

BISCC Board Meeting Minutes
April 13, 2022
Next Board meeting May 11 2022

Call to Order: President Bill Luria called the meeting to order at 9:03 a.m.

Board Members Present: Ann Lovejoy, 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, Brenda Fantroy Johnson

Absent: None

SUQUAMISH ACKNOWLEDGEMENT – Barbara read the Suquamish Land Acknowledgement.

CONSENT AGENDA:

Motion: Jamie moved to accept the March 2022 board meeting minutes. Sheila seconded, and it was unanimously approved.

COBI/CITY COUNCIL REPORT - Highlights

Bill introduced Brenda Fantroy-Johnson, the council liaison between COBI and BISCC.

- Brenda is open to questions and concerns BISCC has and will be available to assist answering.
- She reported on current council issues.
- Brenda will ask about the future timing of Human Services Grant and send an email to Bill or Reed.
- The Development Plan for Winslow is on hold until the Comprehensive Plan is reviewed/approved.
- Affordable Housing is a priority and is being addressed in several ways.

BOARD BRIEFING SESSION- Gerry

- Training Overview was addressed.
- Gerry guided us through understanding Conflict of Interest policy
- A new monthly schedule will be sent to BOD to give everyone time for review.
- Reminder to bring your Board Book to BOD meetings

BOARD ACTION ITEMS – Colleen moved to make both Facilities and Emergency Preparedness standing committees. Eleanor seconded and it was unanimously approved

BISCC STATUS REPORT-Reed

- Current membership 1,497
- 2,000 checked into My Senior Center for attendance
- 172 volunteers during the month of March; a reminder to BOD to enter volunteer hours.
- 620 followers on Facebook
- 487 followers on Instagram
- 310 followers on You tube
- \$5,000 granted from Rotary to buy new computers
- Applied BCF for maximum grant of \$10K to upgrade BISCC van. Budgeted cost approximately 40K
- Marketing/Fund-Raising Manager position removed from advertising and considering contract worker to assist Mary. Hopefully will be in place by the next BOD meeting.
- IVC, Kitsap Library, Kiddy Mu, HRB and Peacock and BISCC is co-submitting to BCF for a grant to upgrade Bainbridge Island Resource Directory (BIRD) to include private in-home providers and marketing money to reach entire Island.
- Genevieve Moyer's husband died March 18.
- Lois Curtis died and her obituary listed BISCC as a recipient of a memorial donation.
- A walking group is starting on Thursdays, 2:00 pm. Register on myseniorcenter.com or call the office.

COMMITTEE REPORTS**Finances- David****Observations:**

- Balance Sheet
 - We have \$259K in cash deposited at First in two accounts
 - This is sufficient, at this point, for us to make the next payment to COBI for the building refresh of \$110K and maintain a significant working balance in these accounts.
 - Net Equity has increased by \$55K to \$1.178M
 - Profit & Loss
 - Income:
 - March was slightly over budget with the Investment fund bounce back due to market fluctuations. Without that income we would be about \$6K under budget for the month.
 - YTD, total income and donations is generally ahead of budget.
 - The Thrift Shop Income has bounced back and is now running slightly ahead of budget on a monthly basis. Kudo's to Tijen and her team!
 - Expenses
 - Compensation is under plan, principally due to not yet filling the new hire position which the Center has been recruiting for.
 - We may want to use some of these funds to provide support for Reed as the activity has picked up significantly and more services are in demand.
 - Act 6100, COBI rent expense, is understated by \$14K due to the expense not being entered for January and February. Correct the Net income will reduce by the \$14K and be \$41,564 YTD vs a budgeted plan of - \$7,507.
 - Net Income
 - The Center is ahead of plan for the month of March and YTD. We need to continue our fundraising efforts, as are underway, to assure we generate the funds needed to serve the senior community's needs.
 - Investment Fund
 - We've probably all noticed the bounce back in the market. While not quite back to where we were at the end of 2021, the fund is moving back in a positive direction.
- **MOTION** David - The Finance Committee moves that the BOD authorize the Committee to establish the BISCC Endowment Fund with the Bainbridge Community Foundation as the Fund Administrator. Further, that as a part of establishing the BISCC Endowment Fund, the BOD approves moving \$25,000 from the BISCC Investment Fund as the opening funding amount." Colleen seconded and it was unanimously approved.

FUND RAISING – Kimi

The Spring fund raising event is underway through Kitsap Great Give. Each board member should send Reed the amount they will be donating so that we can advertise a matching donation on the final day of the fundraiser.

EVENTS COMMITTEE - Colleen

- All board members are encouraged to attend the social functions, to be seen and interact with members.
- Dates for the rest of the year events were distributed.

Nominating-Gerry – No official report but a reminder for all to recommend future members and consider an officer position.

Governance-Bill- The Governance Committee is making sure the Board is educated.

Marketing-Ann

- Sign-up sheet for Farmers' Market was distributed. Our first day at the Market is April 30. Board members encouraged to go to the Farmers Market and observe other booths and recommend to Marketing any eye-catching improvements to our booth.
- FOB Friday vendor - Lively Olive - was highlighted in March/April Splash.
- Suggested to invite Boys and Girls Club to the Ice Cream Social on May 15.
- Suggested major donors who are not members should receive a yearly membership.
- Stitch in Time group currently has the window in the lobby of the library displaying their craft.
- Beginning this Monday, the Thrift Store will be featured at the Chamber office.

Resources-Tressa

- Guest speakers at their meeting provided insight; Jared Moravec, Deputy Fire Chief; Cat Thompson, Operations director of Boys and Girls Club, BI
- Fall Resource Fair will be September 24. They are currently contacting possible vendors.

Advocacy- Bill –Brenda is interested in attending our BOD meetings.

Facilities/Refresh - Eleanor

- The project is still in the City permitting department. Mark Epstein reports that he is working on specifications so the project will be ready to go to the bidding phase when permitting is completed.
- It is possible bids will come in higher than anticipated so we may want to give some thought to what to do. Decision: wait until the bid comes in.

Inclusion Study Group-Ann

- Added a Sippin' Tea, talking about local equity issues in Kitsap.
- Queer Elder Family group is involved with the July 17 Pride event.
- Juneteenth – Floated the idea to bring a bus full of seniors to the Kitsap celebration on June 18th so the young people can collect stories from elders.
- Brenda – The local Juneteenth celebration at Winslow Green is on June 19th. Eat, drink and socialize!

Emergency Preparedness - Bill/Reed. -No Report

STRATEGIC PLANNING –Eleanor

- Reported on PROGRAM EVALUATIONS within the direction of the Strategic plan.
- Distributed a summary of notes and a draft proposal.

Colleen suggested this should be an all-board effort. This is a responsibility of the board as outlined in the Strategic Plan and a special meeting should be dedicated to getting this done. Reed and Bill will discuss and advise.

BOARD NEW BUSINESS –

- Colleen reminded all committees to get their written reports to her before the meeting.
- Colleen reminded BOD to review the minutes while fresh, within a week of BOD meeting. All corrections and additions can be sent to the secretary. The final draft will be sent a few days prior to the BOD meeting.

ADJOURNMENT The meeting was adjourned at 10:50 a.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Colleen Keilbart". The signature is written in a cursive, flowing style. Below the signature is a horizontal line.

Colleen Keilbart, Secretary

Bainbridge Island Senior Community Center**Balance Sheet**

As of March 31, 2022

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
1000 Cash	259,383.50
Total Bank Accounts	\$ 259,383.50
Accounts Receivable	
Other Current Assets	0.00
Total Accounts Receivable	\$ 0.00
Other Current Assets	
1200 Current Receivables	13,700.00
12000 Undeposited Funds	0.00
1300 Prepaid Expenses	3,191.11
1350 Inventory	19,761.00
1380 Senior Center Renovations	50,000.00
Total Other Current Assets	\$ 86,652.11
Total Current Assets	\$ 346,035.61
Fixed Assets	
1500 Fixed Assets	256,993.66
Total Fixed Assets	\$ 256,993.66
Other Assets	
1400 Long-Term Investments	604,025.00
Receivable from Park District	0.00
Total Other Assets	\$ 604,025.00
TOTAL ASSETS	\$ 1,207,054.27
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Total Accounts Payable	\$ 0.00
Credit Cards	
2000 Current Payables	2,231.88
Total Credit Cards	\$ 2,231.88
Other Current Liabilities	
2100*OE Payroll Tax Withheld and Due	163.41
2300 Other Current Liabilities	26,285.81
Total Other Current Liabilities	\$ 26,449.22
Total Current Liabilities	\$ 28,681.10
Long-Term Liabilities	
Total Long-Term Liabilities	\$ 0.00
Total Liabilities	\$ 28,681.10
Equity	
32000 Retained Earnings	882,714.98
Opening Bal Equity	240,094.37
Net Income	55,563.82
Total Equity	\$ 1,178,373.17
TOTAL LIABILITIES AND EQUITY	\$ 1,207,054.27

Bainbridge Island Senior Community Center
Budget vs. Actuals: Budget 2022 - FY22 P&L
 January - March, 2022

	Mar 2022				Total			
	Actual	Budget	over Budget	% of MO Budget	Actual	Budget	over Budget	% of YTD Budget
Income								
4000 Grants		\$ 2,500	\$ (2,500)	0%	\$ 750	\$ 7,500	\$ (6,750)	10%
4100 Donations	\$ 5,500	\$ 15,667	\$ (10,166)	35%	\$ 115,998	\$ 47,000	\$ 68,998	247%
4200 Membership Support	\$ 1,140	\$ 2,500	\$ (1,360)	46%	\$ 7,958	\$ 7,500	\$ 458	106%
4340 COBI Rent Value	\$ 7,000	\$ 7,000	\$ -	100%	\$ 7,000	\$ 21,000	\$ (14,000)	33%
4350 COBI Contracted Services								
Agreement	\$ 12,500	\$ 3,917	\$ 8,583	319%	\$ 12,500	\$ 11,750	\$ 750	106%
4400 Program Revenues	\$ 2,210	\$ 1,333	\$ 876	166%	\$ 1,572	\$ 4,000	\$ (2,428)	39%
4500 Thrift Shop Revenues	\$ 6,864	\$ 6,500	\$ 364	106%	\$ 10,009	\$ 19,500	\$ (9,491)	51%
4600 Fundraising Events Income	\$ 667	\$ (667)	\$ 1,334	0%	\$ 1,300	\$ 2,000	\$ (700)	65%
4800 Investment Income	\$ 21,551	\$ 1,250	\$ 20,301	1724%	\$ (14,660)	\$ 3,750	\$ (18,410)	-391%
Total Income	\$ 56,765	\$ 41,333	\$ 15,431	137%	\$ 142,427	\$ 124,000	\$ 18,427	115%
Gross Profit	\$ 56,765	\$ 41,333	\$ 15,431	137%	\$ 142,427	\$ 124,000	\$ 18,427	115%
Expenses								
5000 Compensation, Taxes and								
Benefits	\$ 14,541	\$ 22,233	\$ (7,693)	65%	\$ 45,118	\$ 66,700	\$ (21,582)	68%
5050 QSERA	\$ 450	\$ 508	\$ (58)	89%	\$ 950	\$ 1,525	\$ (575)	62%
5100 Professional Services	\$ 1,582	\$ 2,092	\$ (510)	76%	\$ 3,795	\$ 6,275	\$ (2,480)	60%
5200 Office, Admin, Related Exp	\$ 1,016	\$ 2,783	\$ (1,768)	36%	\$ 10,882	\$ 8,350	\$ 2,532	130%
5300 Insurance and Security	\$ 150	\$ 392	\$ (242)	38%	\$ 150	\$ 1,175	\$ (1,025)	13%
5400 Event and Fundraising								
Expenses	\$ 116	\$ 583	\$ (467)	20%	\$ 261	\$ 1,750	\$ (1,489)	15%
5500 Printing and Publishing		\$ 2,083	\$ (2,083)	0%	\$ 6,155	\$ 6,250	\$ (95)	98%
5600 Program Travel/Excursions	\$ 275	\$ 533	\$ (258)	52%	\$ 716	\$ 1,600	\$ (884)	45%
5700 Program Related Supplies		\$ 33	\$ (33)	0%	\$ -	\$ 100	\$ (100)	0%
5800 Program Instruction/Facil/Educ	\$ 2,145	\$ 1,275	\$ 870	168%	\$ 3,782	\$ 3,825	\$ (43)	99%
5890 Resource Network Services	\$ 3,208	\$ 2,250	\$ 958	143%	\$ 5,030	\$ 6,750	\$ (1,720)	75%
5900 Other Membership and								
Volunteer Benefits	\$ 62	\$ 258	\$ (196)	24%	\$ 173	\$ 775	\$ (602)	22%
5960 Fundraising Costs	\$ 1,350	\$ 217	\$ 1,133	623%	\$ 1,580	\$ 650	\$ 930	243%
5980 Miscellaneous Expense		\$ 250	\$ (250)	0%	\$ -	\$ 750	\$ (750)	0%
6100 COBI Rent Expense	\$ 7,000	\$ 7,000	\$ -	100%	\$ 7,000	\$ 21,000	\$ (14,000)	33%
6200 Depreciation	\$ 1,271	\$ 1,344	\$ (73)	95%	\$ 1,271	\$ 4,032	\$ (2,761)	32%
Total Expenses	\$ 33,165	\$ 43,836	\$ (10,671)	76%	\$ 86,863	\$ 131,507	\$ (44,644)	66%
Net Operating Income	\$ 23,600	\$ (2,502)	\$ 26,102	-943%	\$ 55,564	\$ (7,507)	\$ 63,071	-740%
Net Income	\$ 23,600	\$ (2,502)	\$ 26,102	-943%	\$ 55,564	\$ (7,507)	\$ 63,071	-740%

Saturday, Apr 09, 2022 10:37:21 AM GMT-7 - Accrual Basis

BISCC Investment Fund Report**MONTH END MARCH 2022**

Beginning Fund Value April 2019	\$ 487,436
Value Jan 1 2020	\$ 509,800
Starting Value Jan 1 2022	\$ 618,708
Ending Value 02/28/2022	\$ 582,474
Ending Value 03/31/2022	\$ 604,025
Month Net Increase or Decrease in Value	\$ 21,551
Month Net Increase or Decrease in Value %	3.70%
YTD Net Increase or Decrease in Value \$	\$ (14,683)
YTD Net Increase or Decrease in Value %	-2.4%
Total Increase	\$ 116,589
Total Increase %	24%
Investments Allocation	
Stocks	60%
Bonds	17%
Clean Energy	11%
Cash	12%
	100%