

MINUTES
Mary E. Theler
Community Center
Board of Directors'
Meeting
January 11, 2007

Board: Randy Neatherlin, Mary Swoboda, Jim Clark, Linnie Griffin, Greg Oldham, Dave Kinnee

Staff: Anne Whitman

Community: Lee Swoboda, Bruce Landram, Barb Clark, Neil Werrner, Henry Dulemba, Tori Dulemba

**CALL MEETING TO
ORDER/INTRODUCTIONS**

Randy called the meeting to order at 6 pm. Everyone introduced themselves. There were no community comments.

**APPROVE DECEMBER 21
REGULAR MEETING
MINUTES**

Mary offered one correction to the December 21 regular meeting minutes.

MOTION: Linnie moved to accept the meeting minutes as corrected. The motion was seconded and approved.

UNFINISHED BUSINESS

Theler endowment. As a follow-up to the endowment discussion at the last Board meeting, Mary reported that the Community Foundation of South Puget Sound may work with Theler Center to set up endowments. (www.thecom munityfoundation.com) Mary will contact the organization and get more information.

Audit Committee. In accordance with Audit Policy 1008 (www.thelercenter.org/uploads/1008-Audit%207_13_06.pdf), an audit committee has been formed, with Steve VanDenover and Arnold Rolfsrud volunteering to serve. Arrangements are being made to get the process started. The Board agreed to let Lee Swoboda be

available in an advisory role if required.

2006 Goals . Accomplishments over the last year or so were discussed. Theler Center had a big list of things to do and much was accomplished. Some of the highlights include a closer working relationship with the school board and school district staff, including the wetlands classroom teacher; Theler Center has a fund reserve; the parking lot is full with activities going on at the community center every day.

Theler branding. Over the years the Mary E. Theler Community Center collected a variety of names. During the past year we have been focusing on a consistent brand identity. The new sign on SR 3 is one of the last acts in the rebranding process.

Budget 2007 . The Board reviewed the 2007 budget. Randy acknowledged this budget is much better than the one last year because it is based on a year of stable historical expenditures. In spite of a loss of income during 2006, we handled spending in such a way that we were able to put some money into a reserve. Theler Center operated at a cost of \$91,352.18 in 2006. The proposed budget, although slightly higher, is still very conservative. Mellon Bank as the Theler Trust manager is doing a great job.

MOTION: Jim moved to accept the 2007 budget as presented. The motion was seconded and passed unanimously.

There was discussion about reviewing the budget quarterly to make sure we remain on track through the year.

MOTION: Jim moved that the Theler Board review the budget every quarter to make sure we remain on track. The motion was seconded and passed unanimously.

In accordance with the Theler Bylaws and Letter Agreement with the North Mason School District, the budget will be submitted to the school board in time for their first regular board meeting of the year.

Commendation to Anne Whitman

MOTION: Linnie moved the Board approve a letter of commendation for Anne Whitman from the Theler Board of Directors. The motion was seconded and passed unanimously.

Stall door in men's bathroom. As a last act as president of the Theler Board, Randy asked for a motion to have a door installed in the men's bathroom. Anne said as a temporary fix a curtain could be installed.

MOTION: Jim moved that Anne be given the authority to investigate the cost of and install a door in the men's bathroom as funds become available. In the meantime a curtain will be an acceptable substitute. The motion was seconded and passed unanimously.

NEW BUSINESS

SEAT NEW BOARD. Randy thanked Dave Kinnee and Greg Oldham for serving on the Theler Board, then opened the floor to nominations for President of the Board. Linnie nominated Greg for President. Nominations were closed.

MOTION: Linnie moved that Greg Oldham be elected President of the Board. The motion was seconded and passed unanimously, with Randy recusing himself.

The 2007 Theler Board is Jim Clark, Linnie Griffin, Mary Swoboda (terms expiring December 2007), Dave Kinnee and Greg Oldham (terms expiring December 2008).

Thank you to Randy Neatherlin . Linnie presented gifts to Randy thanking him for the selfless service and countless hours he has given to the Mary E. Theler Community Center over the past 2 years. Spelling his name, each gift represented an aspect of his involvement with Theler Center:

R – Randy rallied us
A – We applaud Randy's time and talent
N – Randy nurtured us as a team
D – Randy dug in and got all the dirt dug.
Y – Yo-yo for all the ups and downs
N – Tough as nails
E – Energy bar for all the energy
 Randy gave Theler
A – Accolades for Randy
T – for the truck Randy donated at last year's auction
H – for heart, and Randy put his heart into saving Theler
E – Randy encouraged us and gave us strength of purpose
R – Respectful toward fellow board members
L – Light (Randy showed us the way)
I – Intention: It was always Randy's intention to save Theler for the community
N – Randy is a notable guy

Randy then passed the symbolic baton to Greg and left the building to a hearty round of applause.

OPERATIONS/FACILITIES REPORT – ANNE WHITMAN

Financials. Anne provided a preliminary profit and loss statement for December. It is not finalized yet, but when it is she will email it to the Board. Donated labor in December totaled \$3,941.25.

Anne reported that during the last month she refunded room rental deposits when events were cancelled because of the inclement weather.

Anne said Arp Masley asked if Theler Center would purchase a few plants (totaling \$43.27) for the **native garden** from the Mason County Conservation District. Rather than use Theler funds to pay for it, Board and community members donated money to pay for the plants.

Bill Moyer has written another check for \$1,000 with a goal of achieving another \$10,000 "**Moyer Match**" for 2007.

April 7 is the **Kiwanis Day of Caring**. Kiwanis members will be spending all day at Theler working on the grounds.

MOTION: Jim moved that Theler Center provide lunch to the volunteers on the Kiwanis Day of Caring. The motion was seconded and approved.

Students in the Watershed will be at Theler Center this year. In addition, Anne is also forging a relationship with Starbucks, who has offered to help with Students in the Watershed.

A new class, **Yoga Essentials**, is starting next Wednesday.

COMMITTEE REPORTS

Fund-raising. Linnie said Theler's annual dinner/auction will be March 3. Posters will be distributed the end of the month. Linnie is asking each Board member to donate a few large items for the auction.

Business Plan Planning Committee. Lee passed out copies of the business plan as it is now. He said the process to develop a business plan is more important than the plan itself. Since Theler Center never really had a business plan, his goal is to work with the Board to develop something that creates a legacy and moves Theler forward. Lee acknowledged that a lot of volunteer effort has gone into the process. Most of the marketing work has been done by Todd Coldiron, including the specially designed logo and the hand-in-hand partnership program.

There is a section on governance in the business plan. Part of that governance includes a Board job description and an Operations Director job description. The divisions of labor and responsibility reflect the model of a working board because the staff is not large enough to have a strictly policy board, which means the Board has to take on some of the day-to-day responsibilities.

Lee also passed out a proposal for 2007 goals and objectives. Some of the goals for 2006 have been carried over to 2007. One goal this year is to focus on the wetlands. He asked the Board to review the handouts and schedule a work-study meeting to discuss.

Greg asked Anne to coordinate with the Board for a meeting date for a work-study.

Bruce would like to find out if Theler Center can have an option on purchase of Property 16 if the Mellon Bank trustee ever wants to sell it. If we lose Property 16, we lose half of our parking. He'd like to see a discussion started now with Mellon Bank. Dave said we need to find out exactly what can be done with Property 16.

Change time of regular monthly Board meetings. There was discussion about changing the regular monthly Board meetings from the second Thursday of each month at 6 pm to another day and time.

MOTION: Linnie moved that the Theler Board change its regular Board meetings to the second Tuesday of each month at 3:30 pm. The motion was seconded and approved.

The Board realized it did not elect the rest of its officers or select new check signers on Theler accounts, but due to the time, those issues will be dealt with at the next regular Board meeting. Currently Mary and Randy are signers on the bank accounts.

ADJOURNMENT

MOTION: There was no community comment so Linnie moved to adjourn the meeting at 7:50 pm. The motion was seconded and approved.

The next regular meeting of the Theler Board will be Tuesday, February 6, at 3:30 pm at Theler Center.

Thank you to the volunteers of Theler Center who attended this meeting: Lee, Bruce and Barbara.

Submitted by Mary Swoboda, secretary. Approved by Theler Board 2/13/2007.