

Minutes
Mary E. Theler
Community Center
Board of Directors'
Regular Meeting
June 12, 2007

Board: Linnie Griffin, Dave Kinnee, Mary Swoboda (Jim Clark on vacation)

Staff: Anne Whitman

Community: Janis McNeal, Lee Swoboda, Bruce Landram, Jeffrey Williams, Norma Stencil, Fran Ckowiak

CALL TO ORDER – NEW BUSINESS

Vice President Linnie Griffin called the meeting to order at 6:30 pm.

APPROVE AGENDA

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

APPROVE MEETING MINUTES

MOTION: *Dave moved to accept the minutes from the May 8 regular meeting and the June 6 special meeting #2. The motion was seconded and approved unanimously.*

SPECIAL PRESENTATION

Linnie presented a gift to Lee Swoboda and thanked him for the hundreds of hours of work he has donated to Theler to create a business plan, policies and job descriptions.

UNFINISHED BUSINESS

Advertising policy. As a result of a request last month from Jeffrey Williams to provide a custom 18-inch-wide pamphlet stand for the Theler lobby, the Board discussed the need for an advertising policy. The policy should include what is allowed, and

where, and consistency in applying the standards.

Janis said when she was Theler manager, advertising was limited to community events, community classes and informational brochures. No commercial advertising was allowed.

Anne said she is ordering wall mount wire racks to replace the current racks. The company who provides the brochures will replace the racks at no cost to Theler as long as regional brochures are displayed.

ACTION: *Have an advertising policy to review at the next Board meeting.*

TREASURER'S REPORT – Dave Kinnee

Theler Trust's new payout to Theler Center has been reduced \$300 per month for the remainder of 2007 to recover overpayments for January through May. The Wetlands Walk fundraiser has brought in nearly \$4,000 as of May 31. Dave recommended the money collected for bricks be put in a money market account. He also said since the checking account does not draw interest, he would like to move money to a money market account at Edward Jones.

MOTION: *Dave moved that the Board have a money market account activated at Edward Jones and a minimum of \$10,000 be transferred to that account. The motion was seconded and approved unanimously.*

STATUS REPORTS – Anne Whitman

Bingo. Anne recommended the monthly Bingo night be dropped for the summer and resume in October. It is not cost effective to have Bingo during the summer months. There was discussion about having a car raffle.

ACTION: *The Board authorized Dave and Bruce to pursue efforts to have a car raffle to benefit Theler this summer.*

Brick to Brick program. Sixty-eight bricks have been ordered and paid

for. The shipping is very expensive. Volunteer Bobbee Davidson is updating the Brick by Brick brochure. Linnie asked the Board for permission to buy a brick for Jerry Walker who spearheaded the building of the wetland trails, and Barney Cull, who single-handedly collected thousands of dollars in donations for Theler Center.

MOTION: *Mary moved that the Board purchase bricks for Jerry Walker and Barney Cull, with donations accepted from people at the meeting and the remainder paid for by Theler Center. The motion was seconded and approved unanimously.*

Suggested words for Jerry Walker's brick: **FATHER OF THE WETLAND TRAILS. Thank you Jerry Walker.**

Eagle Scout Project/Emergency Supplies Grant. Anne has reviewed Mark Case's plan for shelving; it should triple the storage in the storage room. Shelves will be usable by Labor Day. Anne said the Community Foundation of South Sound grant will be used to fill in any gaps.

ESD 113 grant. The grant that pays the salary of Sarah Kinne expires June 27.

MOTION: *Dave moved the Board write a thank you letter to Sarah, signed by all Board Directors. The motion was seconded and approved unanimously.*

Increase in rent to Head Start. A letter was sent to Sound to Harbor Head Start/ECEAP informing them of a rent increase effective August 1. Their lease will expire in June 2008. Head Start is willing to initiate the renewal of the lease.

ACTION: *Board authorize initiation of renewal of Head Start lease.*

Olympic National Park passes. Anne informed the Board that she did not purchase any passes because the Park has changed its program and is selling passes itself.

Room Rates: Anne said current renters will not have an increase to their room rates until next year.

Septic Study. Anne forwarded the Board's concerns to the program's manager. Anne will let the Board know if she gets a response.

Trail Sign. Bruce is looking for a suitable cedar log to use as a "Theler story" pole. He hopes to have local wood carvers and artisans donate their labor to complete the project. The goal is to have the pole and trail sign in place by September.

Vault Toilets. Both vault toilets were pumped. The integrity is still good. Theler's septic system looks good. The tanks will probably need to be pumped next year.

Ants. The ant exterminator was here to control the ant problem in the building. He guarantees no ants in the building during the summer months.

Hoses. Master Gardener Arp Masley has requested three new 100-foot hoses. The Board authorized Anne to buy them.

Park and Ride. Jeff Carey of the Allyn Community Association made arrangements with Anne to have a park and ride at Theler Center during Allyn Days. In exchange, Theler Center gets a booth at their event.

Fundraiser. The Board authorized Anne to pursue a two-week fundraising effort arrangement with Mary Kay dealer Donna Johnson.

Exhibit Center. Many school students have visited the Exhibit Center over the past month. On Thursday 100 students from Central Kitsap will be visiting. Joan will have a rock-painting class on the 2nd Friday of each month. On the 4th Friday of the month, Bobbee will be taking visitors on a birding walk. WildWise presentations will be given at the Exhibit Center on July 20 and August 17.

United Way of Mason County. Theler Center should be notified whether or not we receive a grant from United Way of Mason County by July 1. Theler is not qualified for

Combined Federal Campaign at this time because its audits are internal, not external.

COMMITTEE REPORTS

Endowment. Bruce said he is developing an endowment policy. He is excited about its potential and what it will mean for Theler.

Business Plan. Lee reported that all the computers have been backed up as requested by the Board. He gave the Board a draft Records Management Policy to review. The model is based on the importance of records. There needs to be a regular backup policy. Lee and Bruce will meet with Bill Moyer to start working on a Maintenance plan. Lee will also be working on an Advertising Policy.

Fundraising. The Hawaiian Dinner & Auction is June 23. Those who attend the dinner will have the first chance to pick a juicy part in the upcoming Mystery Dinner on July 14. A Wetlands Festival is planned for August 18, which will include a chili cook-off. Linnie showed everyone a Festival magazine she picked up and said Theler Center should list events in it for next year.

ACTION: *The Board authorized Anne to contact the Washington Festival Magazine and have Theler Center events listed in their 2008 issue.*

NEW BUSINESS

Compliance to Accountability Policy. Mary said she should have everyone's Disclosure statements and Code of Ethics forms by the end of the week.

Board Director resignation. Mary announced that Greg Oldham resigned from the Theler Board in a phone conversation with Jim Clark on June 7. The Board regretfully accepts his resignation and will prepare a letter thanking him for his service to Theler.

Letters of Interest. Mary said the Board recently received two letters of interest to serve on the Theler Board. Both individuals have been contacted by the secretary of the Board and are

encouraged to get involved with projects and committees.

Trail maintenance. Lee said Bill Moyer is doing a lot of the work on his own and may need some help. Theler probably needs to be thinking of work parties to help him. Lee recommends adding a section on how to deal with ownership of some of the plants to the Trail Maintenance policy.

Anne said she and Master Gardener Arp Masley have discussed specific areas of concern. The Mission Creek Corrections Center ladies have helped Arp immensely.

Bill would like to cut branches from trees encroaching on the trails. Janis said the trees belong to Jack Johnson and if he knows some of the trees need to be pruned, he may send his gardener to take care of the problem.

Action: *The Board directed Anne to call Jack Johnson.*

Work-Study meeting. A Board work-study meeting is scheduled from 6:30 to 8:30 pm Tuesday, June 26.

Exhibit Center Brainstorming meeting is scheduled for Tuesday, June 26 from 12:00 to 1:30 pm at the Exhibit Center.

PUBLIC COMMENT

Janis was happy to see the Board is developing a records management policy. She also applauded the Board and Anne for doing a great job. "The community is back in the community center," she said. She encouraged the Board to continue having Anne attend service organization and chamber meetings.

The Board thanked Janis and acknowledged the importance of being out in the community building relationships.

ADJOURNMENT

The meeting was adjourned at 8:55 pm.

*Submitted by Mary Swoboda, secretary.
Approved by Theler BOD 7/10/2007*