

BISCC Board Meeting Minutes
March 9, 2022
Next Board meeting April 13, 2022

Call to Order: President Bill Luria called the meeting to order at 9:05 a.m.

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

Others Present: Reed Price, Mary Gibbs

Absent: None

SUQUAMISH ACKNOWLEDGEMENT – Ann read the Suquamish Land Acknowledgement

CONSENT AGENDA:

Motion: Eleanor moved to accept the February 2022 board meeting minutes with the retreat date corrected. Barbara seconded, and it was unanimously approved.

BOARD BRIEFING SESSION- Gerry

- Beginning at next month's Board meeting, a five minute monthly "training" will take place. Gerry will assign the monthly subject to a different board member who will be responsible for presenting that subject to the board.
- Gerry will confirm the date of the board tour of the Suquamish Museum and advise BOD via email.

BOARD ACTION ITEMS - This is a new monthly addition to the agenda.

Mask Mandate – Reed

Motion: Ann moved that reflecting Washington State law, as of March 12, 2022, BISCC will make mask wearing optional. Eleanor seconded and it was unanimously approved

Motion: Barbara moved to resume coffee, tea and snack service in the Fireside Room. Tom seconded and it was unanimously approved.

BISCC STATUS REPORT-Reed

- February Activities
 - Approximately 700 check-ins
 - Approximately 300 YouTube followers/1,400 views
 - Approximately 600 Facebook followers
 - Approximately 400 Instagram followers
 - Chilly Hilly served about 730 meals, 115 more than planned. Gross \$6,400. Mary was acknowledged for her work on Chilly Hilly. Barbara represented Zero Waste during the event and said because of Mary's planning and shopping, waste was kept to a minimum. St. Barnabas kitchen is much faster and more reliable than Grace Church for baking muffins. There was no charge. A thank you note should be sent.
- Fundraising- Pass, to let Kimi talk about fundraising in committee reports.
- Marketing/Fund-Raising Manager still an open position. If it isn't filled by the end of month the position description will be taken down from social media and contract work for the remainder of the year will be explored.

COMMITTEE REPORTS**Finances- David****Balance Sheet**

Bank Accounts: We have \$270K in the two bank accounts: ([Balance Sheet](#))

- \$169K in operating checking
- \$101K in savings
- While this is more than we would normally maintain in these accounts, we are anticipating paying COBI \$100K in the near future for the next portion of the building refresh.

Liabilities

- Total current liabilities are within the normal ranges and there are no unusual expenditures yet to be paid.
- The reason Total Other Current Liabilities is ~\$25K is that we book the full amount of the paid dues to the Senior Center and then deduct 1/12th each month as earned revenue.

Total Equity increased by \$34K in February to \$1.156M

Investment Fund ([see attached](#))

- The fund balance of \$582K as of the end of the month and as of this morning, \$573K reflects the market correction/downturn and impact of the war in Ukraine.

The Allocation of invested funds stands at:

- Stock 58%
- Bonds 18%
- Energy 11%
- Cash 13%

Following discussions in the Finance Committee, we will maintain our current positions/holdings for the foreseeable future.

Profit & Loss Statement ([see attached](#))**Income**

- Total Income of \$11K including a “paper” recognition of a \$4.6K decrease in value of the Investment Portfolio
- YTD we are on budget for Total Income. Keep in mind that our monthly revenue fluctuates based on a number of factors including the timing of receipts from Grants and special fundraising events.
- COBI rent value was not reflected in the February statement, we will add this back during March

Expenses - are below budget and due to less expenditures in Compensation as we have budgeted for an additional senior position but not yet filled it.

Please note the QSERA health benefit program is now an expense line item.

COBI rent expense was not reflected in the February statement, we will add this back during March -

Total expenses for the month and YTD are significantly under budget and provide us room and flexibility to undertake initiatives later in the year.

February produced a Loss of \$12K for the month and YTD we have a \$33.8K Net Operating Income

All in all, the P&L continues to reflect the effective operation of the Senior Center by everyone on the staff and our valued volunteers.

Fund-Raising-Kimi.

- Major donors were thanked with cookies. Kimi gave thanks to the board for various parts of the fundraising campaign.
- The Great Give will run from April 1-April 19, with the theme “Add Zest to Life”. The goal will be to raise funds to support scholarships and programs.
- Reed explained there are 2 kinds of volunteers needed for the campaign to come together. Identify members willing to talk about how the senior center has been available to them, especially affirming a place for all incomes. And a volunteer available to conduct an Interview on the phone to talk to them, mainly to get usable quotes.

Events-Colleen-

With the Center opening, the Events Committee will be planning in-person events. Nothing on the calendar at this time.

Nominating-Gerry - Nothing to report**Governance-Bill-** Nothing to report**Marketing-Ann**

- Meeting date has been changed to 1st Thursday of the month.
- New Member Coffees will resume.
- Farmers Market on 4/30, 6/25, 8/27, 10/29. Please notify Karen King if you are willing to do a shift.
- Brochure is being worked on.
- Committee will be visiting FOB Friday businesses to see if they need new stickers and drop off the current Splash

Resources-Sheila

- Resource committee invites anyone to attend their hybrid meeting at 1:30 pm, the 2nd Tuesday of the month.
- The four presenters at yesterday’s meeting: Parks and Rec, BARN, Interfaith Council and Queer Elders.
- October Fest this fall is in the planning stages.

Advocacy- Bill –

- The City Council liaison to BISCC is Brenda Fantroy-Johnson. Bill will ask her to attend our meeting for a sharing of information between the City and BISCC.
- COBI council is still looking into affordable housing being built at Bethany Lutheran Church site.

Facilities-Eleanor –Mark Epstein still away. The city was to go out for bids yesterday. Not sure it happened.

Inclusion Study Group-Ann

- New series called Sippin’ Tea with Karen Vargas.
- Queer Elder group active.
- April 2, Climate Café.
- Survey – Ann will send a recap of the survey to BOD via email.

Emergency Preparedness - Bill/Reed. -The Rowing Club has signed-on to be an Emergency Preparedness Hubs, along with BISCC.

STRATEGIC PLANNING -Bill

- Retreat Follow-Up. Every month the board will evaluate segments of the Strategic Plan. Looking into new programs, will be a focus. Inclusion, how to ask questions, how to finance, how to finance will all be part of the discussions.
- Looking at a facility (s) to use when the remodel takes place. It could be programs held at BIR or some other location would be possible. Biggest problem is going to be the exercise classes. Other programs can meet outside, zoom, or in a room within the center that is not in use.

BOARD NEW BUSINESS

A discussion was held and it was decided to have all BOD meetings be hybrid, with encouraging people to be in person, if possible.

ADJOURNMENT The meeting was adjourned at 10:10 a.m.

Respectfully Submitted,

A handwritten signature in black ink, reading "Colleen Keilbart", written in a cursive style.

Colleen Keilbart, Secretary