

BISCC Board Meeting Minutes

October 9, 2019

Next Board Meeting: November 13, 2019 @ 9:00 a.m., Dining Room

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

Board Members Present: Bill Luria, Ruth Flanagan, Mickey Guthrie, Colleen Keilbart, Ann Lovejoy, Ed Bancroft, Selden Smith, Genevieve Moyer, Colleen Waechter, Tom Kilbane (ex-officio)

Absent: Jamie Mittet, Gunda Lunde, Mike Hotchkin

Others present: Reed Price, Mary Gibbs

Consent Agenda - Minutes

Motion: Ruth moved to accept the September 11, 2019 board meeting minutes as presented. Colleen W. seconded and it was unanimously approved.

Financial Report – Ed Bancroft.

The monthly budget report was distributed. ([Attached](#)) All going as expected. No questions. Ed provided a heads up about the possibility of putting aside funds to replace our bus in the future.

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

Membership – Jennifer Merrill via email

- * We decided to host once-a-month birthday parties through the end of 2019; we will assess in November whether to continue in 2020.

- * Our committee is responsible, once everything is printed, for getting the membership renewal plea all ready for mailing. There will be an envelope stuffing gathering on October 22 from 1- 4:00 p.m.

- * We are satisfied with our current level of outreach to new members: letters sent out weekly; once-a-month phone calls; and quarterly new member coffees.

- * 1,450 paid members in 2019

Advocacy – Bill Luria

- * October 2 was the candidate forum for 8 candidates running for COBI council at BISC.

Approximately 120 audience members and a front page in the Bainbridge Review displayed the importance of the senior center hosting the political forum. The take away was no matter who is on the council next year they will be more aware of the Senior Center with the largest membership base of any non profit on the Island.

- * Parks Commissioners debate October 16, 3-5 p.m.

Resource Committee: No report this month

Refresh Committee – Reed and Ann

- * COBI Public Works employee, Joel Goodwin, toured BISC with the knowledge of our needs. The city will address our request in the 1st quarter of 2020 and once decisions are made provide us with a timeline.

- * Not wanting to wait until the city decides what “refresh” items they are willing to do we have asked them to remove the dying ornamental cherry tree(s) outside and replace them with trees/plants suggested by garden expert Ann Lovejoy. Reed will contact Joel in a week or two for the outcome of that request.

Fundraising: Ann Lovejoy

* Ann reported that she is pleased with her process of obtaining information of positioning BISC in a Legacy Program. Christy Givens from Edward Jones has been most helpful and will work with Ann and her Fundraising committee to make recommendations to our membership of unique ways to give.

* Tom and Reed both went to different meetings with One Call For All to help with our fundraising activities. This year One Call For All is encouraging people to add one more non-profit to their giving list so our campaign will be "MAKE US YOUR PLUS ONE".

Events Committee - Colleen Keilbart

* Our annual fundraiser, The Edge/Improv, was held Sept 14. Raised almost \$5,000. John Ellis and Mickey Molnaire presented the Buxton/Ellis award of \$1,000 from the Chamber of Commerce. It was sold out.

* October 30 Halloween Party. 4-6:00 p.m. First prize for best costume one year membership to BISC; Karen King as Ms. Frazzle will be emcee.

* November 14 in the Chamber of Commerce After Hours that we will be hosting from 5:30-7:00 p.m.

* December 15 renaming our annual Christmas Party to Holiday Party. It will be an Open House from 2-6:00 p.m. Sing-along Christmas Carols with Dave Webb, Ukulele Group and karaoke group

Grants: via email from Kathy DiMaggio

* Met with the Bellwether Group discussing process and 2020 schedule. Submitted three proposals: COBI Cultural, Kitsap Community Foundation and Kitsap Bank Community Connections.

* Grants Committee minutes are in the Committee Book held by the secretary and available to BOD any time they wish to see them.

* In addition to the report Reed advised he would be asking COBI for a Cultural Grand of \$10,000. The ask will be a five minute pitch to the Citizen's Advisory Council on October 28th.

* Another ask will be to Puget Sound Energy that will benefit six programs that we run, outside of our daily programing. That will include Chilly Hilly, Emergency Hub Training and more.

* This year we will ask Kitsap Bank for \$2,500 to go toward the Resource Navigator's Aging Mastery program.

Marketing Committee – Ruth

* Labels with our web address and phone number, were put on 200 BISCC magnified bookmarks to hand out at events.

* All 8 members voted to call December Party a "Holiday Party".

* Improv fundraiser, Word of mouth most effective for marketing instead of posters. T&C reader board and press release are nice for community outreach, but not effective for ticket sales. Suggestions for next year; emphasize "Comedy/Supper Show" since it runs during dinner hour. Maybe a one item raffle. .

* Islander ad campaign has begun.

* Instagram & Facebook -Elizabeth explained that Instagram is good for showcasing activities. Facebook gets 59% engagement of BISCC's postings along with recognizing faces. Younger seniors are more likely use these applications that makes social networking an important part of our marketing.

* Marketing for upcoming "One Call For All" Campaign includes Islander Ads, Farmer's Market, Ruth will run a blurb in the Splash to explain the 12 month installments plan to increase BISCC's piece of OCFA undesignated funds. Reed will run our modified member's ad in OCFA publication to include +1.

* Saturday, October 5, 8:30-1:30 PM Farmer's Market Booth, 6 volunteers have signed up to be ambassadors. Karen encouraged all marketing members to stop by.

* Splash!- Ruth is cross training Ann Lovejoy to help out with the Splash! Other Senior Centers have commented that they are very impressed with our newsletter with Ruth's expertise and dedication.

* Ann asked about increased outreach to Senior Living Housing on the Island, which will be explored in the future.

Thrift Store: Colleen W.

- * The end of September tallied \$6,769 compared to the same time period in 2018 of \$6,257.
- * Colleen W. discussed the need for more organized storage in Shed #2 for the Thrift Store items needing space and accessibility. Mary, Colleen W. and Ann will meet separately to evaluate storage needs. There is a possibility of using storage at an off-site location that will be explored, if necessary.

Nominating Committee: Mickey and Colleen

- * Mickey announced that she appointed Colleen K to chair the Nominating Committee until the annual meeting.
- * The incoming Vice President in 2020 will be the chair of the year round committee, appoint a committee of at least 3 others and plan to meet on a monthly basis.
- * The committee will review “duties” of the nominating committee for the BPS 100 revision.
- * Mary prepared a chart showing beginning and ending terms of the current BOD and suggestions to work through the transition of 2-3 year terms to 3-2 year terms that the committee will review and bring to the board at the November meeting.
- * Committee will bring the suggested slate of nominees to the BOD prior to the annual meeting.
- * Committee will write the motion for the annual meeting dealing with all the new terms of the BOD

Directors Report –

- * BISC, through myseniorcenter, and our new credit card company, Card Connect, is in transition for the use of credit cards for members. Eventually the receptionists will be able to take a credit card for payment for programs and membership dues. The hope is that Thrift Shop charges over a certain amount will be able to be charged to credit cards also.
- * BIR held a construction information event on Sunday in Huney Hall. Most of the parking for their workers will be off Shannon and little disruption will occur on Brien. There will be two road closures when the roofing is installed and when PSE does electrical work and members will be advised in advance.
- * Tom, Reed and Bill are working on the Letter of Intent, have it reviewed by a couple of outside folks, take it to the Executive Committee and to the BOD before giving it to BIR.
- * Resource Navigator: Reed and Rita from IVC will review Katie Auger’s performance in the next month.
- * Sara Prout, Volunteer Director, will be holding a Mixer at Madison House, 285 Madison Ave. Tuesday, Oct. 29, 2019 3:00 pm
- * Per an article in the Bainbridge Review the Park District has made a proposal to manage the new City marina for the city, and take all proceeds.
- * It is important to acknowledge when asked that our giving BIR money is for the rental of space to benefit the members of BISC. We to want to be good neighbors and make this a win-win for both organizations.

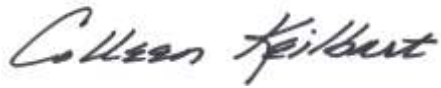
Affordable Housing

Bill and Reed presented a pro and con scenario dealing with the possibility of some sort of unknown affordable housing on or near the existing Waterfront Park building. Following the discussion the board directed them to advise COBI that the BOD is in favor of affordable housing on/near the property but not using the building for anything except BISC.

For the Good of the Order: Ed: With the expansion of the Center and the changing accounting rules (GAAP) now affecting the not-for-profit industry, it is likely time to retain an outside CPA firm for consulting and/or for a compilation engagement. The principal reason is to receive consultation on the changes and to have ready consultants that have a familiarity with our accounting system and the related financial statements.

Motion: Colleen W. moved to authorize the Executive Committee to engage JJC0 for a compilation of BISCC financial statements for 2019 at a cost of \$2,500 (plus out-of-pocket expenses)". Selden seconded and it was unanimously approved.

Respectfully Submitted,



Colleen Keilbart, Secretary



BISCC BUDGET SEPTEMBER
2019.xlsx