEETING MINUTES

October 9, 2018

BOARD MEMBERS PRESENT: Nancy Baer, Ray Bentsen, Rena Blank, Margaret Cox, Don Gerber, Margot Hewitt, John Ramos, Virginia Smith, Miriam Spreine

Absent: Judy Lange

Staff Members: Michael Smith, *Shipley Center's* Executive Director; Linda Yip, Program Director; Beth Barrett, Trips Coordinator

Guest: Mimi Sutton

CALL TO ORDER: The meeting was called to order at 2:00 pm by the president, Margaret Cox.

Minutes/Correspondence: The Minutes of the September meeting were accepted as e-mailed. The Secretary read two letters. One was a thank you letter from the Library. The other was a 5-Star Review from *Google My Business*.

President's Report: See attached. Reminders of upcoming events requesting board attendance are listed below.

STAFF REPORTS

Trips & Tours: Report by Beth Barrett

Program Director: Report by Linda Yip.

Baywood Village: Report written by Deb Hudson, and presented by Michael Smith.

Executive Director: Report by Michael Smith.

All printed reports are filed with the Minutes.

COMMITTEE REPORTS

Nominating: The committee will be meeting soon with a potential candidate for an appointed board position. Ballot counters will be needed; Margot agreed to be the board member; John said he would, as well, if necessary. Non-board members will be asked, as well.

Benefit Sale: Ray Bentsen reported that the 2019 sale will be, as usual, the 1st weekend in August. Thursday, August 1, will be for Shipley members, from 1:00 - 4:00 pm. Friday, August 2, and Saturday, August 3 for the public will be from 9:00 am until 2:00 pm.

Personnel: Report by Rena Blank.

MOTION: Personnel Committee/Nancy Baer: Staff will have the choice of cashing out up to one-third of their PTO one time in a calendar year. Passed unanimously.

Fund Raising: Margaret Cox. No report.

Finance/Investment/Audit: Don Gerber. See below under NEW BUSINESS.

Crafts: Judy Lange emailed a report that September sales were \$270. In addition, items were donated to 5 separate organizations. Mimi Sutton gave an oral report that 30 scarves are very quickly being made in response to a request by the Warming Center.

Member Relations: Miriam Spreine. No report.

Special Report, New Member Form: Presented by John Ramos, he suggested changes to page 2 of the application. It was discussed and forwarded to Staff. The suggestion was made that the list of most-needed volunteer help be republished quarterly.

NEW BUSINESS

1. *Approval of Investment Policy* was discussed and tabled until next month's board meeting.

Adjournment: The meeting was adjourned at 4:00 pm

MEET THE CANDIDATES: *Thursday, October 18, 4 pm*

ANNUAL MEETING: *Friday, October 26, 3:00 pm*

Next Board Meeting: **November 6** at 2 pm (Note change from second to first Tuesday for this month only.)

Agenda items due to Margaret Cox by Friday, November 2, 2018.

Respectfully submitted,

Virginia Smith, Secretary