

BISCC Board Meeting Minutes

July 11, 2018

Next Board Meeting: **August 8, 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, Bill Luria, Ed Bancroft, Colleen Keilbart, Gunda Lunde, Genevieve Moyer, Dick Melton (emeritus)

Absent: Nancy Lewars, Jeannette Franks, Karen King,

Others present: Reed Price, Mary Gibbs, Cindy McGregor, Gerry Worley, Ruth Flanagan

The board welcomed new board member Genevieve Moyer

Consent agenda: Minutes

Motion: Mickey moved to accept the June 13, 2018 board meeting minutes as presented. Ed seconded and it was unanimously approved.

Gerry Worley represented the Grants Committee by providing the board with a biography template and example to be completed by each Board Member. Gerry will email forms to be each board member to be completed by July 25, 2018.

Island Neighbor, Reed

Island Neighbors, a non-profit organization formed approximately two years ago, is dissolving. They have offered a Mac computer, a printer and some remaining funds to BISC (including unspent Rotary Grant funds that Rotary conditionally agreed be transferred to BISC), providing the assets are directed toward the "Bainbridge Resource Network," the collaborative services database that received a grant from the Bainbridge Community Foundation and to which Island Neighbors was a co-applicant.

Motion: Selden moved to accept the restricted donation of equipment and \$5,750 (including \$1,250 of Rotary funds). Mickey seconded and it was unanimously approved.

Committee Reports

Events Committee – Colleen Keilbart/Mickey Guthrie

- * All That Jazz - Total Funds Collected (including wine) \$717.00. After expenses there was an \$87.54 loss.
- * Planning Barbecue for August 11
- * Next meeting working on possible Edge Improv fundraiser for September as well as the 2018/2019 yearly Calendars.

Marketing Committee – Cindy McGregor

Events Coverage:

- * “All that Jazz” Party – June 23 **Photographic** coverage was provided by Diane Hutchings of the BI Photo Club, now available on our web site Gallery page.
- * July 4 - 690 people visited Huney Hall for the annual BIPC Photo Exhibit. There were 131 prints by 16 photographers. Over 4,700 votes were cast in determining the People’s Choice Awards. The top 5 are now displayed at The Art Project and the *BI Review* will have an article in this Friday’s paper. Additionally, many people enjoyed the Tribute to Suelyn Wong, which featured 17 matted prints. The latest BISC brochures were displayed next to the ballot box.
- * Upcoming events to cover:
 - August 11, Western Barbecue, Noon -3pm; member photos will be taken during the event.
 - August 24, 25 Jumble Sale, Fri Noon, Sat 9-5
- * **Movie nights:** Resumes Sept 14.
- * **Technology Tutoring:** Resumes September 24.
- * **Adventures in Travel:** Aug 1, Peru, Sam and Susanne Bardelson; Aug 15, Sailing on a 40ft boat, Linda Turner
- * **Fob Friday;** 26 participants

Advocacy – Bill Luria

Bill reported on the positive meeting with new Central Ward councilwoman Leslie Schneider. She is interested in housing, transportation and Human Resources, similar concerns of BISC.

Resources Committee – Mike Hotchkin

- * Home Care Options symposium will be held at BISC September 20
- * Universal Design concept education is under discussion with the Resources Committee.

Grants Committee

2018 Goal Status: - \$50K Target; \$52.44K awarded (items in red are an update)

- Awarded
 - BCF, Joint Proposal, June 2018, \$7.5K
 - BCF, June 2018, \$5K
 - Suquamish Tribe, June 2018, \$0.5K
- Submitted
 - WSASC, 31 Jun 2018, \$1K
- Planned
 - Union Bank, Oct 2018, \$2K
 - Kawabe Memorial Fund, 8 Aug 2018, \$10K
 - City of Bainbridge Island Human Services Program, Oct/Nov 2018, \$50K (for 2019-2020)
 - Bainbridge Island Rotary, Nov 2018, \$7K
 - Ben B. Cheney Foundation, TBD, \$10K
 - Kitsap Bank Community Connections Giving Program, 7 Sep 2018, \$2.5K
 - Kitsap Community Foundation, 28 Sep 2018, \$5K
 - Bainbridge Community Foundation (Capacity-building), 1 Oct 2018, \$5K
 - Puget Sound Energy “Powerful Partnerships” Grant Program, 1 Nov 2018, \$2K
- LOIs to submit in preparation for 2019
 - M. J. Murdock Charitable Trust
 - Harvest Foundation
 - May and Stanley Smith Charitable Trust

Other Actions

- Case Statement Development and Grant Research continues.
- July 13, 8:30 a.m. meeting to discuss details of the COBI Human Resource Grant.
- A BISCC Fundraising Plan is required for a future grant proposal, and many believe it’s needed. A proposed construct and goals were developed for the Board’s consideration; Selden will lead and present to the Board.

Financial Report – Ed Bancroft presented the attached treasurer’s report ([item A](#) and [item B](#)), which the board accepted.

Finance Committee- Ed Bancroft

- * Improved controls will be implemented for handling cash at the front desk
- * The effectiveness of the cash register receipts by the thrift shop was discussed and it was concluded that the daily accounting and cash report could be improved slightly to provide a better accounting of the petty cash amount and daily sales tally accuracy.
 - * Liability insurance contract that is now subject to renewal. Jack MacArthur agreed to review the Liability insurance policy. It was generally agreed that \$1,000,000 in coverage may no longer be sufficient. Jack recommended at least 5 million.
 - * Ed reported that his discussion with J. P. Morgan about the refund we received from them in the amount of \$1,809.88 revealed that they failed to offer a “charitable” discount to BISCC and now the company was refunding the discount amount not offered.
 - * Jack, Mickey and Bob all requested the future reports from the Treasurer include the isolated data from the current month rather than just YTD data.

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* The group addressed the e-Trade application and passed a resolution permitting 3 individuals to transact stock exchanges in the E-Trade account. These individuals are the President, the Treasurer and one other finance committee (BOD) member, (presently Tom, Ed and Mickey). However, prior to completing an exchange a majority of the finance committee must agree to the transaction via phone, e-mail, or in person. This latter restrictive position is not included in the E-Trade application. Considering this arrangement, it is recommended that each of the 3 individuals be bonded.

* Resolutions relating to the bank signature cards for Kitsap Bank and the E-Trade account were reviewed and approved. Colleen Keilbart, Secretary, will print the resolution on BISC letterhead and sign as witness.

Motion: Selden moved that the President, Tom Kilbane, the Treasurer, Ed Bancroft and the Vice President, Mildred (Mickey) Guthrie or any of them acting individually, are hereby authorized to sell, assign, and endorse for transfer certificates representing stocks, bonds or other securities now registered or hereafter registered in the name of Bainbridge Island Senior Community Center (BISCC). Genevieve seconded and it was unanimously approved.

Motion: Mike moved to change the signatories at Kitsap Bank (the Bank) to the President, Tom Kilbane, the Treasurer, Ed Bancroft, and the Vice President, Mildred (Mickey) Guthrie, or any of them acting individually, are hereby authorized on behalf of the Bainbridge Island Senior Community Center (BISCC) to draw, sign, accept, or make checks, bills of exchange, and other orders for the payment of money. The existing signature of Michael Laney is hereby removed from the account signatures list.

Fundraising – Selden Smith

On June 19 8th graders from Woodward Middle School and BISC members met for game day. Because it was such a positive experiment future contributions of cross-generational activities will be explored. .

Strategic Planning- Mike Hotchkin

Bill Luria withdrew from the committee, citing other commitments and Judy McKenzie joined the committee. She brings a wealth of experience with the strategic planning process, having most recently assisted IVC in drafting its strategic plan.

The committee is working to refine BISC vision and values statements and are preparing to complete an Appreciative Inquiry process, which will involve reaching out to members of the Bainbridge Island community through a series of informal meetings that will take place at various locations on the Island. The primary purpose of the meetings will be to collect information on how Island residents envision the future of BISCC. The meetings may also act to broaden our image and presence in the community and begin to bring ownership of BISCC to a broader segment of the community than we currently serve. The meetings will take place during the weeks of 9/10 and 9/17. We would like broad board member attendance and participation. The dates and locations will be set before 8/1 for inclusion in Splash.

The strategic planning process will continue with a Board retreat to be held in November or December at a location to be determined, where the Board can evaluate and give input on our planning efforts to that time, with a goal of having a document to present to the membership in January.

Membership – No report this month

New Business/For the Good of the Order –


* Reed advised after an official letter to Smile Partners asking for a commitment or removal of equipment within 30 days we were advised that Smile Partners would no longer be at BISC. We will be turning the Smile Partner space into a conference room.

* Ed offered the possibility of a boat building fundraiser. He will send info to Reed.

* Gerry Worley will draft a letter to be sent to the Bainbridge Island Metropolitan Park & Recreation District asking for the tax funds collected from home owners on Bainbridge Island specifically for Bainbridge Island Senior Community Center be redirected to BISCC.

Meeting adjourned at 11 a.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Colleen Keilbart".

Colleen Keilbart, Recording Secretary