

MINUTES
Mary E. Theler
Community Center
Board of Directors'
Regular Meeting
April 24, 2007

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

Staff: Anne Whitman

Community: Bruce Landram, Lee Swoboda, Barbara Clark, Matt Charlton (NMSD)

CALL TO ORDER

President Greg Oldham called the meeting to order at 3:34 pm.

APPROVE AGENDA

MOTION: Linnie moved to accept the agenda with additions made by Board members. The motion was seconded and approved.

APPROVE MEETING MINUTES

MOTION: Linnie moved to accept the minutes from the March 13, 2007 meeting. The motion was seconded and approved.

UNFINISHED BUSINESS

Security Trailer. There was discussion about having a written agreement with the resident host, Dave George. Currently there is a verbal agreement between Mr. George and the Operations Director. Mr. George wants to be at Theler Center. In exchange for his services, which include security of the buildings and grounds, water and power is furnished and he pays no rent. Liability and expectation issues need to be reviewed. Dave Kinnee will work with Mr. George and negotiate a Memo of Understanding that is a win win for everyone.

MOTION: Mary moved Theler execute a written agreement between the Theler Board and the resident host. The motion was seconded and approved.

Mellon Bank. Randy Neatherlin, the Theler Board's contact with Mellon Bank trustee, will be out of town at the time of the next meeting.

MOTION: Jim moved that Lee represent Theler Center at the Mellon Bank trustee meeting May 7. The motion was seconded and approved.

There was discussion on what Lee should ask the trustee if he has the opportunity. (The meeting is to review the financial state of the Theler Trust.) One issue is, can Theler Center have an option on Property 16? Anne also would like to talk about shellfish beds. In addition, the structure on Property 16 was erected without prior approval from the trustee. At the very least, the trustee may want a release of liability. ACTION: Anne will call the Theler trustee and ask what the procedure is to get permission, then email the Board.

Security. Randy Neatherlin is still getting calls when the alarm at Theler goes off, even though he is no longer on the Board. Anne said Guardian is a huge corporation with many different offices. Their main fax is in Seattle, but the people who monitor Theler are in Silverdale. She hopes it is finally straightened out. Dave George is the first call, Anne second, Linda Taylor third.

Bicycle Rack. There was discussion about how to make the bicycle rack near the entrance to Theler Center more noticeable so that people would not trip over the structure in the dark. Some suggestions were to paint it, put reflectors on it or adjust the security light. ACTION: Bruce said he would take a look at it and he and Anne will come back to the Board with recommendations.

Trail Signs. There was discussion about how to make the beginning of the trail to the wetlands more welcoming. Linnie suggested installing a trail head sign that clearly shows the beginning of the trail to the wetlands. She recommended that funds from the upcoming Wetlands Walk be used to pay for it. It was suggested that estimates be gotten for the project. The utilities running underground in that area need to be located so they are not disturbed. Bruce and Lee

volunteered to provide the labor to install the sign.

MOTION: Linnie moved that a trail sign be installed at the beginning of the trail with the donation box attached to it. The motion was seconded and approved.

Curtain in Men's Bathroom. The Board asked for a status report on a door or curtain for the men's bathroom stall. Anne said she had not yet had a chance to install a curtain, but will do so.

COMMITTEE REPORTS

Endowment. No report.

Park. No report.

Grant. Lee reported that the N RTP grant to maintain trails must have an application submitted by May 1. All permits must be in place at the time the grant is awarded. Since we don't know what permits we need and the deadline is fast approaching, he recommended we do not apply for that grant this year, but continue pursuing permits. N RTP is an annual program.

Fundraising — Linnie Griffin

- The **Mystery Dinner** on March 24 was great fun.
- The **Wetlands Walk** is rapidly approaching and we need to distribute as many flyers and forms as possible.
- There is a **Parking Lot Sale** May 26 and Linnie is looking for items to sell. She is also selling space to other vendors -- \$10 for one parking space and \$15 for two. She is working closely with the Farmers Market to make sure there are no competing vendors at the Parking Lot sale.
- The **Theler Dinner/Auction** will be June 23.
- On July 14 there will be a **Mystery Dinner and Barbeque**.
- There will be a **Motorcycle Poker Run** on September 8.
- Linnie plans to have a **Theler booth** at Allyn Days and Taste of Hood Canal. She'd appreciate volunteers to help man the booth at these events.

Business Plan. Lee reported that there are four more sections to go of

the Business Plan: Marketing, Operations, Financial and Strategic. The Business Plan committee reviewed the marketing and financial sections at their meeting today. The Governance Policy and Board and Operations Director job descriptions will be ready for review at the next Board meeting. The Accountability Policy is ready for approval. The Accountability Policy is the only Theler policy that requires North Mason School District Board of Directors' approval before being implemented. After Theler Board passes it, the document will be forwarded to the school board for approval.

MOTION: Linnie moved to approve the Accountability Policy as written. The motion was seconded and approved.

TREASURER'S REPORT – Dave Kinnee

Dave reported that Theler is in the black for March. He authorized Anne to transfer a maturing CD into savings until we can open a money market account.

Quarterly Budget Review . Three members of the Board met on April 11 for a workstudy to review the budget.

Brick-by-Brick program . Anne said twelve more bricks need to be purchased before Theler can get free shipping from the company, otherwise the shipping would cost more than the bricks. The money in that account cannot be spent until the bricks are purchased.

OPERATIONS/FACILITIES REPORT – Anne Whitman

The Board acknowledged thank you notes from Faith in Action and Head Start.

Room Rate Structure . There was a lengthy discussion about revising the room rate schedule. Anne and Linda Taylor did a market survey looking at surrounding areas and as a result feel the higher rate is justified. Room set-up time would be chargeable. People would need to call for price quotes on equipment rentals. Existing clients would be grandfathered in.

MOTION: Dave moved to accept the room rates as published, giving Anne discretion to negotiate special events. The motion was seconded and approved.

Mission Creek Ladies. Theler Center has an opportunity to have another crew from the Mission Creek Corrections Center work at Theler. Anne and a representative of the Corrections Center will be meeting to discuss it.

Students in the Watershed is May 18. Anne and the wetlands teacher, Brian, are co-committee chairs. A lot of activities are planned. Theler is co-sponsoring the event with the North Mason School District.

Vault Toilets. It is hoped to have the vault toilets pumped May 10-11, plus have an inspection on Theler Center's septic system.

Community cleanup day is June 16. Anne said she is not available to supervise the crew on that day and would like someone to coordinate the activities. If no one volunteers, the event will have to be cancelled.

Emergency services grant. Anne said she will ask Mark Case about the status of his Eagle Scout project and then fill in the gaps with the Community Foundation grant.

NEW BUSINESS

Oven status. Anne said she is still trying to find instructions to calibrate the oven. The stove is 40 years old and the company no longer has manuals for it. She said the county inspector says Theler has the cleanest gas commercial oven this end of the county.

Order of business.

MOTION: Jim moved that preparing the agenda for Board meetings be restored to the Secretary of the Board. The motion was seconded and approved.

Greg asked the members of the Board to think about what kind of meeting structure they would like to have in

place and discuss it at the next meeting.

PUBLIC COMMENT

Bruce asked if Theler Center has a "Theler Hero" wall of fame and, if so, he would like Jerry Walker to be inducted. He said if it weren't for the hard work and total dedication of Mr. Walker, the wetlands project would have never gotten done.

Bruce said he and Lee are working on a JARPA (Joint Aquatic Resource Permit Application and wanted Board approval to allow him or Lee to sign the application. Signing the application does not commit Theler Center to anything.

MOTION: Jim moved the Theler Board give Lee and Bruce the authority to sign the application. The motion was seconded and approved.

Bruce said he hoped that Theler volunteers who are passionately working for Theler would continue to be allowed to provide input where appropriate during Board meetings.

ADJOURN

The meeting was adjourned for a special meeting at 5:44.

RECONVENE

The regular meeting was reconvened at 5:50

ADJOURNMENT

The meeting was adjourned at 5:50 pm.

The next regular Board of Directors' meeting will be Tuesday, May 8 at 3:30 pm.

Thank you to the volunteers of Theler Center who attended this meeting: Barb Clark, Bruce Landram and Lee Swoboda.

Submitted by Mary Swoboda, secretary. Approved by Theler BOD 5/8/2007.