

BISCC Board Meeting Minutes

September 12, 2018

Next Board Meeting: **October 10, 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, Ed Bancroft, Jeannette Franks, Mickey Guthrie, Mike Hotchkin, Colleen Keilbart, Nancy Lewars, Gunda Lunde, Bill Luria, Genevieve Moyer, Selden Smith, Dick Melton (ex-officio)

Absent: Karen King

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

Consent agenda: Minutes

Motion: Mickey moved to accept the August 8, 2018 board meeting minutes as presented. Genevieve seconded and it was unanimously approved.

Financial Report – Ed Bancroft presented the [attached](#) financials. Ed explained the columns that reflect balances at local banks differs from opening balance for the year because approximately \$500,000 to date has been transferred to the newly established E*TRADE account.

Committee Reports

Strategic Planning – Nancy

* The first of four Listening Sessions was held Tuesday, the 11th and was very productive. After the completion of all sessions the committee will compile a summary of our findings to present them at the Board retreat on October 1.

Fundraising/Grant Committee (Selden Smith / Gerry Worley)

* The Edge/Improv fundraiser for Saturday, September 15, is sold out at 75
* Request Board approval/accept committee's 2019 fundraising of \$35k objectives. They will train grant writers, complete case statement (needs), research potential grantors and develop processes for identifying and selecting grantors.

* Grants submitted:

- * Kawabe Memorial– General Outreach \$10K
- * Grace Outreach for Bainbridge Resource Network \$ 2K
- * Letter of intent to Cheney foundation for Splash Expenses \$10K
- * Kitsap Bank for Financial & Tech Education \$ 2.5K

* Request for more Grant writers. Highest priority is the COBI Grand asking for \$65K each year for a 2 year period. Grant due Sep 28 and will need reviewing as most of it has been written.

Events Committee – Colleen

- * The Barbecue was August 11, was another successful event with improvements noted.
- * There are 3 parties before the end of the year:
 - * The Improv/A Night on the Edge is Sept. 15; 75 people signed up to attend; 6 pm social hour, 7-9 pm show. The cap of 75 tickets have been sold. Wine will be sold for -\$5.00, beer - \$3.00. Coffee will be available. SET UP AT 4:00. Need volunteers to help.
 - * Halloween Party - October 27, Saturday night, 4-6 pm. It will be the only event where the membership is invited to bring food. More details TBD at event meeting tomorrow.
 - * Holiday Party - December 15, Saturday 4-6:00 pm. Details still in the works.

Marketing –Cindy

*** Pending Events for Marketing:**

- * Sept 15 - Night on the EDGE. Good experience for marketing committee.
- * Sept 11, 13, 15, 18 - Strategic Planning Listening sessions
- * Sept 20 - Options for Home Care
- * Sept 1-30 - Name the Thrift Shop Contest
- * Oct 27 - Halloween Party

*** Technology Tutoring- Expansion of Offerings:**

* One-on-one sessions resume on Sept 24. BI Youth Services sending 3 student volunteers. We will continue to recruit adult tutors. A sign-up sheet for those seeking tutoring help is at the front desk.

* The Apple Products tutorial with Judy Brewer was well received with 19 tutorees and 8 tutors. The Amazon Products tutorial was not very successful because the speaker was an hour late.

Movie nights - continues the 2nd and 3rd Friday of each month.

Resources Committee – Jeannette Franks

Resource Committee Agenda Sept. 11, 2:30

* Laura Zoerb from Able Home gave a presentation on their services and provided the following list of web sites to help understand products available. The committee feels this is an important topic to present to the general population and will plan an event in March. They are looking for a jazzy name for the event.

<http://universaldesign.ie>

<https://www.houselogic.com/remodel/remodeling-tips-advice/universal-design-features-for-bathroom/>

<https://wshg.net/the-home/2013-11-05/the-beauty-of-universal-design/>

<http://www.akitchenthatworks.com/resources/>

<http://www.kitchenbathdesign.com/126035/intelligent-design-4/>

* The symposium on Home Care for Sept 20, 2:30. Hope all board members attend

Finance & Operations (Ed)

* The Finance Committee has begun investing in the brokerage account through E*TRADE. As of today there is \$499,211.29 in that account. The committee is discussing a specific amount that may occur in the E-TRADE account before an Exit Strategy would be activated. The committee is meeting tomorrow and will be writing that exit strategy. An E-TRADE statement can be generated from Ed or Reed if board members wish to do so. On the same topic Ed said they receive a Newsletter called The Chartist that gives expert opinions on when to exit from an investment. A daily hotline also would be explored.

* Form 990 was provided to all Board Members for their review.

* Bob Bosserman has resigned from the Finance Committee, and the committee is looking for another member. Please contact Ed with suggestions.

* Ed asked Strategic Planning Committee to advise if funds are be needed in the near horizon.

Membership – Reed for Jennifer Merrill (with email) and Nancy Lewars

* Upcoming New Member Coffee on Wednesday, September 12, 10 a.m. Don and Ellen Fisher will host.

* The committee is helping Nancy Lewars and her Volunteer committee with follow-through phone calls to those who filled out the Making Connections form and/or the New Member Application if they noted they wanted to volunteer.

* Responses from members on the volunteer form will be entered into myseniorcenter.com

* Nancy passed around a sign-up sheet was passed around for vacationing receptionist in the month of November.

Advocacy – Bill Luria. Nothing currently happening but it will be picking up this fall as we near elections and hoping to have some sort of a forum.

Directors Report – Reed Price

* Reed will be attending Kitsap Community Foundation's half-day workshop tomorrow titled "How to Write the Best Year End Appeal EVER!"

* The next two board meetings will be centered around planned giving discussions, led by Elsa Watson and Karen Molinari (Bellwether Group). As a result, committee reports will need to be much shorter – if you can email them to Reed (as well as Colleen), he'll distribute them with the Agenda.

* The COBI Grant Application for 2019-2020, due at the end of the month, is being written. A draft will be provided to the Executive Committee on Sept. 14 for their comments. Anyone who would like a copy of the draft should contact Reed.

* Board members were encouraged to participate in one of the remaining Strategic Planning Community Meetings. The output from these meetings, along with the information from the Strategic Planning Committee, will form the basis of material we consider on Oct. 1 at our retreat at Yonder from 9:30-3:00 pm.

New Business / "For the Good of the Order"

* It was suggested the board members have Board name tags, with BOARD being the largest font with the board member's name below. Mary will see to it that they are printed.

Meeting adjourned at 10:40 a.m.

Respectfully Submitted,

Colleen Keilbart, Recording Secretary