

**BISCC Board Meeting Minutes**  
**November 10, 2021**  
**Next Board meeting December 8, 2021, BISCC**

Call to Order: President Bill Luria called the meeting to order at 9:00 am

Board Members Present: Bill Luria, Gerry Worley, Colleen Keilbart, Bob Leik, Kimi Kinoshita, David Huether, Eleanor Weinel, Tom Kilbane, Sheila Curwen, Ann Lovejoy, Jamie Mittet (phone), Mickey Guthrie (Ex-officio)

Others Present: Reed Price, Mary Gibbs, Gary Nakamura

Absent: None

**CONSENT AGENDA:**

- **Motion:** Ann moved to accept the 2022 proposed budget as presented. Tom seconded, and it was unanimously approved.

**The Suquamish Tribe Land Acknowledgement** was read by Kimi

Bill welcomed guest Gary Nakamura. Gary is a new member of the Finance Committee.

**BISCC STATUS REPORT – Reed**

October:

- 1,669 sign-ins for 2,811 hours
- 55 volunteers with 667 hours
- Sending 1,050 households a renewal notice in the next day or two.
- 257 subscribers to our YouTube Channel with 2,563 views. Way up from last month due to Candidate Forum that had 721 views.
- Most watched Something to Talk About was the Candidate Forum followed by the Redistricting with 682. Third was Barbara Lawrence talking about her father with 88 views.
- 459 Facebook likes, 100 last month and 450 Instagram followers.
- Bill represented BISCC receiving the Humanitarian Award with 6 other organizations for Covid-19 Vaccine effort.
- Our new Pilates class is going very well, with close to capacity classes (15) and rave reviews for Audrey Piper, the instructor -- she's volunteering her time. Stephen Brown, another volunteer instructor, is about to begin his third Tai Chi Gong series in a week.
- Our Cultural Program Award proposal is under review by the City's Citizen group. We are seeking \$9,400 over two years. Ann and Reed will be presenting our project on Monday 11/22 5:50 pm.
- Our BCF Capacity Grant request is for Board Governance evaluation with Liz Heath. Liz is a principal at Sound Nonprofits for the last ten years. She has also served as an interim ed many nonprofits and helped found Washington Nonprofits, which is how I discovered her.
- We received a promise of \$2,500 from Puget Sound Energy to support Community Meals. The Thanksgiving and Christmas meals is a large community event with T & C, Sweet Dahlia, Hitchcock, BIMA, IVC, Helpline House and Eagle Harbor Community Church, as well as BISCC, all contributing in some way.

**BOARD HANDBOOK** Gerry.

Governance Committee has approved a 3-5 minute monthly presentation of documents contained in the board handbook. Gerry will identify documents to be studied and the board member who will be presenting a review of a document monthly.

**COMMITTEE REPORTS:****FINANCE** – David H.

A budget is a plan, developed with the best insights available and input from the team. Our budget provides us a guideline and set of expectations. We develop the budget so that we have a way to meet our fiduciary responsibilities, measure our performance and provide interested external parties BISCC's financial plan. It is important that you understand the proposed budget and that as a Board, we approve it as part of our planning for the coming year.

**The Proposed Budget – Highlights**

- The year-to-date performance through the end of September.
- The 2021 budget is provided so that you have a point of reference for the revenue and expense categories.
- The 2021 budget anticipated the continued impact of Covid, which has had many unknowns.
  - We scaled back the expectations for both revenue and expenses
  - As the current year has developed, operations have begun to return to a new normal.
- As you have seen in the monthly financial reports, the Center has:
  - Exceeded the budget in generating revenue in almost every category
  - The Thrift shop has significantly increased its revenue
  - Total Revenue for the year looks like it will exceed the budgeted amount by over \$50K
  - Expenses look to finish the year about \$30K over budget
  - Net income will be positive by at least \$20K versus a budget number which was set at a (\$20K) Loss
  - Overall 2021 is shaping up to be a good year from a financial perspective.
  - We benefited from the "Forgiveness" of the PPP loan in the amount of \$34,403.
- A Forecast for what we think the Year End Profit and Loss may be.
- **The 2022 Proposed Budget**
  - Revenue
    - We are budgeting an increase in revenues for the coming year of about \$40K over what we expect to achieve in 2021
  - Proposed Expenses
    - We are planning to add a full-time person to the staff in the role of Development and Fund Raising. This accounts for the significant increase in the Compensation line item.
    - We are implementing a Qualified Small Employer Health Reimbursement Arrangement (QSEHRA). This benefit will be funded by BISCC for the benefit of full time (30 hours per week on average) employees. It will function in a similar manner to a Health Savings Account "HAS", in that qualified expenses not paid by the individuals health insurance program, may be reimbursed through the plan. We will fund the plan at \$1200 per full time employee per year in 2022. This is the first health benefit which BISCC is able to offer and we expect it will be helpful in recruiting for the new position as well as appreciated by our current staff.
    - The Events committee, which previously has not had a budget, has been provided a \$6000 budget for the events in the coming year. As we move out of the Covid lockdowns, we are anticipating more activities at the Center.
    - We have added a Miscellaneous Expense category to manage those expenses which always occur but do not fit in other existing categories.
    - The other line items in the Expenses Categories have all been adjusted to reflect our anticipated expenditures in the coming year.

- Net Operating Income
  - We are budgeting that we may have a loss of about \$30,000. We have budgeted in this manner in the prior two years with the anticipation that if additional funds are needed, we use the Investment Fund to support those expenditures. This would be an appropriate use of some of those funds.
- Capital Projects
  - Building Refresh - \$110,000. While not reflected in the Operating Budget as the expenditures will be capitalized and then depreciated over time, the approved money will come from our Investment Fund account.
  - There are no other capital projects planned at this time.

**Motion:** Ann moved to accept the October 2022 board meeting minutes as presented. Eleanor seconded, and it was unanimously approved.

- (Attached: [Approved Budget](#), [10/31 Balance Sheet](#), [10/31 Profit & Loss](#), [10/31 E\\*Trade](#))

### **FUNDRAISING - Kimi**

“Back and Better” Fundraising Campaign launched November 1. A gathering at David and Bev Veteran’s home on November 15 will be held for major donors. The goal for the campaign is \$100,000 by end of year. Colleen, Mickey and Jamie are in charge of hospitality at the event. Reed and Kimi will be presenting. Kimi passed around pledge forms to all board members, asking for 100% participation. Chris and Diane Walker will be driving folks to the event. We are expecting about 20 people.

### **EVENTS–**

The Halloween Party on October 31 was held. It was a success in that the people who showed up had a great time. There were only about 29 people in costume. Voting was done on-line at the Senior Center. Patricia Thompson who was an amazing pirate won best overall costume and received a crisp \$50 bill and a \$20 gift certificate to Waterfront Thrift. Cindy McGregor, with a Frog mask, won the best mask, winning a crisp \$20 bill and a \$20 gift certificate to Waterfront thrift. December 18, a Saturday, will be a holiday open house between 3-5 with a tour of lights for those who sign up in advance.

### **NOMINATING – Gerry**

12 potential people were interviewed, 2 possible candidates who the committee is hoping to bring before the board at the December meeting.

### **GOVERNANCE – No update.**

### **MARKETING – Ann**

- Farmer’s Market successful, signed up a number of people interested in joining (membership paperwork accidentally left out of Splash packets).
- Resource Fair, exploring better ways to get the word out next time
- FOB Friday, BonBon next focus for Splash

### **RESOURCES - Sheila.**

- 250 volunteers from the community participated in Covid-19 vaccinations
- IVC made and distributed 500 bouquets during the summer.
- Katie Auger is working 75% IVC and 25% for BISCC
- Livability Communities, the WHO and AARP sponsored program will be investigated more strenuously in 2022. Reed had a conversation with Jim Hoper at BCF and there may be a collaborative effort in funding a project manager to get Livable community underway. Jeannette Franks, the Library and the Resource committee have all expressed interest to advance that program.

**ADVOCACY** – Updated COBI Council races results.

**FACILITIES** – Eleanor

- Eleanor distributed the refresh plan to each board member. COBI is about a week behind schedule. According to the schedule it will take about 4 months for the review, another month for bids so it is anticipated that construction will begin in mid-April.
- The City has determined Huney Hall and the East wing need reroofing. It is not anticipated that it will affect our budget.
- Reed talked informally to Jennifer Ames-Karreman at Bainbridge Rowing Club about the possibility of renting space during our construction period.

**INCLUSION STUDY GROUP (ISG)** – Ann

- Holiday Assumptions & History, had a good turn out and follow up requests for similar programs on harvest fairs and solstice (Dec 20). November 22 will discuss the Bill Of Universal Human Rights before the reading of the Bill on Human Rights Day (Friday, December 10). Zoom and in person. 11:30 a.m.
- In January, ISG will look at Ageism today
- In February will begin a quarterly “deeper dive” series with programs focusing on Suquamish history, Tribal rights and sovereignty, and residential schools.
- Queer Elder Family Group presented two Death Cafes, one in-person which was oversubscribed, and one in zoom format. Both went very well, with very positive evaluations. QEFG inducted training sessions for facilitators of such events and will be offering at least one more Death Cafe and a similarly structured Climate Change Cafe and Eco Cafe in 2022

**EMERGENCY PREPAREDNESS** – Board members were happy to have Nixle Alert and the City of Bainbridge Island Alerts that warned us about the impending Tornado yesterday.

**BOARD NEW BUSINESS** –

- BISCC will be closed the last week in December. 24 -January 3. Gratitude day for the staff in recognition.
- Planning is underway for the Annual Meeting and for the BOD Retreat
- Bill acknowledged Reed and Mary’s hard work during Covid and they being a big part of our receiving the Humanitarian award.

**ADJOURNMENT 10:15 a.m.**

Respectfully Submitted

---

Colleen Keilbart, Secretary