

Minutes
Mary E. Theler Community
Center
Board of Directors' Regular
Meeting
July 10, 2007

Board: Jim Clark, Linnie Griffin, Mary Swoboda, Dave Kinnee (arrived at 7:30 pm)

Community: Lee Swoboda, Bruce Landram, Barbara Clark

CALL TO ORDER- APPROVE AGENDA

Jim Clark called the meeting to order at 6:30 pm. He gave Anne the night off to attend the annual Kiwanis picnic.

MOTION: Linnie moved to accept the agenda. The motion was seconded and approved unanimously.

APPROVE MEETING MINUTES

MOTION: Mary moved to accept the minutes from the June 12 regular meeting. The motion was seconded and approved unanimously.

UNFINISHED BUSINESS

Records Management policy. The records management policy is not ready for Board approval yet.

Advertising policy. The advertising policy is not complete yet.

There was discussion about whether or not the Board should allow unique advertising displays in the lobby. If one unique display is allowed, it could lead to others wanting to add their own special displays. Until the Board approves an advertising policy, all brochures should be displayed in Theler's own brochure racks.

MOTION: Linnie moved that all material will be displayed in Theler -provided racks pending approval of an advertising policy.

ACTION: Anne to remove all non conforming racks from the lobby.

Head Start . Head Start's lease is up for renewal in 2008. The Board needs to review the actual cost and lease provisions before initiating renewal of the lease.

ACTION: Anne to make copies of the Head Start lease for the Board to review.

PRESIDENT'S REPORT

Jim approved paying Sara to keep Theler Center open last Saturday while the manager and members of the Board of Directors were participating in an event at Mission Creek Corrections Center. All future expenditures beyond existing salaries will require full board approval.

The oven will be recalibrated Monday.

In the interest of safety, Jim would like to have the broken slide in the playground area removed.

ACTION: Anne to coordinate v olunteers to remove slide from p layground area.

TREASURER'S REPORT

Discussion on Theler finances. The Board needs to assure it has a thorough understanding of Theler's finances , including income, expenses , salaries and charity allowances.

STATUS REPORTS

Letter Agreement between Thel er Board and Security Host. The Board reviewed a rough draft prepared by Anne. Expectations of the security host (what Theler will provide and the limitations) need to be included in the letter.

ACTION: Dave Kinnee negotiate with security host to prepare a letter of agreement for Board review.

Sorger Memorial. The wood platform and others will be removed and stored in Fred Sorger's garage while he attempts to retrieve the molds in order to recast the others and refinish the platform. An "under constructi on" sign will be posted by the memorial marker with a goal of Summer 2008 for the expected completion of the "remodel."

Stand-alone memorials will be addressed in a future Facilities policy.

Brick By Brick program. The brick order will be placed July 12. The bricks are expected to

arrive in 6 to 8 weeks. They are one of the elements in the revamping and beautification of the trail head.

Emergency supplies grant. Discussion about the Eagle Scout project and the Community Foundation of South Puget Sound grant.

ACTION: Linnie to talk to Norma Schuite man at the Community Foundation regarding the time limits and parameters of the grant.

USS Louisiana Gold Crew Volunteer Day. In a written report, Anne said she is still working on a date in late July (possibly July 27).

ACTION: Anne to provide a plan for how she will use the volunteers.

Car Raffle. In her report, Anne said Theler's gambling license caps raffles to a total of \$7,500 per year, the vehicle needs to be in Theler's name before the raffle can takeplace, and Theler Center must pay for the tax and license.

ACTION: Anne to provide clarification of rules, including whether \$7,500 is gross or net profit, to the Board.

Tree pruning along trail. Anne's written report said she received permission from Jack Johnson to prune as necessary along the trail. Since the trees were planted as a privacy barrier for his residence, he requested as much of the barrier be left intact as possible. She has conveyed this information to Bill Moyer.

Trail sign. Bruce Landram has painted the curb and Bill Moyer has made a new donation box. The project continues moving forward.

COMMITTEE REPORTS

Fundraising. Anne will participate in Linnie's fundraising committee.

Upcoming events:

- **Allyn Days**, July 21. Theler Center will have a booth.
- **Taste of Hood Canal**, August 11. Theler Center will have a booth.
- **Wetlands Festival and Chili Cook-off**, August 18.
- **Sidewalk sale and pancake breakfast**, September 1.
- **Motorcycle Poker Run and silent auction**, September 8.

- **OysterFest**, October 6. Theler Center volunteers will be working at the North Mason Chamber of Commerce booth.

Linnie is considering a "Wag 'n Walk" dog walk later in the Fall, perhaps on a Sunday afternoon.

Linnie recommended emailing information on upcoming events to people we have emails for.

ACTION: Mary to create email list.

Endowment. No report.

Business Plan. No report.

THELER MANAGER REPORT (submitted in writing due to Manager's absence)

There was a brainstorming meeting regarding the Exhibit Center on June 26. Anne is working on several suggestions and ideas that came out of the meeting.

Sandra (here on an AmeriCorps grant) is working on a number of projects, including bird of the month posters, plant identification plates, bird identification cards and freshening up the displays at the Exhibit Center.

Theler received a grant for \$1,000 from United Way of Mason County. Anne would like the Board to consider using it to fund additional office staffing.

A side-by-side refrigerator/freezer was donated and has been put in the back storage room. It is for Theler use only and will be cleaned and plugged in by Friday.

NEW BUSINESS

A work-study meeting is scheduled for Tuesday, August 7, at 6:30 pm. The regular monthly Board meeting is Tuesday, August 14, at 6:30 pm.

ADJOURNMENT

The meeting was adjourned at 9:11 pm.

Submitted by Mary Swoboda, secretary.
Approved by Theler BOD 8/14/2007.