

MINUTES

Mary E. Theler
Community Center
Board of Directors'
Regular Meeting
May 8, 2007

Board: Greg Oldham, Jim Clark, Linnie Griffin, Mary Swoboda (Dave Kinnee not present)

Staff: Anne Whitman

Community: Bruce Landram, Lee Swoboda, Barbara Clark, Bob Presley, Jeffrey Williams

CALL TO ORDER

President Greg Oldham called the meeting to order at 3:30 pm.

APPROVE AGENDA

MOTION: Mary moved to accept the agenda as amended. The motion was seconded and approved.

APPROVE MEETING MINUTES

MOTION: Linnie moved to accept the minutes from the April 24, 2007 regular meeting. The motion was seconded and approved.

PUBLIC COMMENT

Bob Presley from the Mission Creek Corrections Center for Women announced a July 7 "Family Fun Day" for the ladies at Mission Creek and their families. Linnie and Anne have volunteered to coordinate games for children and adults. Inexpensive prizes suitable for children and teens would be appreciated. The Corrections Center requires advance notice of people who are interested in volunteering so they can complete a background check. Call the Theler office at 275-4898 for more information.

Security host Dave George, through Anne, requested permission from the Board to install a motion-sensing light near the front of the security trailer. In addition, he would like permission to install cedar panels between the vertical posts of the structure on the park side of the trailer. The Board tabled action on

the cedar fence until more information is provided.

MOTION: Jim moved to give Dave George the authority to mount a security light on top of the electrical post in front of the security host trailer, with an offer that Theler Center would pay for the light. The motion was seconded and approved.

Jeffrey Williams from Winds of Change Ninjutsu Temple asked the Board for permission to construct and install a custom 18-inch-wide pamphlet stand to go next to the current pamphlet stands in the community center lobby. It would be a source of information regarding Winds of Change community events. The Board asked for time to formulate Theler's advertising policy before making a decision.

SPECIAL ORDERS

At the April 24 meeting, 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 this meeting.

MOTION: Mary moved to adopt special rules of order to amend Robert's Rules of Order for Theler Board meetings. The motion was seconded and approved.

A discussion followed, with recommendations regarding special rules of order:

- Allow open discussion while a topic is on the table.
- Limit the time of special presentations.
- Find a balance between order and flexibility since deliberations and decision-making as a Board only occur at Board meetings.
- Theler Center strives to be connected to the community and relies on volunteers who freely donate their time and resources because of their passion to see Theler Center succeed. Their opinions should be respected.
- Robert's Rules' rigid procedures limit free discussion, which can restrict the flow of information the Board needs to make knowledgeable decisions. Mary volunteered to provide a list of alternate rules for the Board's perusal.

UNFINISHED BUSINESS

Mellon Bank Theler Trustee Meeting. Lee gave a brief report summarizing the written report he submitted to the Board after the quarterly Theler Trustee advisory meeting on May 7.

Community Foundation Grant and Eagle Scout project. Mark Case will complete his project during the summer. The Community Foundation has extended the deadline on their grant to coincide with the completion of Mark's Eagle Scout project.

Curtain in men's bathroom. A curtain has been installed.

Bicycle Rack. Jim wrapped reflective tape around the posts of the bicycle rack to make it more visible to visitors. Both Linnie and Jim donated the reflective tape.

OPERATIONS/FACILITIES REPORT – Anne Whitman

Brisko. Property taxes on the Brisko property increased 48% this year. Anne proposed a 24.3% increase to Head Start's monthly rent based on the U.S. Department of Labor consumer expenditure survey schedule.

MOTION: Jim moved to increase Head Start's monthly rental by 24.3%. The motion was seconded and approved.

MOTION: Mary moved that Anne prepare a letter informing Head Start of the increase, to be signed by the President of the Board. The motion was seconded and approved.

WildWise Program. Anne said she hopes to present "WildWise" (an interactive wetlands program) to interested wetlands visitors throughout the summer at the Exhibit Center. Both Joan Beier and Bobbee Davidson have expressed an interest in giving the presentations.

Trail Brochures. Anne showed three new brochures. Two were created by Theler volunteer Bobbee Davidson and one was a collaborative effort between Bobbee and Joan Beier.

MOTION: Mary moved that the Board Directors sign a card prepared by the Secretary thanking both Joan and Bobbee for their work on the trail brochures. The motion was seconded and approved.

Scavenger Hunts for the Wetland Trails. New scavenger hunt games have been made for the wetland trails, designed for two different age groups. Joan is also preparing a narrative for a planned wetland trails DVD.

Septic Study. The University of Washington's Sea Grant program has invited Theler Center to be a part of a Hood Canal area septic study. According to Anne, small, unobtrusive 6" x 6" boxes would be installed in the drain field. Anne has not reviewed the specifications yet and will forward the information to the Board to review as well. Anne said if there are any safety hazards, she wouldn't recommend participating.

MOTION: Mary moved that Anne be given the authority to approve Theler Center to be a part of the septic study if all questions about the project are answered to her satisfaction. The motion was seconded and approved.

IRS FORM 990. The completed 990 is back from Catherine Wolf's office and ready for signature. Jim requested Board Directors be given a copy for review before it is mailed, in accordance with Accountability Policy 1007. The 990 needs to be mailed by May 14.

MEETING RECESS

MOTION: At 5:25 pm, Jim moved to recess the meeting until 6:15 when Dave Kinnee can attend. The motion was seconded and approved

Greg and Anne said they would not be able to attend the second half of the meeting.

RECONVENE BOARD MEETING

In the President's absence, Vice President Jim Clark reconvened the regular meeting of the Theler Board of Directors at 6:15 pm at the Exhibit Center. Present were fellow Board Directors Linnie Griffin, Dave Kinnee and

Mary Swoboda, and Theler volunteers Lee Swoboda, Bruce Landram and Barbara Clark.

COMMITTEE REPORTS

Endowment. No report.

Park. No report.

Grants. No report.

Fundraising

- Wetlands Walk is Saturday, May 12.
- Dinner/Auction, June 23. A Touch Hawaiian. Tickets will be \$20 each.
- Motorcycle Poker Run, September 8. Posters have gone out. Could have up to four backseat passenger positions to auction off at the Dinner/Auction.

Business Plan. Discussion about restoring the title "Manager," as it was originally from 1984 to about 2002. The use of Board Director and Operations Director is confusing to the public and blurs the roles within the leadership team.

MOTION: Mary moved that the Board restore the title of "Manager" and replace all references to "Operations Director" in official documents with the title "Manager." The motion was seconded and approved unanimously.

Discussion about the governance package, which includes a Governance Policy and job descriptions for the Board Directors and Manager. Linnie said we should not delay approving the package. If there are adjustments to be made, we can make them as we move forward.

MOTION: Linnie moved to accept the Governance Policy and Manager and Board Director job descriptions with recommended modifications. The motion was seconded and approved unanimously.

MOTION: Linnie moved that, absent a policy, the Manager will request a policy from the Board before implementing a procedure or directive. The motion was seconded and approved unanimously.

LIABILITY/LEASE ISSUES

The Board agreed wholeheartedly that Dave George is an asset to Theler Center. He not only provides necessary on-site security, but is a friendly and knowledgeable greeter to all visitors.

MOTION: Dave moved that the Theler Board petition the North Mason School District School Board to allow a security trailer to be sited at the host trailer location. The motion was seconded and approved unanimously.

MOTION: Dave moved that the Theler Board hand-deliver a letter signed by all Board Directors to the School Board requesting approval to put an RV cover over the security trailer. The motion was seconded and approved unanimously.

MOTION: Mary moved that any issue dealing with the leases, including alterations, additions and improvements on any Theler-managed property (including Property 16), be brought to the Theler Board prior to implementation, pending the formulation and adoption by the Board of a Lease Management Policy. The motion was seconded and approved unanimously.

MOTION: Linnie moved that the results from any dispute resolution with the North Mason School District lease be brought to the Theler Board prior to implementation. The motion was seconded and approved unanimously.

ADJOURNMENT

The meeting was adjourned at 8:35 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 6/12/2007.