

Minutes Mary E. Theler Community Center Board of Directors' Regular Meeting August 14, 2007

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

Community: Stephanie Parker, Asst. Superintendent, NMSD, Lee Swoboda, Bruce Landram, Barbara Clark, Ken VanBuskirk

CALL TO ORDER – APPROVE AGENDA

Jim Clark called the meeting to order at 6:40 pm. Two items were added to the agenda.

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

INFORMATIONAL ITEMS

President's Report – Jim Clark

Oktoberfest. The Port of Allyn and Theler Center are collaborating on an Oktoberfest Saturday, October 27 at the Allyn Gazebo. The Port will donate use of the gazebo, electricity and lights and will help with advertising. Theler's Manager is coordinating the event.

Bikes for books. The Masonic Lodge in Belfair is coordinating an effort to sponsor bicycles for kids who read books. The program encourages kids to read books. Jim is working with the Lodge to make this happen. He would like the Theler Board to participate in the program.

Cash receipts. The Manager appears to have a good system, although there are no written instructions yet. The system will allow the Treasurer to check the receipt book against the deposit slips.

Risk management. The broken slide has been removed from the playground. The playground system, purchased in 1997, is outdated and on

the verge of becoming a liability. The company no longer makes that slide system but a company representative is looking for a replacement slide. The system is designed for toddlers to five years of age.

Jim proposed a risk assessment procedure for the Manager to use to identify potential problems and report to the Board.

Soccer for kids. Jim asked the Board to approve local kids' soccer organizations playing on the field behind Theler Center. He would want to see only the youngest-age teams playing at Theler.

The Board asked what the age groups are.

ACTION: Manager to find out what the age groups are and report back to Board.

Treasurer's Report – Dave Kinnee

No report. Information not received prior to the meeting.

Manager's Report – Anne Whitman
(submitted in writing due to Manager's absence)

American Marine Bank, Edward Jones Investment, Key Bank and a "Friend of Theler" are sponsoring the Wetlands Festival, thereby helping cover the cost for port-a-potties, hand-washing stations, two banners and Theler brochures. Lucky Dog Casino is donating items for prizes.

There was a major water leak last weekend. Bill Moyer discovered it and called the North Mason School District. Mike Fletcher, head of maintenance at NMSD, fixed it and showed Theler's janitor/maintenance employee what to do so Theler can take care of it if it happens again.

As a footnote on the water leak problem, the Water District informed Jim that a cross connection control needs to be inspected annually. Jim has asked the Manager to set up an inspection on a yearly basis and schedule an inspection immediately.

ACTION: Manager to schedule inspection.

Mike Fletcher, Theler's maintenance/janitor employee and Simplex completed all the pressure tests for the sprinkler system in the classroom and exhibit center last week. Our semi-annual inspection of fire extinguishers and grease fire suppression system (in the kitchen) will be done next week.

PUD will be dropping the power lines along the north property line and removing three dead or diseased trees. After that, Theler volunteers will be able to finish the fence along that property line.

The Mission Creek ladies will be painting the shed in the parking lot to match the community center building.

There are two new volunteers staffing the office and several volunteers who are helping keep the exhibit center open to the public.

STATUS REPORTS

Car Raffle. Theler will not be having a car raffle at this time. Theler Center's gambling license limits proceeds to \$7,500 gross (before any deductions) for each year.

Septic Study. The Manager has informed Sea Grant that Theler Center will not be participating in the study at this time.

Brick to Brick. The brick order is being processed and should be shipped to Theler in mid-September. The brick order total was \$1,712.92.

APPROVAL OF CONSENT AGENDA

The Memo of Understanding with the security host was removed from the consent agenda, to be voted on separately.

Consent items:

- Minutes of July 10 regular meeting of Theler Board of Directors
- Policy 3003, "Records Management Policy"
- New format for reporting monthly finances
- Purchasing storage container for emergency supplies in compliance with a grant from the Community

Foundation of South Puget Sound. The cost will be \$2,240, which includes tax and delivery.

- Authorization to repair, replace or remove slide feature in the playground
- Authorization for security host's fencing around security trailer
- Authorization to have Brisko property appraised

MOTION: Dave moved to approve the consent items. The motion was seconded and approved unanimously.

UNFINISHED BUSINESS

Memo of Understanding between Theler Center and security host. Discussion on draft memo of understanding.

MOTION: Dave moved to accept the memo of understanding with recommended changes. The motion was seconded and approved unanimously.

COMMITTEE REPORTS

Fundraising – Linnie Griffin

Theler Center had a booth at the **Taste of Hood Canal** Saturday, August 11, sponsored by American Marine Bank. Captain E's donated an ice cream cart for Theler volunteers to sell ice cream. Captain E's donated the entire proceeds of the ice cream sales to Theler Center.

MOTION: Linnie moved to send a letter of thanks to American Marine Bank and Captain E's from the Board (prepared by the Secretary). The motion was seconded and approved, with one recusal.

Wetlands Festival, August 18.

Everything is proceeding as expected. Certificates have been printed and signs have been made and posted around the area. A TV public service ad was made and has appeared a few times on KOMO TV.

Ken VanBuskirk said the Farmers Market vendors will stay open until 5 pm on August 18. There will be a pet parade and Cake Walk at Farmers Market.

There was discussion about giving parking lot monitors and chili cook-off judges a free Theler T-shirt.

MOTION: Mary moved that parking lot monitors and chili cook-off judges be given a free Theler T-shirt. The motion was seconded and approved unanimously.

Endowment – Bruce Landram

Bruce handed out a draft Theler Endowment Fund policy (Policy 1011) for the Board to review. The policy provides for a committee of three to manage the fund, with the Theler Board having final authority and final accountability. The committee will receive funds and account for it. The three-member committee would consist of a Theler Board member or their designee, a school board member or their designee and a community member, Jim asked for this policy to be added to the work study meeting and the next monthly board meeting. After the Board approves a final draft an accountant will be asked to review it, along with one or two potential endowment donors.

Business Plan – Lee Swoboda

Weekly business planning meetings will resume, beginning Tuesday, September 11. The draft Risk Management policy developed previously will be discussed at the business meeting. There was discussion about approving a risk assessment procedure for the Manager to use to identify problems and report them to the Board.

MOTION: Linnie moved that the Risk Assessment Procedure for the Manager (Procedure 1002P) be approved as written. The motion was seconded and approved unanimously.

NEW BUSINESS

Jeffrey Williams asked for permission from the Theler Board to use a small section of the south parking lot for a small wheelie contest in conjunction with a "Rice Rocket Run" on August 26. There was discussion about safety issues and whether the Theler Board

could approve such an event on Theler Trust property. Although the Board has no authority to approve or disapprove, the Board Directors subsequently reaffirmed that events that could put the school district or Theler Trust at risk will not be condoned.

Written Theler reports to school board.

Superintendent David Peterson has asked that Theler reports be submitted in writing to the school board one week prior to monthly business meetings. There was discussion about who should prepare the report and who should sign it.

MOTION: Linnie moved that the report to the school board be prepared by the Board Secretary, with input from the Manager, and signed by the Board President. The motion was seconded and approved unanimously.

Playground equipment. There was discussion about buying a two-swing commercial-grade swing set for the playground area. No action was taken at this time.

PUBLIC COMMENTS

Ken VanBuskirk asked if Theler provides gas for Bill Moyer's lawn mower. He does a lot of volunteer work for Theler. Jim said he would find out and report back to the Board.

ADJOURNMENT

The meeting was adjourned at 8:20 pm.

Submitted by Mary Swoboda, secretary. Approved by Theler BOD 9/11/2007.