

BISCC Board Meeting Minutes

May 9, 2018

Next Board Meeting: **June 13, 2018, @ 9:00 a.m., Dining Room**

Call to Order: President Tom Kilbane officially called the meeting to order at 9:00 a.m.

Board Members Present: Tom Kilbane, Mickey Guthrie, Mike Hotchkin, Selden Smith, Nancy Lewars, Bill Luria, Ed Bancroft, Colleen Keilbart, Jeannette Franks, Karen King

Absent: 0

Others present: Reed Price, Mary Gibbs, Cindy McGregor, Ruth Flanagan, Dick Melton

Consent agenda: Minutes

Motion: Bill moved to accept the April 9, 2018 board meeting minutes as presented. Nancy seconded and it was unanimously approved.

Financial Report – Ed Bancroft presented [the attached treasurer's report](#)

Policy Review: Ed provided copies of the proposed Gift Acceptance Policy and the Investment Policy. There will be 5 more policies that the board will review and accept in the next 2 months.

Motion: Ed moved to adopt the Gift Acceptance Policy to include a Unitrust provision to be added to *Gifts Accepted Subject to Prior Review* and minor clerical clarifications. Mickey seconded and it was unanimously approved.

Motion: Ed moved to adopt the Investment Policy as drafted with minor clerical clarifications. Mickey seconded and it was unanimously approved.

Strategic Planning- Bill Luria (Committee members Bill, Mike and Barbara Hotchkin, Nancy and Reed.

Bill indicated that with the Board's approval last month of a mission statement, the strategic planning group has continued to work on the strategic plan. The Board was presented with the group's draft for Strategic Goals:

1. Keep BISCC's successful programs and services and develop new ones relevant to the evolving needs of members and the community at large.
2. Implement a communication and marketing strategy to ensure that BISCC is known and understood throughout the community.
3. Evaluate and strengthen organizational capacity (e.g., assets, staff, volunteers, facilities, financial resources and capabilities as necessary to ensure BISCC can achieve its goals
4. Expand and optimize collaboration with complementarily organizations and agencies.

Bill asked the Board if they had any comments or suggestions of elements not included in this list. Bill said the next step would be for the Strategic Planning Committee to develop specific time-based objectives based on these goals. Reed said that those objectives would then be presented to the membership and other stakeholders, such as elected officials, before being presented for approval.

Committee Reports

Nominating Committee – Mickey and Jeannette

Two resignations of board members were received since the last meeting.

Motion: Colleen moved to accept the resignations of Corresponding Secretary Veronika Rohrscheib and Vice President of Operations, Michael Laney. Mike Hotchkin seconded, and it was unanimously approved.

Mickey presented a slate of potential candidates for two board positions. These would not be executive committee positions and both positions will be held for the remainder of a 2-year term, with elections to take place at the January, 2020 annual meeting. It was unanimously agreed that the nominating committee speak to the candidates and choose the 2 best suited to be named to the board. Their decision will be sent to the board for consideration via email.

Motion: Karen moved to vote on the nominating committee's recommendation for the two available board positions via email. Bill seconded and it was unanimously approved.

Bill commented that we should seek racial diversity in future board openings.

Advocacy Committee -- Bill Luria

Bill announced that Rep. Sherry Appleton will be speaking at the Center on Monday, June 4 at 5 pm. He encouraged Board members to attend the q-and-a and noted that Rep. Appleton sits on the Council on Aging, among other responsibilities. Bill also said the committee is investigating the possibility of having a knowledgeable speaker on Homelessness to address the board or membership at large. Jeannette Franks noted that County Commissioner Christine Garrido recently spoke to the SWERV group.

Events Committee – Colleen Keilbart

- Committee is planning the “All That Jazz” party. Ruth has once again done her magic and created a wonderful front page of the Splash. This is a big event, the fanciest we have had. Ranger and the ReArrangers will be playing from 5-7, the party begins at 4:30. The theme is a 1930s Jazz Club.. Decorations will be sophisticated black & white with red highlights. Bob is working on decoration posters for the event. Robin will be working with a Bainbridge Winery from here on out for the purchase of wine. The winery will be acknowledged at the event. We will be renting small round cocktail tables. We will be passing hors d’oeuvres and the bar will be “open” for beer and wine. Coffee will be served, just one pot of decaf will be offered.
- Mickey and Colleen have been coordinating the Volunteer Luncheon. 17 table cloths have been ordered for rental. 100 napkins have been purchased. 68 people will be attending. Last day to RSVP is tomorrow, May 10. Jeannette will be making flower arrangements at 2:30 Tuesday, May 15. Colleen will take the flowers to the event on Wednesday. Reed is willing to drive the bus but it appears it won’t be necessary as people are willing to carpool. Jane Allan has agreed to help at the Center during the event.

Marketing Committee – Cindy McGregor

- “**Making Connections**” - Survey was included in the latest issue of *Splash*. There is a box for completed forms in the lobby. Reed will remind people to fill them out in his Monday Morning News Letter.
- **Portrait Shots** - Two photographers from the BI Photo Club will be taking portraits at the Volunteer Luncheon on May 16. Digital files will be provided for loading on *MySeniorCenter*. Complimentary 5” X 7” prints have been available at the Reception Desk with a sign-up sheet for those who also want a digital copy. In order to capture new members, perhaps we should have set photo days each year that are linked to annual special events at BISC.
- **Ad in *Bainbridge Island Review*** - We are drafting an ad for the *BI Review and 98110*. The full-page color rate for nonprofits is \$552; half page color is \$375. Distribution is 13,000. The final draft will be sent to Reed for approval no later than May 21 for the May 25th edition.
- **Bainbridge in Bloom** – Our committee will man a table at the Filipino American Hall on June 2 and 3 from 9am-1pm. We have the opportunity because Reed agreed to provide our Senior Bus as a shuttle in exchange for being a Gold Sponsor of the Event.
- **Movie Nights** – May 11 *Darkest Hour* (2017) PG-13; May 18-*The Bucket List* (2007) PG-13; June 8-*Three Billboards Outside Ebbing, Missouri* (2017) R for violence, language; June 15 *My Cousin Vinny* (1992) R for language
- **Adventures in Travel** – On May 23 at 1pm. Sada Ross will take us to Ireland. This is the last presentation until Fall.
- **Technology Tutoring** – May 14 will be the last session until school resumes in the Fall.

Resources Committee -- Jeannette Franks

- Home Care Symposium will be Thursday, September 20 at 2:30 p.m. in Huney Hall. Speakers are being set up now, and we may purchase a front-page ad in the *Islander* to support this event.
- This month the committee heard from Katie Knutsen, Catholic Community Services (CCS), who does paid training for workers who pass their screening. They *need* more workers. Also, CCS can provide private-pay home care at \$27/hr for those who can afford that.
- The committee is considering the following mission statement for their committee: “The BI Senior Center Resource Committee seeks to enhance access to information and resources relevant to aging.”

Finance Committee– Ed Bancroft

- Safe Deposit Box at Union Bank has been abandoned.
- Tom, Mickey and Ed have the authority to sign checks
- Reed, Mary and Mickey have credit cards.

Membership Committee – Jennifer Merrill

No report this month.

New Business/For the Good of the Order –

- Reed suggested that committees begin to have meetings coincide with having lunch with Meals on Wheels. We have experienced a drop in participation over the years and we want to support it.
- Reed announced that BISCC has been chosen as the "poster child" for this fall's One Call for All campaign. This means we'll be the subject of an article in the *Bainbridge Review*, and will be prominently featured on the onecall.org website. Reed plans to work with the marketing committee to put together the materials One Call for All requested.

Meeting adjourned at 11 a.m.

Respectfully Submitted,



Colleen Keilbart, Recording Secretary