

BISCC Board Meeting Minutes

April 14, 2021

Next Board gathering will be an in-person retreat to be held April 28, 2021, Huney Hall

Next Board meeting May 12, 2021 Zoom

Call to Order: President Bill Luria called the meeting to order at 9:05 am

Board Members Present: Bill Luria, Gerry Worley, David Huether, Kimi Kinoshita, Ann Lovejoy, David Veterane, Eleanor Weinel, Barbara Golden, Sheila Curwen, Colleen Keilbart, Mickey Guthrie Ex-officio

Others Present: Reed Price, Mary Gibbs

Absent: Bob Leik, Jamie Mittet

To honor our connection to the Suquamish Tribe, Barbara read the Suquamish Land Acknowledgement.

CONSENT AGENDA:

Motion: Eleanor moved to accept the March 2021 board meeting minutes as presented. Ann seconded and it was unanimously approved.

FINANCE COMMITTEE – David H.

- Financial Reports Distributed to BOD ([Profit & Loss](#)) & ([Balance Sheet](#))
- Appreciation expressed to staff and committee for fundraising efforts
- Compilation report is complete. It will be distributed to BOD in next couple of days. The board has a fiduciary responsibility to read and understand the report.
- Tax return is being done by Jacobson and Jarvis and will be filed in the next couple of months.
- Finance Committee will be reviewing the E trade account and making decisions about the cash in that account. ([Investments](#))
- PPP Loan has formally been forgiven.

NOMINATING COMMITTEE – Gerry

- Gerry introduced and welcomed Sheila Curwen who has graciously accepted the appointment to fill the 3-year term of Steve Parsons who was unable to fulfill his commitment.
- The Nominating Committee is working toward having specific notes on vetting methods to be published for full transparency.

FUNDRAISING – Kimi

We are in the throes of the Spring Fundraising campaign and very pleased working with Rhonda Manville who has leant her expertise throughout. Many of the people involved from the initial brain storming, logo design, tag line, photos, stories, gratitude committee, and staff have been instrumental in a successful campaign. The Development Committee is well on their way to establishing a permanent infrastructure of fundraising for the future.

INCLUSION STUDY GROUP – Ann

- The group is now about 70 strong of individuals who are interested in receiving emails and joining the zoom gatherings.
- Repeat conversations will be addressed as people who join on-line are always thirsty for more on a given subject.
- The High Schoolers are looking at their next topic which they would like to lead.
- The group is interested in being more supportive to the LGBTQ community, particularly supporting LGBTQ seniors.

BISCC STATUS REPORT – Reed

- Members' appetite to re-start programs is the most consuming thing staff is facing. They are trying to keep it arranged so it is safe in both the location at BISC and the numbers at a given time. Members must be fully vaccinated. Food and coffee will not open at this time.
- March Activities/Participation
Activity participation are about the same number as last month; 1713 check-ins; 963 guests; 65 volunteer check-ins. Receptionists are there every day. 405 volunteer hours were logged.
- Kitsap Great Give- Seven donors to Kitsap Great Give, 51 donors directly to BISC through PayPal or a check. The average amount is \$240. Approximately \$20,000 has been raised for this campaign. The advertised BOD match will be approximately \$3,000 during the last week of the campaign.
- iPad Distribution is a collaborative effort with IVC to distribute iPads to seniors in need, who have no access to the internet and wish to do so. Katie Auger will assist in identifying those seniors. 9 iPads initially will be distributed with the goal of 20 once all the kinks are worked out. May 1st is the goal for the first 9 to be distributed.
- BISCC is no longer a site for Bainbridge Prepares to administer Covid vaccinations. But they noted that BISCC was instrumental in their getting the distribution program up and running. Just under 4,000 vaccines were given through the center.
- Background Check Policy-There is a board policy on background checks for board members, volunteers who handle money, and leaders of group outings. We use the same services from Sterling Volunteers. If one has already been vetted by there is no need to repeat it. It only lasts for a couple of years so people also have to renew. Reed will advise those who need to apply for the background check. There is a fee of \$19, which BISC is willing to pay if the applicant does not want to pay it.

Landscaping effort in the front of BISCC: Mary updated us on the garden project. Currently everything has been removed from the gardens and awaiting soil and compost to be delivered by the City. Ann is collecting plants and will lead the effort to plant the gardens on Earth Day, April 22, 10:00-12:30. And if anyone wishes to have their own little pea-patch they can sign up for one of the 3 troughs ordered for the garden. Ann is going to work in the gardens every 4th Tuesday and hoping people will sign up to work with her forming our first Garden Club.

FARMERS MARKET/4TH OF JULY BOOTH – Colleen

- On May 1st the Chamber of Commerce will be making their final decision whether or not to hold Fourth of July events, but they have advised it is unlikely. They are wanting to do something so if there are any ideas from the senior center they would like to hear from us. If events were to be held, the Marketing Committee voted to not take part in the parade this year. But if there is a street fair we will keep our booth, manned or not, by volunteers who are fully vaccinated and wearing a mask.
- The Marketing Committee voted to have a booth at the Farmers Market 4 times during this season. Karen King, Chair, is organizing dates and volunteers.
- Sheila has been a long time Marketing Committee member and will be reporting to the BOD monthly going forward

REFRESH RENOVATIONS –Eleanor/Reed

Coates Architectural Firm has been hired by the City to design the BISCC renovation and are already working on the as-built design. Mark Epstein, project lead for the City, anticipates work will begin in early 2022, probably no later than June 2022. The finance committee will write the \$50,000 check whenever the City asks for it.

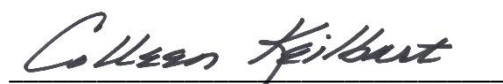
STRATEGIC PLAN MEETING – Bill and Reed

April 28, 10:00 a.m.-3:00 p.m. will be an in-person BOD retreat to re-address the five-year Strategic Plan passed by the board in 2019. All members should have a copy of the Strategic Plan. The retreat will review where we are and where we hope to go. Judy and John McKenzie will once again be assisting. The goal is to emphasize the 5 pillars of the plan, split into groups, and look at those areas in depth. In a day or two Bill will contact those who will be asked to facilitate a portion of the retreat. Participation will require fully vaccinated and masks. Hoping for good weather so we could actually have people outside as well as inside with the Hepa filters that the center has. Colleen will be sending out a menu for each BOD member to order their lunch.

BOARD NEW BUSINESS - None

Meeting adjourned at 10:03

Respectfully submitted,



Colleen Keilbart, Secretary