

BISCC Board Meeting Minutes

May 8, 2019

Next Board Meeting: June 12, 2019 @ 9:00 a.m., Dining Room

**Call to Order:** President Mickey Guthrie officially called the meeting to order at 9:07 a.m.

**Board Members Present:** Ruth Flanagan, Gunda Lunde, Mickey Guthrie, Colleen Keilbart, Ann Lovejoy, Bill Luria, Jamie Mittet, Genevieve Moyer, Colleen Waechter, Tom Kilbane (ex-officio)

**Absent:** Ed Bancroft, Mike Hotchkin, Selden Smith,

**Others present:** Reed Price, Mary Gibbs, Katie Auger, Leslie Schneider

**CRN** - Reed introduced Katie Auger, Community Resource Navigator. Katie is meeting with a variety of organizations to determine needs as well as considering community educational opportunities. Reed will prepare a press release and include COBI and Chamber of Commerce in its distribution. Katie will be working at the Senior Center Mondays and Tuesdays all day and Wednesday afternoons and will work closely with the Resource committee. She also will assist in updating Bainbridge Island Resource Directory (BIRD; resourcedirectorybi.org)

**BIR** – Bill updated the group on discussions that the Executive Board and the Finance Committee, based on the work that Treasurer Ed Bancroft completed, on how to best engage Bainbridge Island Rowing on using space when the Boathouse is completed. Bill said that after reviewing Ed's analysis the Executive Board and Finance Committee reached consensus that a long-term lease is the best course of action for us. A partnership proposal or a lump-sum payment were both considered and outlined in the memo Ed prepared that was distributed to the board. Bill indicated that, as discussions with BIR continue, it is possible the board will be presented with a lease option to consider option at the next BOD meeting, or soon thereafter. Ed's hard work on this project was acknowledged.

**Leslie Schneider** -Mickey introduced COBI City Councilwoman Leslie Schneider. Leslie acknowledged Reed's honor of being Citizen of the Year.

\* A City Council working group is interested in examining the possibility of becoming an AARP "Liveable City," and in fact the term "livability" was adopted into the group's framework. Affordable housing and transportation are main components of livability, in Leslie's view. There is a consultant being hired to develop a "sustainable transportation plan" and COBI will be looking for members of the community to give feedback to that firm; she encouraged the Senior Center to participate.

\* To learn more about affordable housing and transportation, Leslie suggested we take a look at non-profit strongtowns.org, an out-of-the-box way of looking at developing.

\* Leslie indicated that she's been having "visionary conversations" about affordable housing and core support for seniors, said that she is interested in whether the Senior Center sees adjacent housing as something it would support.

**Refresh Update** – Ann Lovejoy

Ann distributed a working list (attached) of the items the committee will be addressing for BISC to use when dealing with the city and in writing grants. She encouraged Board members to review the list and to send the group any items that they would change or add to the list.

**Consent Agenda - Minutes**

**Motion:** Jamie moved to accept the April 10, 2019 board meeting minutes as presented. Genevieve seconded and it was unanimously approved.

**Financial Report** – The monthly budget was distributed. (attached)

**Volunteer Lunch and Grand Old Fourth** Colleen K.

Reminder – The Volunteer Lunch is next Wednesday, May 15. Board members and spouses will be seated at tables with Volunteers.

Grand Old Fourth details are underway. The first informational meeting was held April 26th. at which time we named the Drill Team "Prime Time Steppers". There should be about 30 people doing the routine, a truck in front of the marchers that will be "blaring" Rock and Roll songs and playing Stayin

Alive by the Bee Gees for the routine that will be danced at 3 different locations. Every group, class, and event at BISC that has a leader will be asked to “march” behind the Prime Time Steppers carrying signs that indicate their involvement. If they can’t come up with a member of their group to march we will still make a sign for them if they tell us what to put on the sign.

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

**Events Committee** – Colleen Keilbart

\* Next event is Cuban Heels, a Latin music group, on June 22, 4:00-7:00 p.m. Events meeting tomorrow will nail down details.

**Marketing** –Ruth Flanagan

\* Farmer’s Market Booth - Saturday, April 27th was a big success.  
\* Reed is in contact with Brendan Hemp, who designed our logo two years ago, asking if there is an easy and cost efficient way to have it changed to Bainbridge Island Senior/Community Center (adding the *slash Community*) as well as adding the new tag line “For the Prime of your Life”. New logo, banners, t-shirts and other marketing materials, cannot be ordered until Brendan makes the change or advises us on next steps to have that done locally.

**Membership** - Jennifer M. (Reported by Colleen K.)

\* Reed provided a list of 32 people new members who joined from March 22 to April 23, 2019. Nancy Lewars, Genevieve Moyer and Karen King will each call either 10 or 11 people on the list to welcome them and tell them about the next new member coffee.

\* New Member Coffee on May 8, now scheduled for 10:30 a.m. Hosts: Don and Ellen Fisher and anyone from the BISC Board of Directors who is able to pop in. Board members and committee chairs are encouraged to drop by the new member coffees also scheduled for August 7 & November 6. In addition to the welcoming phone calls, Sara talked about her desire to develop a “New Members Packet,” which people would receive when they join. We agreed that we could pretty quickly come up with a “Welcome to the Senior Center” letter. Colleen Keilbart agreed to draft such a letter, and we will go over that at our next meeting.

\* Coleen Edwards reported that she got the “go-ahead” from Mary and Reed to get going on monthly “Happy Birthday” gatherings at the Center. Coleen is going to manage (which will include a promo in the Splash) this ongoing event, which will occur on the last Monday of each month, beginning September 30 at 1:00 p.m.

**Nominations** –Mickey – Three positions to serve for 3 years will have to be elected in 2020. Mickey, Gunda and Genevieve will be going off the board. A fundraising interest/background is one qualification to be on the lookout.

**Grants** - Kathy Dimaggio by Ann Lovejoy

Synopsis for the Board: Awarded \$10K from First Federal Community Foundation. Harvest Foundation declined to fund our grant.

**Resources** – Genevieve

Plans for the Resource Fair, May 17, 10-2 p.m. are underway with a full house of participants.

**For the Good of the Order:** Gunda will be going through Community Emergency Response Team (CERT) Training this weekend. She will be looking for a committee to work with her to move forward with the overall emergency plan for BISC. A meeting will be planned after Gunda’s training with invitations going to people who showed prior interest. Ann agreed to help Gunda.

\* Gunda also reported that she, Reed, and Sara met with Judy McKenzie to move forward on plans to develop an assessment tool for measuring the value of programs at the Senior Center – one of our Strategic Plan goals. Judy shared a tool she found online, Florida Senior Center toolkit ([http://elderaffairs.state.fl.us/doea/sc\\_toolkit.php](http://elderaffairs.state.fl.us/doea/sc_toolkit.php)) that could be used at BISCC.

\* Tom refreshed memories that BISCC bought the generator.

**Waterfront Thrift.** – Tijen by Colleen W.

- \* April was a good month, ending at \$5,840 (ahead of last year \$4,900)
- \* May goal is \$62,00
- \* A new desk chair is needed for Thrift Shop volunteers.
- \* Beginning this Saturday Waterfront Thrift will be open on Saturdays
- \* Judy Duffy and Karen Martin will be returning to volunteer in the Thrift shop

Meeting adjourned at 11:00 a.m.

Respectfully Submitted,



Colleen Keilbart, Secretary

[List of Refresh Projects](#)

BAINBRIDGE ISLAND SENIOR COMMUNITY CENTER  
 COMPARITIVE YTD BUDGET FOR APRIL 2019 WITH YTD OPERATIONS THROUGH APRIL 2019 - YTD APRIL 2019 CASH FLOWS (PAGE 2)

| ACCT. No |   | TOTAL BUDGET | YTD APRIL BUDGET | YTD APRIL OPERATIONS | (OVER) UNDER |
|----------|---|--------------|------------------|----------------------|--------------|
| REVENUE  |   |              |                  |                      |              |
| 4000     | GRANTS AND AWARDS                         | \$ 35,000    | \$ 12,000        | \$ 6,400             | \$ 5,600     |
| 4350     | COBI SERVICE CONTRACT                     | 45,000       | 11,250           | 11,200               |              |
| 4100     | DONATIONS AND SPONSORSHIP INCOME          | 67,000       | 42,300           | 41,400               | 900          |
| 4200     | MEMBERSHIP DUES                           | 26,000       | 14,000           | 14,900               | (900)        |
| 4300     | DONATED SERVICES                          | 4,000        | 1,300            | 1,200                | 100          |
| 4340     | DONATED FACILITIES                        | 72,000       | 24,000           | 24,000               | -            |
| 4400     | PROGRAM REVENUES                          | 69,000       | 23,000           | 21,600               | 1,400        |
| 4500     | THRIFT SHOP REVENUES                      | 70,000       | 21,600           | 19,900               | 1,700        |
| 4600     | FUND-RAISING EVENTS                       | 8,000        | 5,000            | 5,400                | (400)        |
| 4800     | INVESTMENT INCOME                         | 14,000       | 5,550            | 18,900               | (13,350)     |
|          | TOTAL REVENUE                             | 410,000      | 160,000          | 164,900              | (4,900)      |
| EXPENSES |   |              |                  |                      |              |
| 5000     | COMPENSATION, TAXES AMD BENEFITS          | 190,000      | 60,000           | 57,000               | 3,000        |
| 5100     | PROFESSIONAL SERVICES                     | 5,000        | 1,700            | 1,300                | 400          |
| 5200     | OFFICE AND ADMIN. EXPENSES                | 18,000       | 10,000           | 11,500               | (1,500)      |
| 5300     | INSURANCE AND SECURITY                    | 4,000        | 200              | 200                  | -            |
| 5500     | PUBLISHING AND COMMUNICATIONS             | 23,000       | 7,000            | 7,400                | (400)        |
| 5600     | PROGRAM TRAVEL                            | 19,000       | 7,000            | 7,000                | -            |
| 5700     | OTHER PROGRAM RELATED EXPENSES            | 4,000        | 1,200            | 300                  | 900          |
| 5800     | PROGRAM INSTRUCTORS AND LEADERS           | 31,500       | 11,000           | 12,800               | (1,800)      |
| 5890     | RESOURCE REFERRAL SERVICES                | 26,500       | 6,000            | 3,100                | 2,900        |
| 5900     | MEMBERSHIP AND VOLUNTEER BENEFITS         | 8,000        | 3,000            | 4,700                | (1,700)      |
| 6010     | USE OF FACILITIES                         | 72,000       | 24,000           | 24,000               | -            |
| 7000     | THRIFT SHOP EXPENSES                      | 1,000        | 400              | 100                  | 300          |
| 8000     | FUND RAISING EXPENSES                     | 6,000        | 2,000            | 2,400                | (400)        |
| 6020     | DEPRECIATION                              | 22,000       | 8,000            | 7,500                | 500          |
|          | TOTAL EXPENSES                            | 430,000      | 141,500          | 139,300              | 2,200        |
|          | EXCESS REVENUES OVER (LESS THAN) EXPENSES | \$ (20,000)  | \$ 18,500        | \$ 25,600            | \$ (7,100)   |