

BISC/C Board Meeting Minutes
May 10, 2023
Next Board meeting June 14, 2023, 9:00 a.m.

Call to Order: President Gerry Worley called the meeting to order at 9:01 a.m.

BOARD MEMBERS PRESENT: Gerry Worley, David Huether, Colleen Keilbart, Eleanor Weinel, Kimi Kinoshita (Zoom), Tressa Johnson. Sheila Curwen, Sue Bunn, Barbara Ochota, Jamie Mittet (Zoom), Ann Lovejoy (Zoom)
Absent: Mike McCloud
Others Present: Reed Price, Mary Gibbs, David Martzel

SUQUAMISH ACKNOWLEDGEMENT –Tressa read the Suquamish Land Acknowledgement.

CONSENT AGENDA:

Motion: David moved to accept the April 2023 board meeting minutes. Sue seconded and it was unanimously approved.

COBI/CITY COUNCIL REPORT – No report

BOARD FORMAL ACTION ITEMS-

Motion: David moved the following: By action of the BISSC Board, it was moved and approved that the BISSC E*TRADE Investment Account # ending in 1711 & 6085 be updated to reflect that David Huether shall be the Primary Authorized Person and Gerry Worley shall be the Co-Authorized Person respectively on this Account. Further, that the individuals currently listed as the Primary Authorized Person, Ed Bancroft, Mickey Guthrie, and Tom Kilbane shall be removed. Sheila seconded and it was unanimously approved.

Motion: David moved that BISSC accept and deposit in the BISSC Endowment Fund the bequeathed funds from Robert Leik's estate as they are received. Eleanor seconded and it was unanimously approved.

Motion: Eleanor moved the following: Given the fact that we have a standing agreement with the City of Bainbridge Island entitled "Third Amendment and Restatement of Facilities Use Agreement and Lease" dated 6/27/2011 including a Memorandum of Lease and we also have an expired agreement for services related to facilities rental and city janitorial services dated 3/23/2017 and extended through amendment to 12/2018, and whereas we are considering major renovations to the Senior/Community Center, be it resolved that we delay discussions on revisiting or revising either of these agreements at this time unless such an update is requested by the City of Bainbridge Island. Colleen seconded and it was unanimously approved.

BOD LEARNING AGENDA ACTIVITIES –**Streamlining Board Operations – Gerry and Tressa**

- The agenda will be emailed to the board 5 days prior to the monthly BOD meeting
- If there is a reference to “board packets” it refers to information found in the shared file for on-line viewing.
- Each month there will be a link to the Consent Agenda.
- There will be a new agenda item, monthly, entitled Q & A, with questions/concerns directed to the Executive Director.
- Before adjournment there will be an executive session for board members to bring up any concerns without staff in attendance.
- We will not have less than once-a-month BOD meetings. While trying to keep BOD meetings to an hour directors should be prepared for the possibility of up to a two-hour meeting. If a meeting goes longer than 60 minutes, there will be taking a 5-minute break.
- Tressa provided a hand-out with information on how to access on-line files and details for committee minutes. (attached and on-line in shared file)
- All committees should send the Secretary their committee minutes by 5:00 p.m. the Friday before the BOD meeting. Secretary will upload them into the Shared File.
- More discussion will be held regarding the possibility of changing the week of the Board Meetings or suggesting committees change the day of their meeting.
- In the fall we will be looking at committees to decide relevance, definitions, tasks, etc.
- At some point in the future we will be looking at other Senior Centers to see how they structure committees.

Motion: Eleanor moved that we establish the committee reporting format listing who is absent from the committee meetings. David seconded and it was approved with 10 in favor/1 opposed/ 0 abstention. Motion carries.

NEW BUSINESS - None**ANNOUNCEMENTS**

Colleen – BOD encouraged to attend Trivia night on Wednesday May 24, 7:00 pm

Gerry – June BOD meeting will have a consent agenda

David - The Park District is holding their board meeting May 18, 6:30 p.m. at BIRC addressing Sakai. 4 of their board members are part of a recall effort underway.

Gerry - July meeting will be facilitated by David Martzel This will not be a hybrid meeting and all directors are asked to attend in person.

ADJOURNMENT – Gerry adjourned the meeting at 10:30 a.m.

Respectfully Submitted,



Colleen Keilbart, Secretary

Consent Agenda

Future meeting agendas will include the item *Consent Agenda* and will list items within that agenda. It will look something like this:

CONSENT AGENDA
 BOARD MINUTES
 COMMITTEE MINUTES
 EXECUTIVE DIR REPORT
 TREASURER REPORT

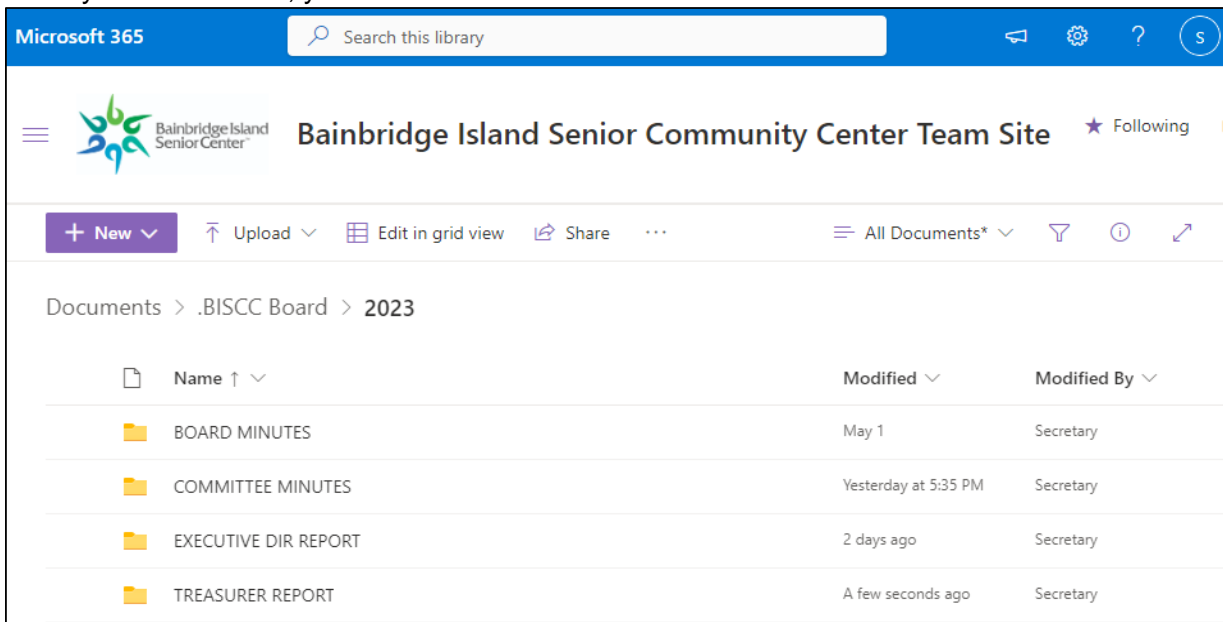
Board members are required to read these items before the meeting so that we may approve them without discussion.

The Executive Board is making items on the consent agenda available to you via a shared online folder maintained by BISCC. Every month when the President distributes the meeting agenda, she will include in that email a link to the Board's shared online folder for 2023.

It will look something like this:

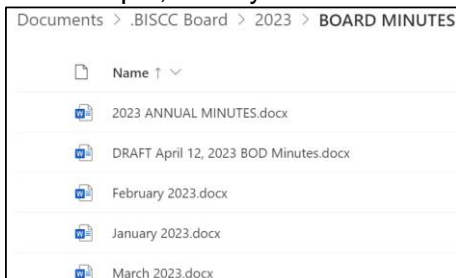
Link for Consent Agenda material: [2023](#)

When you click the link, you will be taken into the folder **2023**:



Before the board meeting, you will click on each folder to access and read documents from the previous month.

For example, when you click on **BOARD MINUTES** you will find all the minutes taken this year:



Last month's board minutes haven't been approved, so they remain a draft.

When the consent agenda is approved the secretary will remove 'draft' from the document name.

The folder for **COMMITTEE MINUTES** contains folders for each committee. Inside each committee folder you'll find and read the most recent minutes.

Board Book, 'STANDING COMMITTEES'

"Committees are to keep minutes of meetings which are to be presented to the Board Secretary at, or in advance of, Board meetings. The Board completes its oversight responsibilities by vetting the adequacy of reports given by committee chairpersons at regular Board meetings and through materials provided by committees for Board review."

Committee Meeting Minutes: Why?

- They are required by the Board Book document, 'Standing Committees'
- They are a tangible record of the meeting for its participants.
- They are a source of information for BISCC Board members.

Minutes may be recorded by any committee member.

Minutes MUST be sent to the secretary by 5pm on the Friday prior to the Board meeting.

The secretary will upload all committee minutes to the Board's shared online folder.

Committee Meeting Minutes include:

- Date and time of the meeting
- Name of the person taking minutes
- Names of participants
- Names of those unable to attend
- Decisions made
- Identify next steps planned (action items)
- Identify those responsible for action items

Having trouble getting to our shared online folder?

Contact Tressa: 206-612-4512 (call/text), tressawj@hotmail.com

5/2023

CK/TJ

revised 5/10/23, tj