

## Minutes

### Mary E. Theler Community Center Board of Directors' Regular Meeting December 11, 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:** Mary moved to adopt the agenda. The motion was seconded and approved unanimously.

There were no public comments.

#### TREASURER'S REPORT – DAVE KINNEE

Dave reported that Theler Community Center ended in the black again for the month of November.

#### MANAGER'S REPORT – ANNE WHITMAN

Anne reported that Joanne Tejada, the artist who originally drew six drawings as postcards with Theler wetlands scenes, is willing to reprint all six postcards and donate 50% of the postcard sales to Theler Center. The Board requested that the scene showing the previous Theler wetlands gate not be included in the printing.

Anne submitted a registration form for the upcoming Evergreen State College internship fair. Anne will talk to the professor at the college who provided the information about the fair so Theler can decide whether or not to participate.

**Insurance update:** Property 16 has been added to liability coverage. The Brisko property and casualty insurance has been increased and loss of income coverage has been added. Because the sheds near the wetlands classroom would need a phone line installed and connection to the alarm system, the Board decided not to add coverage.

Anne provided information on raffle rules. There was discussion about having a car raffle. Because of the restrictions, the Board decided not to pursue it at this time. Anne will look into the possibility of raffling a vacation trip and report back to the Board.

Anne presented a draft incident report form for the Board's approval.

**MOTION:** Mary moved to approve the incident report form. The motion was seconded and approved unanimously.

The Community Foundation of South Sound's emergency supplies grant has \$251 left to spend. Anne asked the Board to sign a check for \$251 allowing her to buy a few more food and comfort supplies. Then she will prepare the final report and get it to the grantor by the December 31 deadline.

**MOTION:** Tom moved to approve signing a check to buy the last of emergency supplies to finish the Community Foundation's grant. The motion was seconded and approved unanimously.

Regarding the mini-operational grant through the Nonprofit Center, Anne said there were some hidden costs associated with the grant and withdrew Theler's application.

Theler Community Center was an emergency Red Cross shelter for four days after the flooding last Monday (December 3). Since then the Evergreen and Fern rooms have been opened up to the Salvation Army and Red Cross to provide food, clothing and other items for people who lost much in the flooding. After TV news broadcasts and other media awareness, there has been a steady stream of people who have need of the supplies. Many, many community

volunteers have been assisting these people in need.

### **APPROVE MEETING MINUTES**

***MOTION:** Tom moved to accept the minutes from the November 13 regular meeting. The motion was seconded and approved unanimously.*

### **UNFINISHED BUSINESS**

David Peterson, superintendent of the North Mason School District, reviewed Procedure 1300P – Board of Directors. He asked that the Theler Board consider removing one section of paragraph 2.6.2 as it contradicted the Letter Agreement between NMSD and “METO.” There was discussion about removing that portion.

***MOTION:** Tom moved the section be removed from 1300P, paragraph 2.6.2. The motion was seconded and approved, with one abstention.*

### **COMMITTEE REPORTS**

#### **Fundraising – Linnie Griffin**

There will be a mystery party for teens on January 26. There will be a Walk for the Wetlands planning meeting sometime in January.

Anne reported that the vendor fair was a big success and would have been even better if it hadn't snowed. The vendors who participated are already looking forward to a Spring fair.

#### **Endowments**

Lee explained the changes made to the original Endowments Policy approved by the Theler Board at the September 11 meeting. The Board asked that the revised Endowments Policy be reviewed by the attorney one last time before approving it.

There was discussion about adding insurance policies to the Gift Acceptance Policy.

***MOTION:** Dave moved to add “insurance policies and proceeds from insurance policies designating Theler Center as beneficiary” to the list of acceptable gifts in paragraph 2 of 1001 Gift Acceptance Policy. The motion was seconded and approved unanimously.*

#### **Business Plan – Lee Swoboda**

There was discussion on the Sustainability and Relationships sections of the Business Plan. The Board authorized these sections be added to the Business Plan.

The Marketing and Financial plan sections of the Business Plan will be discussed at a future work-study meeting.

#### **Risk Assessment – Lee Swoboda**

The Risk Assessment Committee has completed its task, producing a report and risk assessment action items. The Board accepted the committee's report and action plan.

There was discussion about getting the action items onto a calendar “to do” list. The manager will incorporate the action items into her yearly calendar, and include action items in her manager reports.

The Board thanked the committee members for their efforts.

### **NEW BUSINESS**

**2008 Budget.** There was a lengthy discussion of the 2008 budget at a work-study meeting, held just prior to this Board meeting. The manager will prepare the numbers for the 2008 budget and allow Board members to review and provide input back to her. The January 8 work-study will be devoted to finishing up the budget. The regular meeting of the Theler Board will be January 15. The budget will be presented to the school board at their January 24 board meeting.

**Theler Board applicants.** Folders with all applicants to the Theler Board were given to Dave and Tom for their review.

### **PUBLIC COMMENT**

Stephanie was impressed with how Theler Community Center opened its doors to provide emergency relief and supplies.

### **ADJOURNMENT**

The meeting was adjourned at 7:55 pm.

*Submitted by Mary Swoboda, secretary. Approved by the Theler BOD 1/15/2008.*