

BIS/CC Board of Directors

Minutes, September 10, 2025, Regular Meeting

Called to order at 9:00am by Gerry

PRESENT: Barbara Ochota, Linda Holt, Eleanor Weinel, Gerry Worley, Mike McCloud, Sheila Curwen, David Huether, Roy Wallace, John Steens, Sue Coble Bunn, Tressa Johnson

ABSENT: Kimi Kinoshita

STAFF: Reed Price, Mary Gibbs

GUESTS: Mary Beth Mohrman, Bill Luria, Rita Riley, Clarence Moriwaki

Suquamish Acknowledgment

Barbara

Executive Committee Update

Gerry

- Gerry is stepping down as president to take the role of co-chair of the Campaign Committee. She will remain on the board as Director.
- [BISCC Bylaws](#) (4.3) say that in the absence of president, the vice-president steps in. That's why there is no election; Eleanor will step in to be president.
- Meeting agendas will be created by Tressa
- Financial items will be covered by Eleanor and David.

Consent Agenda

Eleanor

Board Minutes: August

Building Project Task Force (BPTF) Minutes: August

Committee Minutes: August

- Nominating, Resource, and Events committees' minutes not included.

Executive Report: September

Treasurer's Report: August

Adopted.

Building Project Task Force (BPTF)

Bill/Reed

- We have begun the search for a general contractor.
- Two phases remain: Design development, where materials are integrated into the plans, and the final phase, when detailed specifications are added to the design. The latter is detailed to the final nail needed for the project...
- We continue to move toward the goal of breaking ground in 2027.
- People are excited about this project as an idea; there is concern about the challenge of raising \$22.5 million.
- We are all aware of the financial uncertainties that swirl around us, and the concern over fundraising comes from that awareness. However, the market is doing extremely well. In fact, this may be the perfect time to suggest that one take their gains and put it toward a worthy cause (ahem, BISCC.)
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- In the unlikely event we are unable to raise the funds we need in the timeframe identified, we may slow down the pace of the project. We will not reduce the scope of the project as we've worked at right-sizing our plans.
- Friendly reminder: this building project began as an idea in 2019...idea was shelved due to the recession. When the money arrives – and it will – we will be ready to move forward.
- When things look difficult, remember that airplanes take off *against* the wind.


COBI/ City Council Report Clarence Moriwaki

- At the Sept. 9 COBI meeting, the council declared this Senior Center month. Clarence read the declaration at the City Council meeting, which included a line encouraging us to continue with this project.

Learning Agenda: Eleanor

- Calendar update
 - OCT– Fund development
 - NOV– Information technology
 - DEC– Legal Affairs
 - 2026 JAN – Wrap up: look ahead to creating the strategic Plan
- Discussion: Value of the 2025 Learning Agenda
 - The value in this year's Learning Agenda is the foundation it lays for our next big project: creating a Strategic Plan. By discussing these areas now, we are constructing a shared understanding of BISCC's strengths and the areas in which BISCC could grow stronger.
 - If there are topics or subtopics you would like to discuss that have not been covered by the learning agenda, or that were not covered sufficiently, *please let Eleanor know.*
 - Questions are enthusiastically encouraged.
- Financial Management David
 - Each of us has a fiduciary responsibility to protect the financial assets of the organization.
 - The duty of care requires that we exercise diligence in all oversight functions and consider all important information during the decision-making process.
 - The duty of loyalty requires that we put the collective interests of BISCC first, and act on Board matters independently of their personal preferences.
 - We must make fiscal decisions from a place of knowledge.
 - Eleanor's suggestion: Look for the report that interests us, and within that document, keep track of the items that are of interest. Just start there...then you can expand on what report/item interests you.

- Sources of our Funding Dollars
 - Donations, grants, COBI, program revenues, thrift shop, fundraising (1. general operating and 2. new building), investment transfers.
 - Make note: nothing from the federal government. We are not in jeopardy as a result of government decisions.
 - We have grants from the state for the electric van, and for the capital campaign...but those are grants. We aren't in their ongoing budget and thus funding is not at risk.
- What BISCC pays for with these dollars
 - Staffing, Program related expenses, fundraising (1. General operating and 2. new building), other.
- How BISCC recognizes the Revenue (Assets) & Expenditures (Expenses) in its Financial statements
 - Assets are listed in the monthly **Balance Sheet** pdf.
 -  [BISCC August 2025 Balance Sheet pdf.pdf](#)
 - Profit and Loss: monthly **P&L** pdf.

 [BISCC August 2025 P&L pdf.pdf](#)

- Capital Funding for the New Building
 - 4660 Building Project Fundraising (Income)
- Expenses (Expenditures)
 - 5460 New Building Project Expenses

Income
4000 Grants
4100 Donations
4200 Membership Support
4300 Non-Monetary Support
4340 COBI Rent Value
4350 COBI Contracted Services Agreement
4400 Program Revenues
4500 Thrift Shop Revenues
4600 Fundraising Events Income
4660 Building Project Fundraising
4800 Investment Income
Total Income
GROSS PROFIT
Expenses
5000 Compensation, Taxes and Benefits
5100 Professional Services
5200 Office, Admin, Related Exp
5230 BI Rowing Rent
5300 Insurance and Security
5400 Event and Fundraising Expenses
5460 Building Project Expenses

- **New Building: 2520 Capitalized deferred Income** is found in the Excel spreadsheet, **Financial Reports**, on the tab **Statement of cash flows**:

 BISCC August 2025 Financial Reports.xlsx

Statement of Cash Flows	
Bainbridge Island Senior Community Center	
January 1-August 31, 2025	
Full name	
6	OPERATING ACTIVITIES
7	Net Income
8	Adjustments to reconcile Net Income to Net Cash provided by operations:
9	1210 Current Receivables:Receivable - Grants
10	1225 Other Current Assets:IRS Refund Receivable
11	1315 Prepaid Expenses:Prepaid Rent
12	1710 Construction In Process New Building:Pre-Construction Costs
13	2011 Current Payables:US Bank CC - Mary
14	2012 Current Payables:US Bank CC - Reed
15	2013 Current Payables:US Bank CC - Mickey
16	2014 Current Payables:US Bank CC - Todd
17	2110 Payroll Tax Withheld and Due:Federal Income Tax
18	2120 Payroll Tax Withheld and Due:Social Security/Medicare
19	2125 Payroll Tax Withheld and Due:WA Long Term Care Insurance
20	2126 Payroll Tax Withheld and Due:PFML Payable
21	2310 Other Current Liabilities:Sales Tax Payable
22	2330 Other Current Liabilities:Fees Paid in Advance
23	2340 Other Current Liabilities:Prepaid Membership Dues
24	2513 Deferred Revenue- New Facility:State Grants
25	2520 Deferred Revenue- New Facility:Public Contribution

P&L YTD by Class Statement of cash flows

- Operation vs. Capital Expenditures: New Building Project
 - Operating Expenditures – P&L
 - Alford Group
 - Cloudbreak
 - Marketing, Development & Dedicated Staff
 - Capitalized Expenditures – Balance Sheet
 - All Direct Building related fees & expenses
 - Architectural fees, Permit Fees, Contractors

New Facility Pre-construction and Capital Campaign Budget Projection							
9/9/2025							
	Overall Estimates	Expenditure Estimates by Year over 48 Months			BLDG PERMIT 2026	CONSTRUCTION 2027	Overall Estimates
		ACTUAL 2024	PLANNING 2025	ACTUAL 2025			
Civil Engineer (Brown)	\$ 14,000		\$ 19,000	\$ 10,433	\$ 25,000		\$ 44,000
Arborist (Bigelow)		\$ 1,400					\$ 1,400
Land Survey (GroundMark/AGO Land Survey)	\$ 4,000	\$ 3,600					\$ 3,600
Geotechnical (Geosyntec)	\$ 17,400		\$ 17,400	\$ 17,400	\$ 5,000	\$ 15,000	\$ 37,400
Structural (MLA)	\$ 81,700		\$ 70,580	\$ 12,672	\$ 78,680	\$ 40,440	\$ 189,700
Cost Estimator (tbd consultants)	\$ 5,000	\$ 4,800	\$ 10,000				\$ 14,800
Electrical & Mechanical (Hunt)	\$ 100,000		\$ 111,500	\$ 31,680	\$ 91,000	\$ 91,800	\$ 294,300
Accessibility (Studio Pacifica)			\$ 2,000				\$ 2,000
Project Management (OTWB)	\$ 90,000		\$ 30,000		\$ 30,000	\$ 30,000	\$ 90,000
Acoustic (Coffman)			\$ 11,160	\$ 2,430	\$ 9,640	\$ 720	\$ 21,520
Kitchen (Shelly)			\$ 6,000	\$ 3,300			\$ 6,000
LEED (Arch Ecology)		\$ 5,378	\$ 26,910	\$ 575		\$ 19,350	\$ 51,638
LEED Fees			\$ 1,553			\$ 3,680	\$ 5,233
COBI, County Fees		\$ 2,980	\$ 21,000	\$ 19,605	\$ 100,000	\$ 100,000	\$ 223,980
Contingency	\$ 22,000	\$ 19,739	\$ 10,000	\$ 6,270	\$ 10,000	\$ 10,000	\$ 49,739
SUBTOTAL	\$ 554,100	\$ 191,602	\$ 570,004	\$ 197,087	\$ 589,320	\$ 515,990	\$ 1,866,916
Campaign Consultant (Alford + Ostara)							
Leadership phase	\$ 420,000	\$ 114,314					
Major Gifts phase	\$ 135,000		\$ 132,000	\$ 108,000	\$ 40,000		
Public phase	\$ 60,000				\$ 30,000	\$ 30,000	
Grants support (Kirk-Cloudbreak)	\$ 10,000	\$ 4,977	\$ 20,000	\$ 8,590			
Major Gifts Officer (Girouard)	\$ 70,000	\$ -	\$ 78,000	\$ 44,130	\$ 100,000	\$ 100,000	
SUBTOTAL	\$ 695,000	\$ 119,291	\$ 230,000	\$ 160,720	\$ 170,000	\$ 130,000	\$ 649,291
TOTAL Estimate	\$ 1,249,100	\$ 310,892	\$ 800,004	\$ 357,807	\$ 759,320	\$ 645,990	\$ 2,516,207
Data from Custom Report - 9-9-2025							
Donations, Contributions Grants Revenue		\$ 402,750		\$ 346,009			\$ 748,759
Expenses		\$ 119,375		\$ 161,564			\$ 280,940
Capitalized Expenses (new building)		\$ 191,517		\$ 196,242			\$ 387,759
Total Expenses & Capitalized spending		\$ 310,892		\$ 357,807			\$ 668,699
Difference		\$ 91,858		\$ (11,797)			\$ 80,060

New Business Eleanor

- None.

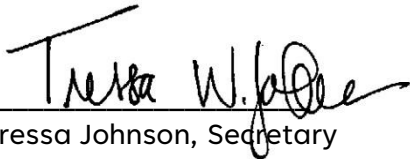
Announcements Eleanor

- Sept. 11, 3pm – Full membership meeting to update members on the progress toward our new building.
- Sept. 28, 3-5pm – Senior Resource Fair. Please sign up for set up, take down, or the welcome table. This year there will be a raffle: get a stamp for visiting each room and have a chance at winning a gift basket!
- Oct. 19 – COBI candidate forum held here.
- Oct. 12, 5:30 – It's the annual Improv fundraiser – October 12. good time, good food, good drink. 5:30. tickets are \$75 each. Last year, the raffle basket was great, we raised so much money on that! We sold so many tickets!!! raffle tickets are \$5.

Adjourned at 10:03 ½

Our next meeting is **Wednesday, October 8, 9-10:30am.**

Respectfully submitted,



Tressa Johnson, Secretary

10/08/2025
Date of Approval