

BISCC Board Meeting Minutes

March 14, 2018

Next Board Meeting: **April 11, 2018, @ 9:30 a.m., Dining Room**

Call to Order: President Tom Kilbane officially called the meeting to order at 9:30 a.m.

Board Members Present: Tom Kilbane, Mickey Guthrie, Michael Laney, Jeannette Franks, Karen King, Mike Hotchkin, Selden Smith, Colleen Keilbart, Nancy Lewars,

Absent: Bill Luria, Veronika Rohrscheib, Ed Bancroft

Others present: Reed Price, Mary Gibbs, Don Fisher (Membership Committee report)

Consent agenda: Minutes

Motion: Jeannette moved to accept the February 14, 2018 board meeting minutes as presented. Michael seconded and it was unanimously approved.

Financial Report – Michael Laney presented the following treasurer’s report from Ed Bancroft

YTD FEBRUARY 2018 BUDGET vs ACTUAL and OPERATING CASH FLOWS (page 1)
CHANGES IN ASSETS AND LIABILITIES WITH RELATED CHANGES IN CASH FLOWS (page 2)

PAGE 1 of 2					
	2018	YTD FEBRUARY	YTD FEBRUARY		(OVER)
REVENUE	BUDGET	BUDGET	ACTUAL		UNDER
GRANTS AND AWARDS	\$15,600	\$2,500	\$2,500		\$-
DONATIONS AND SPONSERSHIP INCOME	40,000	30,200	30,400		(200)
MEMBERSHIP DUES	20,000	3,300	3,600		(300)
PROGRAM REVENUES	40,000	6,600	7,300		(700)
THRIFT SHOP REVENUES	70,000	11,600	6,500		5,100
INVESTMENT INCOME	2,400	1,100	900		200
OTHER INCOME	<u>2,000</u>	<u>400</u>	<u>-</u>	<u>-</u>	<u>400</u>
TOTAL REVENUE	<u>\$190,000</u>	<u>\$55,700</u>	<u>\$51,200</u>	<u>-</u>	<u>\$4,500</u>
EXPENSES					
COMPENSATION, TAXES AMD BENEFITS	\$105,000	\$17,500	\$17,300		\$200
PROFESSIONAL SERVICES	10,000	1,700	2,400		(700)
OFFICE, ADMIN., AND RELATED EXPENSES	12,000	4,000	6,500		(2,500)
INSURANCE AND SECURITY	5,000				-
REPAIRS AND MAINTENANCE	2,000	400			400
PUBLISHING, PRINTING AND COMMUNICATIONS	20,000	6,000	6,100		(100)
PROGRAM TRAVEL	8,000	1,300	1,900		(600)
PROGRAM RELATED SUPPLIES	1,000	400	100		300
PROGRAM INSTRUCTORS AND LEADERS	16,000	2,600	2,700		(100)
OTHER MEMBERSHIP AND VOLUNTEER BENEFITS	7,000	1,200	1,300		(100)
FUND RAISING COSTS	4,000	700	100		600
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL EXPENSES	<u>\$190,000</u>	<u>\$35,800</u>	<u>\$38,400</u>	<u>-</u>	<u>\$(2,600)</u>
REVENUES GREATER (LESS THAN) EXPENSES	<u>\$-</u>	<u>\$19,900</u>	<u>\$12,800</u>	<u>-</u>	<u>\$7,100</u>
			Carried to		
			second page		

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		OPENING	YTD	
		BALANCES FOR	FEBRUARY	NET CASH
ASSETS		THE YEAR	BALANCES	CHANGE
CASH, CASH ON DEPOSIT, AND KCF PROCEEDS		\$498,800	\$518,900	<u>\$20,100</u>
PLEDGES AND GRANTS RECEIVABLE		26,200	15,000	\$11,200
PREPAID EXPENSES		3,300	3,300	
THRIFT SHOP INVENTORY		10,900	10,900	
FACILITIES AND EQUIPMENT		541,000	541,000	
ACCUMILATED DEPRECIATION (NON-CASH)		(210,300)	213,800	
NET FACILITIES AND EQUIPMENT		330,700	327,200	
TOTAL ASSETS		\$869,900	\$875,300	
LIABILITIES AND NET ASSETS				
ACCRUED EXPENSES		\$6,800	\$2,400	(4,400)
OTHER CURRENT PAYABLES		600	1,100	500
TOTAL LIABILITIES		7,400	3,500	
NET ASSETS		862,500	871,800	
TOTAL LIABILITIES AND NET ASSETS		\$869,900	\$875,300	
YTD CASH FLOWS FROM OPERATIONS				
(see column 3 page 1)				12,800
TOTAL YTD CASH FLOWS (from all sources)				\$20,100
EB 3/3/2018				

Committee Reports

Resources – Jeannette Franks-

- Resource Fair- March 30 – 9 tables, board is expected to participate.
- There is a grant request from BISC, IVC, Island Neighbors, Helpline House, Housing Resources, and the BI Library to the Bainbridge Community Foundation for \$7,500 to pay a contractor to compile resources gathered by those non-profits.
- The next event to be explored will be on home care providers, scheduled for the fall.
- Barb Hotchkin is working on a more user-friendly format for the Receptionist Resources Notebook
- The library provides training on how to elicit information on what is the real question when asked. Tressa Johnson will be invited to share that information with the committee and the receptionists.

Membership Committee

- New Member Coffees set for 2018, each gathering from 10-12 -
 March 14, hosted by Don and Ellen Fisher
 May 9, hosted by Linda McCarty
 September 12, hosted by Don and Ellen Fisher
 November 14, hosted by Linda McCarty; Linda Zaretsky expressed interest in hosting with Linda McCarty
- The Membership Committee, and any willing BISCC Board Member volunteers, will spend the next month contacting the approximately 300 people who were members in 2017 but who have yet to renew their membership for 2018 to encourage them to renew their memberships.
- It was recommended BISC remove the 90-and-older-dues policy. The board had a discussion and we decided to leave it as it is for now.

Fundraising – Selden Smith

Grants

Peter Eddy says the grants committee is currently working on two grants.

- The Harvest Foundation – \$10,000 to help cover the cost of administration fees for BISC.
- The Bainbridge Community Foundation - \$5,000 to assist with some of the cost associated with the Evergreen Singers

Marketing Committee – Cindy McGregor

- **Movie Nights** – 14-18 people typically attend movie night.
 Mar 16 *The Big Sick* (2017) R - RT 98%
 Apr 13 *The Imitation Game* (2014) PG-13 - RT 91%
 Apr 20 *Captain Phillips* (2017) PG-13 - RT 93%
- **Technology Tutoring** –2 additional adult tutors will be starting soon which will make a total of 6 adults and 4 students on the roster of tutors. At the last session, 2 members requested a group class on using web design programs such as WordPress.
- **Fob Fridays** - Karen King recruited 3 more businesses: BI Barkery, Pretty Stick Beauty, Skookum. Currently 25 local businesses are participating. Karen showed the new window stickers for the participating businesses.
- **Adventures in Travel** – All slots filled for Spring:

Mar 21	Sada Ross	Hawaii and New Zealand
Apr 4	Tom and Helen Bartuska	The Canals of England
Apr 18	Bob Leik	Mediterranean
May 2	Tom and Helen Bartuska	England Landscape/Gardens & The Eden
May 16	Sada Ross	Ireland
- **Portrait shots for Picture Week:** Photographers from the BI Photo Club will return April 7, 2 hours prior to the beginning of the talent show to two hours to resume taking portraits of BISC members. Photo Club will donate the cost of printing up to 407 of the 5” x 7” prints.
- **Tapping the Talent of BISC Members-** Colleen and Nancy have taken the lead on preparing a letter to the membership, along with a survey to pinpoint what members enjoy doing and are willing to share in a volunteer capacity. The survey is two pronged in that we would also like to know what members are interested in learning. It will help identify volunteer talent for the benefit of all.
- **Upcoming Events Needing Marketing Support**

Mar 27	Resource Fair 10a-2p
Apr 7	Talent Show 4-6p John McKenzie has volunteered to video record and edit this event!
May TBD	Volunteer Luncheon
Jun 23	Prom Night

Events Committee –Colleen Keilbart

- The committee is concentrating on plans for the April 7, 2018 Talent Show. Board members are expected to attend.
- Prom Night will be held June 23 from 4:30-7:00, with Ranger and the ReArrangers playing from 5-7. Details are being worked out.

Volunteer Lunch - Mary Gibbs

St. Cecilia's Church is donating the use of their hall for our luncheon from 11:00 a.m. to 2:00 p.m. Mary and Tom will meet with them to determine the date, sometime in May. Jane Allen is looking into caterers.

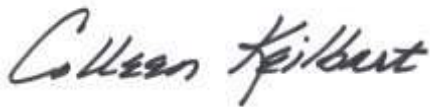
Director's Report

- Mike Scott is leaving City Council, waiting to see who will fill his position. The City is taking applications for the seat. Mike had indicated an interest in being the Council liaison for BISC, so we expect his replacement will take that job.
- Reed will be meeting with Morgan Smith at COBI on Friday to give an update from BISC. He will discuss a Resource Grant BISC is requesting with five other organizations (mentioned in Resource Committee report), intention to apply for Human Services Grant. He asked for other suggestions. Mickey noted the new wayfinding signs around town and suggested one for the Senior Center along the Waterfront Path.
- Back to Basics WSASC Conference, Wenatchee, March 22-24
Motion: Michael moved to approve sending up to 4 people to the conference. Karen seconded and it was unanimously approved.
- Approximately \$4,800 was received from the Chilly Hilly Chili Feed: \$4,500 from receipts and \$300 from Union Bank, which also provided six volunteers.
- Videographer John McKenzie is willing to do a promotion video of the Senior Center. If anyone is willing to work with him to learn about video production they would be welcome.

There was no new business presented.

Meeting adjourned at 11:03 a.m.

Respectfully Submitted,



Colleen Keilbart, Recording Secretary