

Minutes
Mary E. Theler Community
Center
Board of Directors'
Regular Meeting
September 11, 2007

Board: Linnie Griffin, Dave Kinnee, Mary Swoboda

Staff: Anne Whitman, Manager

Community: Stephanie Parker, Asst. Superintendent, North Mason School District (NMSD); Lee Swoboda; Bruce Landram; Ken VanBuskirk; Dave George; Tom Farmer; Jerry Reid

CALL TO ORDER – APPROVE AGENDA

One item was added to the agenda.

MOTION: *Dave moved the agenda be adopted as amended. The motion was seconded and approved unanimously.*

APPROVE MEETING MINUTES

MOTION: *Mary moved to accept the minutes from the August 14 regular meeting. The motion was seconded and approved unanimously.*

INFORMATIONAL ITEMS

Jim Clark has submitted a letter of resignation from the Theler Board.

MOTION: *Mary moved the Board accept Jim's letter of resignation, with regret. The motion was seconded and approved unanimously.*

For now, the Board structure will stay as it is, with Linnie as Vice President, Dave as Treasurer and Mary as Secretary. The Manager will report to the Treasurer.

Treasurer's Report – Dave Kinnee

Dave reported that Theler had positive cash flow in August.

Manager's Report – Anne Whitman

Property taxes are due the end of October. The vault toilets will probably not need to be pumped this Fall.

Brick to Brick. The brick order has been shipped and should be delivered by October 1.

Eagle Scout project. Mark Case has built a large storage rack and will finish arranging the storage room this week. Then he will take an inventory of emergency supplies currently at Theler and will start a fundraising effort to collect and prepare 55 personal care packets.

Water Main cross connection inspection. The inspection for Belfair Water has been completed.

Fire extinguishers and fire suppression system inspection. Theler Center passed its inspection.

Soccer teams. Girls' soccer teams practiced at Theler Center for 3 weeks this season. The ages of the girls practicing were 5-7 and 10-13. Anne now has a contact person for the association.

Tree removal. As soon as PUD #3 finishes another project, they will remove the diseased and dead trees along the north property line. After that, the Mission Creek ladies will install the fence.

Oktoberfest. Anne felt there was not enough time to market the event and guarantee its success so the Board agreed to cancel it. Anne has contacted the executive director of the Port of Allyn to see if Theler can partner with the Port sometime next April or May for a "Springfest."

Bill Moyer's donations to Theler. Even though Theler has offered to pay for gas, Bill has been paying for most of the gas he uses in the lawn mowers and other gas-operated equipment as his contribution to Theler Community Center. This is in addition to the hours of time he donates

every week doing maintenance projects around the property. Thank you Bill!

Emergency supplies grant. Jim Clark nearly single-handedly installed the new storage container, provided by a grant from the Community Foundation of South Puget Sound. The overall cost, including equipment rental was about \$2,600. The rest of the grant will be spent on "care and comfort" supplies. Linnie and Anne will meet with personnel from Fire District #2 for suggestions on what to have on hand in the way of medical first-aid kits. Anne said Theler has until December to make the final report to the grantor. She will prepare a progress report immediately to send to the grantor.

Linnie would like shelves in the storage container. Two volunteers offered to build them.

Discussion about the emergency generator. Anne said Fire District personnel come periodically and start up the generator and maintain it.

Wedding brochure. Anne called Kitsap Visitors and Convention Bureau to find out what kind of format they require to submit a brochure. Bobbee, a Theler volunteer, has offered to create a wedding brochure.

UNFINISHED BUSINESS

Theler Banner. Linnie will talk to Nena Andrews about making a Theler Community Center banner.

COMMITTEE REPORTS

Fundraising – Linnie Griffin

The **Wetlands Festival** was a lot of fun. The event and chili cook-off is anticipated to be much larger next year, with more people participating.

The **Motorcycle Poker Run** was also great fun. Two Gold Wing clubs participated and everyone enjoyed themselves and gave good feedback for ways to make the event even better next year.

The next **Mystery Dinner** is scheduled for Saturday, October 20 from 5:30 to approximately 8:30 pm.

Endowments – Bruce Landram

The board discussed the proposed Endowments policy. The details of this policy have been vetted at previous board meetings, as well as discussed at length during business planning committee meetings.

MOTION: *Dave moved to adopt the 1011 Endowments Policy, subject to a final review by a lawyer, a CPA and at least one potential benefactor. The motion was seconded and approved unanimously.*

Business Plan – Lee Swoboda

The business planning committee meetings have resumed, meeting each Tuesday at 1 pm. This week the committee reviewed both the endowments policy and the risk management policy. These policies have been thoroughly reviewed and discussed by the Board over the past several months.

MOTION: *Mary moved to adopt the 1002 Risk Management Policy as presented. The motion was seconded and approved unanimously.*

Lee presented a Risk Management Procedure that incorporates Procedure 1002P, "Risk Assessment Procedure for the Manager," passed by the Board last month. Lee recommended approving the procedure and establishing a Risk Assessment Committee to carry out the annual review in accordance with the procedure, then provide feedback in order to pare down the size and complexity of the procedure.

MOTION: *Dave moved to adopt the 1002P Risk Management Procedure as written. The motion was seconded and approved unanimously.*

MOTION: *Dave moved that a Risk Assessment Committee be formed to conduct an annual review in accordance with the procedure, and provide feedback on how to improve the procedure. The motion was seconded and approved unanimously.*

Linnie asked that the risk assessment committee get this annual review done in early October. Members of the committee will be Dave Kinnee, Lee Swoboda, Tom

Farmer, Stephanie Parker and Anne Whitman. (*Addendum to minutes: Mary Swoboda will replace Dave Kinnee and Jim Clark will be added to the committee.*)

Lee said the business planning committee will begin reviewing all policies, including old ones. A binder of official policies and documents will be made for each Board member.

NEW BUSINESS

Currently Randy Neatherlin is the designated representative for Theler Center to the Theler Trust. There was discussion about replacing Randy with one of the Board directors or an active volunteer of Theler.

MOTION: *Mary moved that Lee Swoboda be Theler's designated representative to the Theler Trust. The motion was seconded and approved unanimously.*

Master Gardeners

Arp Masley and Theler volunteer Bobbee are working on two brochures for the Master Gardener program at Theler Center. One brochure will describe every tree, plant and shrub in the native garden. Arp wants more coverage of the Master Gardener program. Anne said she would ask the North Mason Life editor if he would do a story on Arp and the native gardens.

MOTION: *Dave moved to have 250 copies each of the two brochures printed for distribution. The motion was seconded and approved unanimously.*

Arp said there needs to be more signage in the native gardens. There was discussion about whether or not Theler Center should buy a new sign-making machine.

Donna Williams is taking the master gardener class and has volunteered to come work in the gardens on Wednesdays. She is also willing to supervise the Mission Creek ladies when they are working in the gardens. Janis McNeal is also a master gardener and may be volunteering in the gardens. Arp requested some new gardening tools. Linnie asked Arp to tell Anne what he

needs so Theler Center can purchase them.

Anne announced she cancelled the "welcome back to school" event with the musical Voetberg Family, scheduled for September 15. The funding for it didn't come through and there was a scheduling problem.

PUBLIC COMMENTS

There were public comments of praise for the work of the Board, dedicated volunteers and staff of Theler Center.

MOTION: *Mary moved to adjourn to executive session at 8:10 pm. The motion was seconded and approved unanimously.*

EXECUTIVE SESSION

RECONVENE

The Board reconvened to a regular meeting at 9:25 pm.

MOTION: *Mary moved that Jim Clark be removed as signer on the bank accounts at Key bank and any other Theler accounts. The motion was seconded and approved unanimously.*

MOTION: *Mary moved to authorize the Treasurer to interview prospective bookkeepers who would review the records and reconcile the books each month in accordance with Policy 1090. The bookkeeper would be an independent contractor, paid on an hourly basis. The motion was seconded and approved unanimously.*

ADJOURNMENT

The meeting was adjourned at 9:55 pm.

The next regular meeting of the Board of Directors will be Tuesday, October 9 at 6:30 pm. A work-study meeting is scheduled for Tuesday, October 2 at 6:30 pm. The Business planning committee meets every Tuesday at 1 pm at Theler Center.

*Submitted by Mary Swoboda, secretary.
Approved by Theler Board 10/9/2007.*