

## **BISCC Board Meeting Minutes**

**December 12, 2018**

Next Board Meeting:

**Annual Meeting January 8, 2019 @ 10:00 a.m., Huney Hall**

**Call to Order:** Vice President Mickey Guthrie officially called the meeting to order at 9:00 a.m.

**Board Members Present:** Ed Bancroft, Jeannette Franks, Mickey Guthrie, Colleen Keilbart, Karen King, Nancy Lewars, Genevieve Moyer, Selden Smith, Dick Melton

**Absent:** Gunda Lunde, Tom Kilbane, and Bill Luria

**Others present:** Reed Price, Ruth Flanagan, Cindy McGregor, Ann Lovejoy, Colleen Waechter, Leslie Snyder

### **Strategic Planning**

Judy McKenzie presented an overview of strategic planning process and highlights of the plan. A roadmap discussion was held, identifying members of committees.

### **Consent agenda: Minutes**

**Motion:** Karen moved to accept the November 14, 2018 board meeting minutes as presented. Ed seconded and it was unanimously approved.

**Financial Report** – Ed emailed the monthly financials (attached) and E\*TRADE securities account analysis of positions. No other questions.

Ed presented the Draft Endowment Policy. Ed moved that the BOD adopts the Endowment Policy and the Investment Policy be revised to include the policy. Colleen K. seconded and it was unanimously approved.

**Committee Reports: All Committee minutes are filed in the Committee Book maintained by the BOD Secretary.**

**Advocacy** – No report

**Membership** – Jennifer Merrill –

- \* New Members Coffees will be held quarterly in 2019, February 13, May 8, August 14 & Nov. 13.
- \* Membership Renewal Status: 664 people who have paid dues for 2019
- \* 721 people who paid dues in 2018 who have not renewed. When people sign in at the kiosk, those who have not renewed are being automatically asked to do so. Linda McCarty is going to write a Renewal Reminder for the Jan./Feb. 2018 edition of Splash.

**Events** – Colleen

- \* Currently Planning Christmas Party from 4-6 p.m. this Saturday, December 15
- \* Planned events for 2019: deadline to sign up for Talent Show February 14; Try outs for Talent Show Feb. 16; Chilly Hill, which the Events Committee is not in charge of but will assist, is February 24; Rehearsal March 7; Talent Show March 16; August 10, Barbecue; October 30 Halloween party; Dec. 15 Holiday party.
- \* Ms. Frazzle, (aka Karen King) has been recruited to relive Reed and be the Master of Ceremonies for our events.

3 December 2018

Highlights: Developed the 2019 Grants Schedule. Submitted Rotary proposal. Finalized 2019 Grants Schedule.

1. 2019 Grants Schedule is listed below and in the attached spreadsheet. Our 2019 goal is \$35K.

1<sup>st</sup> Quarter

Ben B. Cheney Foundation, \$10K, Jan  
 First Federal Community, \$25K, 28 Feb  
 Bainbridge Community Foundation (Comm), \$3K, 14 Mar  
 Harvest Foundation, \$5K, 15 Mar  
 Garneau-Nicon Family Foundation, \$10K, 31 Mar  
 KeyBank Foundation, \$5K, Mar

2<sup>nd</sup> Quarter

The Norcliffe Foundation, \$15K, Apr  
 WA State Association of Senior Centers, \$1K, 30 Jun

3<sup>rd</sup> Quarter

Glaser Foundation, Inc., \$5K, 14 Jul  
 Grace Outreach, \$2K, 1 Aug  
 Dermody Properties Foundation, \$3K, 31 Aug  
 Kitsap Bank Community Connections Giving Program, \$2.5K, 7 Sep  
 Kitsap Community Foundation, \$2.5K, 15 Sep

4<sup>th</sup> Quarter

Bainbridge Community Foundation (Capacity-building), \$1.5K, 1 Oct  
 Union Bank / MUFG Union Bank Foundation, \$5K, 31 Oct  
 Puget Sound Energy "Powerful Partnerships" Grant Program, \$2.5K, 1 Nov  
 Bainbridge Island Rotary, \$7K, 15 Nov  
 May and Stanley Smith Charitable Trust \$40K, Nov

Other potential: M. J. Murdock Charitable Trust, Margaret A. Cargill Foundation, Deacon Charitable Foundation,  
 Fred H. & Mary S. Dore Charitable Foundation

3. 2018 Goal Status: - exceeded \$50K Target. (items in red are an update)

- Awarded
- Submitted
  - LOI for Ben B. Cheney Foundation, **26 Nov**
  - Kitsap Bank Community Connections Giving Program, Sep 2018, \$2.5K
  - Kitsap Community Foundation, Sep 2018, \$5K
  - Bainbridge Community Foundation (Capacity-building), Oct 2018, \$1.5K
  - Bainbridge Island Rotary, **13 Nov 2018, \$3.9K**
- Planned
  - Ben B. Cheney Foundation, **Jan 2019**, \$10K [if LOI accepted]
- LOIs to submit in preparation for 2019
  - M. J. Murdock Charitable Trust
  - Harvest Foundation
  - May and Stanley Smith Charitable Trust

4. Other Actions

- Grant Research. Research: Identified – **382**; High Match – 39; Relook - 31; No go – **105**; Remaining to investigate – 206.

5. The Grants Committee meets next meeting on 20 December at 0900.

## 2018 Grants Score Card

## Awarded

- Kitsap Foundation Great Give, May 2018, \$8.89
- BCF, Jan 2018, Capacity Grant, \$1.45K
- Rotary, Nov 2017, \$7.1K
- Kitsap Bank, Dec 2017, \$2.5K
- COBI, Nov 2016, \$19.5K
- Bainbridge Island Women's Club, May 2018, \$500 (part of Great Give)
- BCF, Joint Proposal, June 2018, \$7.5
- BCF, June 2018, \$5K
- Suquamish Tribe, June 2018, \$0.5K
- WSASC, Sep 2018, \$1K
- COBI, general ops, \$90K
- COBI, BRNP, \$10.5K
- Kawabe Memorial Fund, Nov 2018, \$10K

## Lost

- Harvest Foundation, May 2018, \$10K
- Suquamish Tribe, Sep 2017, \$15K
- Grace Outreach Grant, Aug 2018, \$2K
- Suquamish Tribe, Dec 2017, \$3.75K

**Marketing:** Cindy McGregor

- \* **Revised Brochure:** Ruth has designed and updated the next iteration of the brochure.

- \* **Farmers' Market:** This Spring we will man a booth at the Farmers Market. With a nonprofit fee of only \$5, we want to take advantage of this opportunity and are discussing how best to do that.

- \* **Expansion of Technology Tutoring Sessions**

As a result of the tutors from Woodward Middle School joining the volunteers, the backlog of BISC members waiting for help has been eliminated. We now plan to simplify our scheduling procedure.

- \* **Pending Events Coverage:** Dec 11- Jingle All the Way Evergreen Singers 11am; Dec 15 – An Island Christmas 4-6pm; Jan 9 – Annual Meeting

- \* **Movie nights:** Movie night continues every other Friday beginning January 11

- \* **FOB Friday:** SHiFT Bainbridge is now the 31<sup>st</sup> business to join FOB Fridays.

- \* **Adventures in Travel:** Bob has Spring 2019 all scheduled.

- \* **Strategic Planning:** Of the 5 goals distilled down via the McKenzie Consulting, Inc study, Goal 1 is most concerned with marketing and is divided into 3 strategies. The current emphasis of our committee work is coming up with concrete steps to address each strategy.

**Finance & Operations** Ed Bancroft

- \* Financial information for the [Month of November 2018](#) was reviewed. The results for Nov. were consistent with prior months and close to the anticipated budget except for an unexpected private donation of \$25,000. This single item caused the revenue to exceed the budgeted amount for the month.

- \* The E\*TRADE account was reviewed. Chart patterns seem to show substantial risk and the likelihood of further declines in the short-term.

- \* A preliminary budget for the year 2019 was reviewed for the committee by Ed. Ed indicated that the primary sources of revenue (grants and awards) had been ascertained by working with the Grant and Fundraising Committee and discussion of their expectations for 2019. The budget was not considered solid for adoption or approval by the committee of the BOD because some of the expenses needed to be reviewed with Reed Price prior to such approval.

- \* There was a suggestion by Ed that the Senior Center consider some benefits for employees such as a SEP or SIMPLE retirement fund accounts. These are IRA Account based programs that do not require complicated IRS reporting. Consultation with a HR resource person and further discussion is needed.

- \* A revised draft of the Endowment Policy was completed and distributed to the committee. Ed explained that there were no withdrawal guidelines in the State of Washington statutes, but other states had set maximum withdrawals of 7%. The committee concentrated on these provisions of the draft. After some discussion the committee felt that the minimum 2% and maximum 5% withdrawal amounts were reasonable and well within the guidelines set by other states.

**Resource** –Jeannette Franks

Guest Cathy Knight Seattle/King Co. Division on Aging gave an impressive overview of Age-friendly Seattle <http://www.seattle.gov/agefriendly>

The Division on Aging got the Seattle Mayor and City Council to support having AARP designate Seattle as age-friendly. Cathy recommended that we contact Stacey Smith, her Kitsap counterpart, as well as Tawnya Weintraub, the Kitsap Co. Division on Aging planner. Their 4-year area plan will be due next fall and it would be ideal to get Kitsap/Bainbridge targeted for “age-friendly”.

We should also be in touch with Brent Butler, the Age-friendly Seattle policy manager and Irene Stewart, who is also working with them. Jeannette and Cathy also recommended the NW Universal Design Council quarterly meetings. <https://www.environmentsforall.org>

- \* Planning for Molly McCabe talk, Monday, March 25 at 4 at Sr. Center

**For the Good of the Order:**

Winter Wonderland was well attended and donations came in at approximately \$370.  
The Annual meeting will be Tuesday, January 8, 2019, Huney Hall,

**Meeting adjourned at 11:00 a.m.**

**Respectfully Submitted,**

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

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**Colleen Keilbart, Recording Secretary**