



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

921 East Hammond Street
Sequim, WA 98382

www.shipleycenter.org
info@shipleycenter.org

BOARD MEETING MINUTES

March 17, 2022

BOARD MEMBERS PRESENT: Mimi Sutton, Renee Millar, Joel Hanson, Judy Lange, Angela Jeziorski, Tom Marshall, Eileen Schmitz via Zoom.

ABSENT: Russ Fish, Cindy Crossman, Myrna Martin

STAFF MEMBERS: Michael Smith, Shipley Center Executive Director; Gayle Urban, Bookkeeper

CALL TO ORDER: At 2:08PM by Mimi Sutton, President.

BOARD MINUTES: From the most recent meeting held on January 20, 2022. Moved by Judy Lange and seconded by Tom Marshall and were approved unanimously.

STAFF REPORTS: All reports are attached to the Minutes.

Michael Smith presented the Trips report for Beth Barrett, who was out of town. January we had 1 trip to Silverdale for a shopping trip. 12 travelers went.

We had 2 trips in February. 1 to Clearwater Casino, and 1 was a donation of our bus to the Sequim City Council to take the new council on a town tour with a stop at Shipley Center for an indoor tour.

March has 2 bus trips planned and April has 3 planned at this time.

Our Seaside Oregon Trip is FILLED. The Italy Trip has 6 signed up so far.

We had an unexpected expense in March. We needed 4 new bus tires. Cost was approximately \$ 2200.00.

The "Pack for a Trip" seminar in February was a success. Dede McCarty had 22 attendees

Beth would love for the board to continue to investigate a 15- passenger van.

Masks are still required to wear on the bus.

Michael Smith also reported for Kurt Engel, Café Chef and Kitchen Manager. The Saint Patrick's Day corn beef and cabbage meals were a big success. Over 100 ordered and served. A replacement i-Pad was purchased for the kitchen that will electronically receive orders from the dining room and the leos.cafe website, and display "tickets" for chef to work on. A new double-paned window has been ordered for the café, to go in the large window pass-thru, to help reduce sound from the kitchen to the dining room.

The café will also be closed from April 26th thru the 29th for a remodel and sound proofing of the walls. The remodel will include a nicely done sign "Leo's Café" in metal script.

It was recommended from Joel Hanson to try to let people know that the Café is not a fast- food service.

Mimi Sutton presented Program Director Shamyia Waters' Program report and a report on Advertising and Sponsorship. Pinochle, the Computer Clinic, Scrabble, and Watercolor activities are now all back for in-person attendance. Bridge will be back in April. We are planning a Spring Fling Bazaar on Saturday, April 23. Shamyia will once again start promoting the Center and Activities on posters and table-top cards all over the Center as more activities open for in person attendance.

First Security Bank is our 2022 AARP sponsor. We have 3 new classified ads for the April Newsletter. We also have Tracy Wealth Management and Gerry Grimes continuing their ads. Shamyia is also talking to 2 new groups for possible advertising-- Sinclair Place and Highland Court Memory Care.

Gayle Urban presented the Financial Report. The Balance sheet is still continuing to show strong Assets. She spent a lot of time restructuring the Profit and Loss on the computer. It is so much better. We thank her for all her time on that. Now we will get 2 pages instead of 16. A lot more information is able to be found quickly.

Michael Smith Reported on Baywood Village. Space #25 is still vacant and still waiting for the background screening with Turbo Tenant. Space #29 Recently sold and the new owners have been approved by Turbo Tenant and should be official by Friday, March 18, 2022.

There were only a few minor complaints. 1. A noisy car came into the park really early one day. 2. Someone was playing music too loud. 3. Someone's dog scared someone else's dog.

Baywood Village's aging septic system is being thoroughly inspected, cleaned out, and repaired after years of maintenance being deferred. Our bill stands at \$10,000 so far, with a major tank still needing replacement, which may run another \$ 5,000 to \$10,000. These improvements are being paid for out of the Baywood Village Reserve Fund.

Michael Smith presented the Executive Director's Report.

Steve Smith of Northwest Drains has been hired to do all the septic work at Baywood Village.

Michael hosted the visit from the City of Sequim Manager, Matthew Huish and three new City Council Members and other staff after arranging for them to borrow our bus and tour some City properties. They agreed to a tour of Shipley Center and he showed them our plans for the Annex and encouraged them to support our permit approval.

Several items that Michael has been involved in recently are, 1. Lunch with 1st Security Bank, who presented us with a \$500.00 check to sponsor the AARP Tax Aide. 2. Continued our participation in the US Census Bureau's Small Business Pulse Survey. Answered questions on how we are doing in the pandemic. 3. Prepared and submitted our Annual Report to the WA Secretary of State's Charities Division. Gave them information on new board members and financial basics. 4. Renewed our Washington and Sequim combined business license for the Center and for Baywood Village.

Several things that Michael will be doing or continue to do the rest of this month. 1. Attend the Chamber of Commerce Citizen of the Year award ceremony. 2. Attend the Clallam County Economic Development Council's fundraising dinner on Friday March 18, with Kitchen Manager, Kurt Engel and Board Secretary, Renee Millar, to show our appreciation in their help in getting grants for our Center and our Building Fun. 3. Coordinate the Scholarship Committee to have our decisions by May 6th. 4. Still working on the 4 new laptops for the staff members to update their computers with Office 365. 5. Working on the new OOMA phone system. 6. Having office staff working on an update of member's new email addresses. 7. Jeopardy! It is growing and continues to go well.

There was a small leak found in the roof above the kitchen. Waiting for a roofer to come and fix.

Duane has installed a new exterior door upstairs near Gayle's office and will be adding some new lighting in the upstairs hallway. Duane will also be installing the new double-paned window in the Café.

Morningside, who provides job coaching and training for our janitors, has assigned us a new job coach who will more closely supervise our janitors.

BUILDING COMMITTEE REPORT:

Michael Smith and Mimi Sutton had beautiful displays of all the color schemes for the new HAWA. Floors, doors, gym floor, walls, kitchen, bathrooms, countertops, and baseboards. Great choices. They are doing a great job.

UNFINISHED BUSINESS:

Checking signature cards. Waiting for Cindy Crossman to return from her trip to finalize all signatures.

Committees.

Angela Jeziorski has agreed to be the Committee Chairman for the New Member Welcome event in May.

Scholarship Committee will consist of Michael Smith, Mimi Sutton, Angela Jeziorski, and Renee Millar

NEW BUSINESS:

All board members received a letter from one of our advertisers. If an advertiser wants to have a talk about their business, or using the building for an event, they need to go thru Shamyra and rent a room for such things, as Shipley Center does not endorse individual companies, and board members do not handle room rentals.

This was brought to Michael Smith's attention.

It was recommended to have the art room renamed the "Judy Priest" room in honor of her long-time commitment to Shipley center over the last 38 years. It was motioned and moved by Renee Millar and seconded by Angela Jeziorski. Passed unanimously.

IN APPRECIATION:

In appreciation for Jean Kipper's meditation class, Paulette Ache donated \$200.00 and wrote a nice thank you letter that was read to the board by Renee Millar. Paulette is now living in California and still attends the class via Zoom.

BOARD MEETING: The next Board Meeting will be Thursday, April 21st, at 2:00PM

ADJOURNMENT: AT 3:45pm, moved by Judy Lange seconded by Mimi Sutton.

Respectfully Submitted,

Renee Millar, Secretary