

Minutes

Mary E. Theler Community Center Board of Directors' Regular Meeting November 13, 2007

Board: Linnie Griffin, Dave Kinnee, Mary Swoboda, Tom Farmer

Staff: Anne Whitman, Manager

North Mason School District Liaison: Stephanie Parker, Asst. Superintendent,

Community: Lee Swoboda, Ken VanBuskirk

CALL TO ORDER – APPROVE AGENDA

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

***MOTION:** Dave moved to adopt the agenda. The motion was seconded and approved unanimously.*

There were no public comments.

TREASURER'S REPORT – DAVE KINNEE

The bookkeeper will be customizing reports and will send different report formats for the Board to review. There was discussion about changing from QuickBooks for Nonprofits to QuickBooks Pro. There was also discussion on the pros and cons of an on-line version versus a stand-alone program. Any changes would occur after the 2007 books are closed out. The October profit and loss statement was reviewed.

MANAGER'S REPORT – ANNE WHITMAN

The Board reviewed a letter to be sent from the Manager to all long-term renters advising them of an increase in rent. There has been no increase in rent for over 5 years.

***MOTION:** Mary moved to accept the letter, with changes, to be mailed to long-term renters notifying them of an increase in rent. The motion was seconded and approved unanimously.*

The Board reviewed coverage changes to Theler's insurance and approved increasing coverage on the "Brisco" building, adding coverage of the wetlands tool shed and its contents, adding the Theler Trust to our policy and adding "loss of income" coverage on the "Brisco" property.

Bill Moyer removed the broken part of the light fixture on the first board walk. There was discussion about whether the school district might replace the light since lack of lighting is a safety issue for the students going to the

wetlands classroom. Stephanie said she would look into it.

Theler has an opportunity to apply for a \$1,000 grant to the Nonprofit Center for project or operational support. The Board authorized Anne to pursue it. She will be the project manager in the grant process.

Weight Watchers is starting a program in Belfair in December or January at Theler Center.

Mason County Environmental Health asked the Manager if they could use Theler Center as a drop location for water samples and testing bottles. The Board authorized Anne to make arrangements if there is a convenient place for the small refrigerator and testing bottles.

The rhododendron relocation went very well last Saturday. Carly Davis donated her time, expertise and machine for the day. Four Girl Scouts, eight boys and their probation officer and five community members were involved. Anne will be sending thank you letters to all the volunteers.

Second Saturday of the Month Bingo has resumed. All who attended said they read about it on Theler's reader board.

Belfair Glass will be replacing broken glass panels and once that is done the building winterizing will be complete. Anne and Bill are still working on a maintenance plan.

There is a water leak somewhere between the vault at the wetlands classroom and the highway. Bill and the maintenance department of the school district have been working on it.

Educational Service District 113 has authorized up to 100 hours of on-the-job training at Theler Center for a high school student. She will be working two hours on Mondays, Tuesdays and Wednesdays.

APPROVE MEETING MINUTES

***MOTION:** Dave moved to accept the minutes from the October 9 regular meeting. The motion was seconded and approved unanimously.*

UNFINISHED BUSINESS

In compliance with the Accountability policy, Mary asked the Board to approve a reimbursement for supplies she bought for the Community Foundation grant.

***MOTION:** Dave moved to approve reimbursement to Mary Swoboda of purchases for the Community Foundation's emergency supplies grant. The motion*

was seconded and approved, with Mary recusing herself.

Anne is preparing a final grant report to the Community Foundation of South Puget Sound.

COMMITTEE REPORTS

Fundraising – Linnie Griffin.

There are plans to auction an automobile the first part of 2008. Anne will provide the Board the rules and costs of such an auction.

A Mystery dinner for teens is scheduled for January 26 and the next adult Mystery dinner is scheduled for February 23.

Endowments

Lee reported that Bruce Landram will review the endowment policy with a community member this week.

Business Planning – Lee Swoboda

Most of the core policies have been completed. The Board discussed the policies for approval. These policies have been reviewed in the business planning committee meetings as well as the Board's work study meeting last week.

MOTION: Tom moved to approve Policy 1060 Insurance. The motion was seconded and approved unanimously.

MOTION: Dave moved to accept Policy 1071 Hours of Operation with changes. The motion was seconded and approved unanimously.

MOTION: Mary moved to accept Policy 1080 Payroll and Quarterly Taxes. The motion was seconded and approved unanimously.

MOTION: Mary moved to accept Policy 1150 Building and Grounds Maintenance with changes. The motion was seconded and approved unanimously. [Note: This policy combines 1120 Building Maintenance with 1150 Grounds Maintenance.]

MOTION: Dave moved to accept Policy 1180 Reader Board Sign and Other Postings. The motion was seconded and approved unanimously.

MOTION: Dave moved to accept Policy 1210 Dress Code. The motion was seconded and approved unanimously.

MOTION: Dave moved to accept Policy 1260 Parking. The motion was seconded and approved unanimously.

There was discussion about the Board of Directors Policy and Procedure.

MOTION: Dave moved to accept Policy 1300 and Procedure 1300P Board of Directors. The motion was seconded and approved unanimously.

As a courtesy, the policy and procedure will be sent to Supt. David Peterson for his review and comments.

Risk Assessment Committee meeting.

Lee reported that the committee has completed the matrix for evaluating risk. Lee will have a draft preliminary report of mitigations prepared for the November 20 meeting. Stephanie has provided a safe school plan to use as a model for a Theler Center disaster preparedness plan. The process the committee has undergone helps identify premises (safety and security) risks, business risks and legal risks.

NEW BUSINESS

Web site renewal. Lee and Mary Swoboda renewed thelercenter.org and thelercenter.com for 5 years. In addition they renewed marythelercenter.org/com and thelerwetlands.org/com for 2 years as a donation to Theler Center. When Theler Center is ready to control and own these web sites, the Swobodas will gladly turn over ownership.

Meeting schedule:

Risk Assessment Committee meeting Tuesday, November 20 at 3 pm.

Work-study meeting Tuesday, December 4 at 6:30 pm. Will discuss budget. Anne will have a staffing plan for this meeting.

Regular meeting Tuesday, December 11 at 6:30 pm.

Business planning committee meeting Tuesday, November 27 at 1:00 pm.

PUBLIC COMMENT

Ken VanBuskirk said Theler Center and the Theler Trust will be affected by the installation of sewer in Belfair. He recommended a representative from Theler Center should attend all sewer-related meetings sponsored by the county. The plan is for the sewer to be operational in 2009, with ground-breaking as early as March 2008.

ADJOURNMENT

The meeting was adjourned at 8:45 pm.

Submitted by Mary Swoboda, secretary. Approved by Theler BOD 12/11/2007.