BIS/CC Board of Directors

Minutes of August 13, 2025, Regular Meeting

Called to order at 9:03 by Gerry Worley

PRESENT: Gerry Worley, David Huether, Tressa Johnson, Sheila Curwen, Linda Holt, John Stephens, Roy Wallace, Eleanor Weinel (zoom), Sue Coble Bunn, Barbara Ochota, Mike McCloud (zoom)
ABSENT: Kimi Kinoshita
STAFF: Reed, Mary, Mimi
GUESTS: Clarence Moriwaki (City Council), Bill Luria (BPTF: Building Project Task Force,) Charlie Wenzlau (Wenzlau Architects), Mark Earler (Wenzlau Architects), David Swenson (Wenzlau Architects), Mary Beth Mohrman (Finance Committee), Colleen Keilbart (BPTF.)

Suquamish Acknowledgment Linda

Consent Agenda Gerry
July Board Minutes
July Committee Minutes
July Executive Report

Presentation Charlie Wenzlau

- Wenzlau Architects put the building floorplan into a computer design tool, creating a computer representation of what the outside might look like. The video provided the board with a photo-realistic view of the most recent exterior design from several angles via Bjune, and several angles via Brien. The design will continue to evolve.
- Wenzlau Architects have now completed schematic design stage (1). Next stage, they will develop the design with their consultants, and they will send the updated drawings to a cost estimator.
- Architects have begun organizing to find the best qualified builder for our project. They start this process early because they want the builder to be part of the design team going forward. Early builder involvement will help the decision-making with regard to cost. It also gets the builder familiar with the design, which is helpful as we get closer to construction.

- 60% design check in with COBI: council approved the design as it stands.
- Later this week, the design goes to the Planning Commission. Their approval will open the door for us to start working on building permits; writing the permits will take about 4-6 months.
- Assuming we have the funding, the earliest construction might start is spring 2027.

Building Project Task Force (BPTF) Bill/Reed

- The BPTF will present the architectural presentation to the membership on Sept. 11 at 3:00pm
- The Capital Campaign committee will also see the presentation.

- The Capital Campaign committee continues to plan a series of dinners and coffees. They hope to see some significant donations and pledges by the end of the year, which will unlock more confidence in the community, leading to more donations and pledges.
- In 2026, they would like to make an application to Rotary. Applications approved by Rotary would be distributed the following spring (2027.)
- No federal money will be available. We are hoping to unlock some state funding.

COBI/ City Council Report Clarence Moriwaki

- COBI approved the naming policy that we approved in July. COBI will honor the BISCC naming policy when they take over the building.
- Barbara attended last night's COBI meeting and remarked on the positive words about BISCC shared by Council members. Clarence added that the BISCC board is hardworking and impressive.

- There will be a City Council candidates' forum at BISCC on October 19th. We anticipate that the candidates will be asked questions about our building project.
- At the Sept. 2 COBI meeting, Clarence will wear 60's attire. His appearance in this attire was an auction item at the BIMA auction.

BREAK 5 minutes

Learning Agenda: Human Resources Gerry
This process is the precursor to us creating a new strategic plan.

Five categories were discussed and ranked by the level we have in place currently:
Level one – clear need for increased capacity
Level two – Basic level of capacity in place
Level three – Moderate level of capacity in place
Level four – High level of capacity in place

The categories (aka Capacity Elements) discussed are listed below, with how they were ranked by either Reed or the Board:
Reed facilitated the discussion.

3.03 Human Resources Planning: Level 2-4

- Board doesn't have an internal view of HR planning.

3.04 Incentives: Level 2

- We need to step up benefits. We don't offer health care insurance, though we have a modest health care benefit.
- Salaries are competitive in an underpaid field. To buy a house on BI you need income of over 250k/year.

3.06 Individual Job Design

- Job responsibilities are in transition now; there is more on everyone's plate, and people are being pulled in many different directions at once.

3.08 Staffing Levels

Are there employee roles that we may want to consider in the future?
In terms of strategic planning, what jobs do we need?

- **Events manager**. Currently this role is volunteer, but at some point, we may want to consider making this an employee position.
- A**fter-hours facilities coordinator.** Mary recently changed her hours to Tues-Sat, though this
- **Tech person**
- **Volunteer coordinator**
- **Business Analyst.** Someone who monitors/facilitates the books. Right now, Reed and Gerry are very involved. As our finances grow, that's probably not appropriate.

- Part of the service BISCC provides is meaningful work that contributes to the community – volunteering provides that meaningful work. We want to take this into consideration as we look at growing the organization.

3.10 Staff: Level 4

- Diversity and quality of the staff.

3.11 Volunteers: Level 4

- Very time consuming.

New Business Gerry

- Health insurance premiums will rise 20-90%.
- Medicare costs are rising.
- Emily Randall spoke at BISCC recently, said it is helpful to Congressional representatives to hear about the impact of federal decisions on individuals.
    - BISCC can capture individual stories and share them with federal representatives. Reed and Barbara will work on this.

Announcements

- Sept. 01 – BISCC closed for Labor Day.
- Sept. 11 – Full membership meeting @ 3pm update on new building progress
- Oct. 19 – COBI candidate forum

- Waterfront Thrift regular hours: Mon-Thurs. 10am-1pm, Fri. 10am-4pm
  Summer addition: Saturdays 10am-2pm
- Thrift store donation* request: good-quality household goods.
  *Donations accepted during regular hours only (no Saturdays)
- One Call for All (OCFA): Every $20+ donation via OCFA will increase BISCC's share of the Community Fund. Bonus: OCFA covers all credit card fees, so the entire gift goes to support BISCC.

Our next meeting is **Wednesday, September 10, 9-10:30am**.

Adjourned at 10:40am.

Respectfully submitted,

Tressa W. Johnson

Tressa Johnson, Secretary

___Sept. 10, 2025___
Date of Approval