

BISCC Board Meeting Minutes
August 10, 2022
Next Board meeting September 14, 2022

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

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

Others Present: Reed Price, Mary Gibbs (Zoom), Barbara Fantroy-Johnson (Zoom), Dana Binnendijk

Absent: Tom Kilbane, Sheila Curwen

SUQUAMISH ACKNOWLEDGEMENT – Gerry read the Suquamish Land Acknowledgement.

CONSENT AGENDA:

- **Motion:** David moved to accept the July 2022 board meeting minutes. Eleanor seconded, and it was unanimously approved.

COBI/CITY COUNCIL REPORT – Brenda Fantroy-Johnson

- Presented highlights from August 9 council meeting.

BCF STATE OF THE SECTOR REPORT – Dana Binnendijk

- Gave a brief overall view of the Bainbridge Community Foundation.
- Presented a Power Point of the Sector Report and results of a non-profit survey. The full report is available on-line at the <https://bainbridgecf.org>
- September 14 Dana will be on Something to Talk About

BOARD BRIDGING SESSION - WHISTLEBLOWING- Eleanor

Eleanor presented an overall view of our Whistleblowing Policy.

BOARD FORMAL ACTION ITEMS

- **ENDOWMENT POLICY-** David gave an overview of the policy.
MOTION: David moved that the finance committee, following the necessary and appropriate due diligence and development, request the BISCC BOD approve the Endowment Policy as submitted. Eleanor seconded and it was unanimously approved.

BISCC STATUS REPORT-Reed June Report: (Reed will send to me)

Activities.

- current memberships 1630
- Total event sign-ins 1800
- volunteer check- ins more active volunteers
- Engagement on YouTube about 1400 views a month. Paul Merriman's Financial Advice for Seniors continues to be the number one watched YouTube
- 620 followers for Facebook; 164 are members of groups.
- A generous donor gave \$125,000 to start the endowment. We will be able to draw interest from the Endowment Fund for the General Fund in 2025.
- Programs and September events: The Edge Improv, Queer Bingo, Resource Fair; starting SAIL 4 days a week, with Helen Heaslip helping; Zumba Gold; Evergreen Singers; Friday Line Dancing; Also trying some more Yoga Classes, still looking for bus drivers. If need be Tressa will attend an AA/NA meeting as it was advised it might be a good place to look for drivers.
- Jumble Sale raised approximately \$4,500.

COMMITTEE REPORTS**FINANCES-** Gerry for David

- Financials (attached) were sent to the board prior to the meeting. There were no questions.
- The Finance committee will be looking into the following and bring back to the board.
 - Can we develop a communications plan which provides and communicates that BISCC is and does greater things than just for the Senior Community? That in doing so we develop the collaborative working relationships which benefit all.
 1. Educate the general public about the distribution of the age segments of the community:
 - a. Seniors
 - b. Families
 2. Could we develop more close relationships with community service organizations such as Kiwanis
 3. A great opportunity for the Senior Center to show the Community impact and opportunity in working together
 4. We need to advertise more about what we are
 5. Funding needs to be used for “shared interest” projects. Not to fund other organizations projects.
 6. Should we establish a funding amount, if BISCC moves forward with this concept
 7. Will, in the future, BISCC hold ‘open to all’ events which would expand the reach and visibility of the Center?
 8. How do we prioritize the serving of Seniors first and also opening up or then adding on for other participants?
 - ii. We are open to identifying programs which we should or can partner with and, how much should we provide in funding to accomplish same. This could be more than one project. An example could be the AARP project.
 1. We could start with Tom McClusky, who is heading up the AARP program.
 - a. Put together a core group of volunteers for a “Livability Project”.
 - i. If so, are there the resources available within the group or will there need to be ‘hired’ resources.
 - iii. Consider/Develop Pie chart presentation of the financial contributions and use of resources including the volunteer value of resources contributed.

FUNDRAISING – Kimi

Mimi Hicklin will be chairing the Fundraising committee. The theme for the winter (November and December) fundraiser will be, “The Senior Center is a safe place to be and become.” Kimi will be asking board members to recommend one person not previously identified, who could give testimony about the importance of the Senior Center to them.

EVENTS COMMITTEE – Colleen

- Planning for Saturday, August 13, Barbecue. No charge, donation only. Bo will be the cook. Hamburgers, Hot dogs, salads, beans, desserts
- Planning for September 10, 6-8. The Edge/Improv is our signature Fundraising event. \$50 per person includes shuttle, hors d’oeuvres and beverage. This event is for members and guests with vaccinations required. BCD, Bainbridge Creative District, will be hosting a “kickoff” at Waterfront Park the same day from 11am-10 pm. Because of this parking will be difficult so we will offer a shuttle from EH Church between 5:45-6:15 and again at the end of the performance.

NOMINATING – Gerry - no report**GOVERNANCE - Bill - no report**

MARKETING/MEMBERSHIP - Ann

- Karen King will step down as chair Dec. 31, 2022. New Co-chairs, Ann Lovejoy and Barbara Ochota.
- Set up a coffee meeting to share committee folders.
- Splash! - Mimi Hicklin, Deadline is Aug. 5 for Sept/Oct issue
- Calling members who have not renewed. Return lists to Mary Gibbs. Frustrating because most people do not answer phone due to unknown number and volunteers leave a message. Next year, do a Telethon from the Senior Center using the Senior Center phone number.
- Bainbridge Senior Living Block Party, Saturday August 20, 11AM-2PM at the Madrona House at 8800 Madison. We will have a booth. Proceeds to benefit our Senior Center.
- BISCC Farmer's Market Booth August 27 10-2 PM. All volunteer positions covered. Last Farmer's market booth for 2022 is October 29th.
- Resource Fair, Sept. 24 Oktoberfest, Karen will put up copy of flyer on BISCC Facebook page. Ask Jeanette Franks for flyers for Marketing booths in August.
- Fob Friday: FF continues to evolve as business drop out and new ones appear. Sheila and Karen will visit each business Jan. 2023 and give them a Splash!

RESOURCES- Tressa – Oktoberfest, the fall Resource Fair, is scheduled for September 24.

ADVOCACY- Bill – Derek Kilmer will be on Something to Talk About, August 22, 11:30 am.

FACILITIES/REFRESH - Eleanor

David Swensen, the new architect, is coming up to speed on the project.

We have sent the following priorities to COBI about moving forward with the Refresh, in light of the fact that the rejected bid was double the cost originally approved by the City.

1. Update of Huney Hall/Atrium area + Thrift Shop: Focusing on these two areas will refresh and improve the most heavily trafficked part of the Center, replace the worst lighting, and (in a related contract funded by a Senior Center-acquired grant) install a hearing loop in Huney for Center and Community events, as well as improved access of rest rooms.
2. Uniform flooring throughout the Fireside and East Wing: * replacing various flooring materials with hard surfaces and leveling uneven areas will help with health, safety, and accessibility.
3. improved lighting in Dining Room
 - * East Wing- replace aging fixtures.

Removed: structural changes to East Wing: removal of fireplace, venting improvements, reconfiguring of walls.

- If any work on East Wing areas raises requirements for costly code-based upgrades, we would support removing any work at all on the East Wing.

We are requesting that future bid requests are organized in a way that recognizing these priorities, making it easier for us to respond to pricing pressures by removing or modifying sections of the project.

We were also requested to respond to the possibility of providing additional funding to help accomplish this project.

IDEA-Ann

- Queer Bingo....no alcohol, fun snacks. The proceeds go to Scholarships for LGBTQ + students. Sponsored by BISCC's Queer Elder Family Group...Sat. Oct 29.
- August 20-Queer Elder's family group potluck....4-6 Huney+Patio
- Pride Fest recap. 1st year. Waterfront park was Sunday July 17th Participating: Barbara Ochota, Karen King, Sheila Curwen and Ann Lovejoy who was also with the Queer Elder Family Group with Transfriending & Rainbow Crew NW. Went well with good crowds and great chocolate from Bon Bon.

EMERGENCY PREPAREDNESS – Reed

Access and Functional Needs (AFN) committee

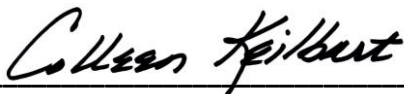
- We have added Robin Gaphni and Cheryl Denton to our core team.
- Rita attended the National AFN Symposium virtually and shared docs with the AFN team.
- We are beginning a second sweep of talking to congregant housing for seniors to update status of preparedness for disaster.
- Rita Elsberry, Reed, & Robin Gaphni met with Marsha Cutting and Jerry Brader to get info on next steps for reaching out to AFN communities beyond seniors (mobility & visual impairment) and we made contact with Matilda Thulin with Stephens House to get info from developmentally disabled adults. We are interested in compiling info to share with the Hubs team about suggestions re: prepping for AFN communities.

STRATEGIC PLANNING –Eleanor – Will email the program proposal to everyone.

BOARD NEW BUSINESS –None

ADJOURNMENT - The meeting was adjourned at 10:40 a.m.

Respectfully Submitted,

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

Colleen Keilbart, Secretary

Attached is the financial information for the July report. The following are the highlights:

- Balance Sheet
 - Cash continues to be strong with \$276K in the two working bank accounts at First Federal
 - The Investment Fund continued increasing in value to \$565K up from its year low point however we still have about \$50K to go to reach where we were at the end of 2021. Patience continues to be a virtue.
 - Liabilities are in line with plan and budget
- Income Statement
 - Revenue
 - BISCC received over \$44K in Income from Grants, Donations and general revenues in July
 - The Thrift shop continues to build on its revenue stream.
 - The Investment Fund improved and added \$46K in non-cash revenue to the Income line.
 - Expenses
 - All are in line with our budget and in general, we spent less (\$15K) than planned/budgeted.
 - Net Income for the month of \$71K includes the Investment Fund paper gain of \$46K
 - Year to Date:
 - BISCC is significantly ahead of plan for Income as well as significantly under budget in expenditures.
 - We are in good financial condition going into the last ½ of the year.
 - And this performance is reflected in the Cash Flow statement included - through 7/21.
- The excel spreadsheet shows the detail as well as the summary information. Overall, a big thank you to Reed, the staff and all the individuals who make this all possible

Bainbridge Island Senior Community Center**Balance Sheet**

As of July 31, 2022

| | <u>Total</u> |
|--------------------------------------|------------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 1000 Cash | 276,986.66 |
| Total Bank Accounts | \$ 276,986.66 |
| Accounts Receivable | |
| Other Current Assets | 0.00 |
| Total Accounts Receivable | \$ 0.00 |
| Other Current Assets | |
| 1200 Current Receivables | 13,450.00 |
| 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 | \$ 86,402.11 |
| Total Current Assets | \$ 363,388.77 |
| Fixed Assets | |
| 1500 Fixed Assets | 249,367.66 |
| Total Fixed Assets | \$ 249,367.66 |
| Other Assets | |
| 1400 Long-Term Investments | 565,100.00 |
| Receivable from Park District | 0.00 |
| Total Other Assets | \$ 565,100.00 |
| TOTAL ASSETS | \$ 1,177,856.43 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 0.00 |
| Total Accounts Payable | \$ 0.00 |
| Credit Cards | |
| 2000 Current Payables | 1,181.86 |
| Total Credit Cards | \$ 1,181.86 |
| Other Current Liabilities | |
| 2100*OE Payroll Tax Withheld and Due | 510.26 |
| 2300 Other Current Liabilities | 27,289.30 |
| Total Other Current Liabilities | \$ 27,799.56 |
| Total Current Liabilities | \$ 28,981.42 |
| Long-Term Liabilities | |
| 2400 Long Term Liabilities | 0.00 |
| 2900 Suspense | 0.00 |
| Total Long-Term Liabilities | \$ 0.00 |
| Total Liabilities | \$ 28,981.42 |
| Equity | |
| 32000 Retained Earnings | 882,714.98 |
| Opening Bal Equity | 240,094.37 |
| Net Income | 26,065.66 |
| Total Equity | \$ 1,148,875.01 |
| TOTAL LIABILITIES AND EQUITY | \$ 1,177,856.43 |

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

| | Jul 2022 | | | | Total | | | |
|--|---------------------|---------------------|----------------------|------------------|----------------------|----------------------|----------------------|-----------------|
| | Actual | Budget | over Budget | % of Budget | Actual | Budget | over Budget | % of Budget |
| Income | | | | | | | | |
| 4000 Grants | 22,720.00 | 2,500.00 | 20,220.00 | 908.80% | 25,470.00 | 17,500.00 | 7,970.00 | 145.54% |
| 4100 Donations | 2,600.95 | 15,666.66 | -13,065.71 | 16.60% | 152,610.08 | 109,666.62 | 42,943.46 | 139.16% |
| 4200 Membership Support | 560.00 | 2,500.00 | -1,940.00 | 22.40% | 11,578.38 | 17,500.00 | -5,921.62 | 66.16% |
| 4300 Non-Monetary Support | | | 0.00 | | 650.00 | 0.00 | 650.00 | |
| 4340 COBI Rent Value | 7,000.00 | 7,000.00 | 0.00 | 100.00% | 49,000.00 | 49,000.00 | 0.00 | 100.00% |
| 4350 COBI Contracted Services | | | | | | | | |
| Agreement | 12,108.70 | 3,916.67 | 8,192.03 | 309.16% | 35,608.70 | 27,416.69 | 8,192.01 | 129.88% |
| 4400 Program Revenues | 3,167.85 | 1,333.33 | 1,834.52 | 237.59% | 14,425.56 | 9,333.31 | 5,092.25 | 154.56% |
| 4500 Thrift Shop Revenues | 5,378.90 | 6,500.00 | -1,121.10 | 82.75% | 35,608.23 | 45,500.00 | -9,891.77 | 78.26% |
| 4600 Fundraising Events Income | | 666.67 | -666.67 | 0.00% | 1,441.25 | 4,666.69 | -3,225.44 | 30.88% |
| 4800 Investment Income | 46,200.04 | 1,250.00 | 44,950.04 | 3696.00% | -53,427.44 | 8,750.00 | -62,177.44 | -610.60% |
| Total Income | \$ 99,736.44 | \$ 41,333.33 | \$ 58,403.11 | 241.30% | \$ 272,964.76 | \$ 289,333.31 | \$ -16,368.55 | 94.34% |
| Gross Profit | \$ 99,736.44 | \$ 41,333.33 | \$ 58,403.11 | 241.30% | \$ 272,964.76 | \$ 289,333.31 | \$ -16,368.55 | 94.34% |
| Expenses | | | | | | | | |
| 5000 Compensation, Taxes and Benefits | 15,427.31 | 22,233.33 | -6,806.02 | 69.39% | 105,526.11 | 155,633.31 | -50,107.20 | 67.80% |
| 5050 QSERV | 50.00 | 508.33 | -458.33 | 9.84% | 1,909.00 | 3,558.31 | -1,649.31 | 53.65% |
| 5100 Professional Services | | 2,091.67 | -2,091.67 | 0.00% | 14,863.66 | 14,641.69 | 221.97 | 101.52% |
| 5200 Office, Admin, Related Exp | 941.52 | 2,783.33 | -1,841.81 | 33.83% | 20,790.58 | 19,483.31 | 1,307.27 | 106.71% |
| 5300 Insurance and Security | | 391.67 | -391.67 | 0.00% | 150.00 | 2,741.69 | -2,591.69 | 5.47% |
| 5400 Event and Fundraising Expenses | 60.00 | 583.33 | -523.33 | 10.29% | 1,497.85 | 4,083.31 | -2,585.46 | 36.68% |
| 5500 Printing and Publishing | 250.00 | 2,083.33 | -1,833.33 | 12.00% | 13,810.13 | 14,583.31 | -773.18 | 94.70% |
| 5600 Program Travel/Excursions | 388.01 | 533.33 | -145.32 | 72.75% | 2,699.38 | 3,733.31 | -1,033.93 | 72.31% |
| 5700 Program Related Supplies | 69.12 | 33.33 | 35.79 | 207.38% | 95.99 | 233.31 | -137.32 | 41.14% |
| 5800 Program | | | | | | | | |
| Instruction/Facil/Educ | 1,416.69 | 1,275.00 | 141.69 | 111.11% | 11,717.77 | 8,925.00 | 2,792.77 | 131.29% |
| 5890 Resource Network Services | 1,559.22 | 2,250.00 | -690.78 | 69.30% | 11,986.44 | 15,750.00 | -3,763.56 | 76.10% |
| 5900 Other Membership and Volunteer Benefits | 269.09 | 258.33 | 10.76 | 104.17% | 2,073.01 | 1,808.31 | 264.70 | 114.64% |
| 5960 Fundraising Costs | | 216.67 | -216.67 | 0.00% | 1,579.88 | 1,516.69 | 63.19 | 104.17% |
| 5980 Miscellaneous Expense | | 250.00 | -250.00 | 0.00% | 0.00 | 1,750.00 | -1,750.00 | 0.00% |
| 6100 COBI Rent Expense | 7,000.00 | 7,000.00 | 0.00 | 100.00% | 49,000.00 | 49,000.00 | 0.00 | 100.00% |
| 6200 Depreciation | 1,271.00 | 1,344.00 | -73.00 | 94.57% | 8,897.00 | 9,408.00 | -511.00 | 94.57% |
| 7000 Thrift Shop | | | 0.00 | | 302.30 | 0.00 | 302.30 | |
| Total Expenses | \$ 28,701.96 | \$ 43,835.65 | \$ -15,133.69 | 65.48% | \$ 246,899.10 | \$ 306,849.55 | \$ -59,950.45 | 80.46% |
| Net Operating Income | \$ 71,034.48 | \$ -2,502.32 | \$ 73,536.80 | -2838.74% | \$ 26,065.66 | \$ -17,516.24 | \$ 43,581.90 | -148.81% |
| Net Income | \$ 71,034.48 | \$ -2,502.32 | \$ 73,536.80 | -2838.74% | \$ 26,065.66 | \$ -17,516.24 | \$ 43,581.90 | -148.81% |

Wednesday, Aug 03, 2022 07:11:37 AM GMT-7 - Accrual Basis

| Bainbridge Island Senior Community Center | |
|---|------------------------|
| Balance Sheet | |
| As of July 31, 2022 | |
| | Total |
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 1000 Cash | 276,986.66 |
| Total Bank Accounts | \$ 276,986.66 |
| Accounts Receivable | |
| Other Current Assets | 0.00 |
| Total Accounts Receivable | \$ 0.00 |
| Other Current Assets | |
| 1200 Current Receivables | 13,450.00 |
| 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 | \$ 86,402.11 |
| Total Current Assets | \$ 363,388.77 |
| Fixed Assets | |
| 1500 Fixed Assets | 249,367.66 |
| Total Fixed Assets | \$ 249,367.66 |
| Other Assets | |
| 1400 Long-Term Investments | 565,100.00 |
| Receivable from Park District | 0.00 |
| Total Other Assets | \$ 565,100.00 |
| TOTAL ASSETS | \$ 1,177,856.43 |
| LIABILITIES AND EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 0.00 |
| Total Accounts Payable | \$ 0.00 |
| Credit Cards | |
| 2000 Current Payables | 1,181.86 |
| Total Credit Cards | \$ 1,181.86 |
| Other Current Liabilities | |
| 2100*OE Payroll Tax Withheld and Due | 510.26 |
| 2300 Other Current Liabilities | 27,289.30 |
| Total Other Current Liabilities | \$ 27,799.56 |
| Total Current Liabilities | \$ 28,981.42 |
| Long-Term Liabilities | |
| 2400 Long Term Liabilities | 0.00 |
| 2900 Suspense | 0.00 |
| Total Long-Term Liabilities | \$ 0.00 |
| Total Liabilities | \$ 28,981.42 |
| Equity | |
| 32000 Retained Earnings | 882,714.98 |
| Opening Bal Equity | 240,094.37 |
| Net Income | 26,065.66 |
| Total Equity | \$ 1,148,875.01 |
| TOTAL LIABILITIES AND EQUITY | \$ 1,177,856.43 |
| Wednesday, Aug 03, 2022 07:06:52 AM GMT-7 - Accrual Basis | |

Bainbridge Island Senior Community Center
Statement of Cash Flows
January - July, 2022

| | <u>Total</u> |
|---|----------------------|
| OPERATING ACTIVITIES | |
| Net Income | 26,065.66 |
| Adjustments to reconcile Net Income to Net Cash provided by operations: | |
| 1210 Current Receivables:Receivable - Grants | 250.00 |
| 1410 Long-Term Investments:E*Trade Securities | 53,609.00 |
| 2011 Current Payables:Union Bank CC - Mary | -763.44 |
| 2012 Current Payables:Union Bank CC - Reed | -186.78 |
| 2013 Current Payables:Union Bank CC - Mickey | -35.00 |
| 2110 Payroll Tax Withheld and Due:Federal Income Tax | 0.00 |
| 2120 Payroll Tax Withheld and Due:Social Security/Medicare | 353.51 |
| 2125 Payroll Tax Withheld and Due:WA Long Term Care Insurance | 85.00 |
| 2310 Other Current Liabilities:Sales Tax Payable | 95.15 |
| 2330 Other Current Liabilities:Fees Paid in Advance | 1,099.50 |
| 2335 Other Current Liabilities:Trip Deposits | -750.00 |
| Total Adjustments to reconcile Net Income to Net Cash provided by operations: | <u>\$ 53,756.94</u> |
| Net cash provided by operating activities | <u>\$ 79,822.60</u> |
| INVESTING ACTIVITIES | |
| 1660 Fixed Assets:Accumulated Depreciation | 8,897.00 |
| Net cash provided by investing activities | <u>\$ 8,897.00</u> |
| Net cash increase for period | <u>\$ 88,719.60</u> |
| Cash at beginning of period | 188,267.06 |
| Cash at end of period | <u>\$ 276,986.66</u> |