

Minutes
Mary E. Theler Community Center
Board of Directors' Regular
Meeting
February 12, 2008

Board: Tom Farmer, Mary Swoboda, Margi Veitch, Tim Wing (Dave Kinnee not present)

Staff: Anne Whitman, Manager

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

Community: Lee Swoboda, Linnie Griffin,
Danielle Skeeters, Alexis Skeeters

CALL TO ORDER

Mary called the meeting to order at 6:29 pm.

ADOPTION OF AGENDA

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

APPROVE MEETING MINUTES

***MOTION:** Tom moved to accept the minutes from the January 17 special meeting #2. The motion was seconded and passed, with one abstention.*

UNFINISHED BUSINESS

1. Election of 2008 Board Officers

***MOTION:** Tim moved to nominate Tom Farmer as President, Tim Wing as Vice President, Margi Veitch as Secretary and Dave Kinnee as Treasurer. The motion was seconded and approved unanimously.*

2. Selection of 5th Board Director

The Board discussed whether or not to re-advertise the Board Director position or select from the two remaining applicants, Danielle Skeeters and Kevin Swett. (Appointee Ken VanBuskirk was rejected by a majority of the School Board at their meeting on January 24,

and Mike Boyle and Ken Boad withdrew their letters of interest.)

The Board agreed to reopen the nomination process and publish notices in the Belfair Herald and Kitsap Sun. Letters of interest need to be received by Friday, February 29. Interviews will be conducted on Tuesday, March 4, with a decision by the Board at its regular monthly meeting on March 11.

3. Theler Trust Advisory Committee

Currently Lee Swoboda is the designated representative for the Theler Board to the Theler Trust Advisory Committee (motion made at September 11, 2007 Board meeting). There was discussion about whether a Board director should be the representative. Both Tom and Tim expressed interest in attending the meetings.

***MOTION:** Mary moved that Tom Farmer be the designated representative from the Theler Board to the Theler Trust Advisory Committee. The motion was seconded and approved unanimously.*

MANAGER REPORT - Anne Whitman

Anne shared thank you letters from the North Mason Food Bank, FEMA and Fire District 2.

In appreciation of Theler Center's flood relief efforts, the North Mason Kiwanis will be making a monthly donation to Theler Center through September, and the North Mason Community Voice group gave a one-time donation.

Anne reported that she made a presentation to the Boeing Credit Union Trustees. She also updated the Board on the RSVP volunteer recognition luncheon, painting the Theler offices and Family Bingo. She announced she will be on vacation from March 1 to March 6. Staffing of the office will be covered during that time. There will be a Flood Relief Spaghetti Dinner on Saturday, March 1 to help Theler Center recoup revenue lost during the aftermath of the December flooding.

Taco Time gave 500 coupon books to Theler Center. Anne indicated the normal

arrangement is for nonprofits to offer them for a one-dollar donation each. Tom asked how the revenue would be accounted for, how much time it would take to track the money and if local Taco Times would honor the coupons. The Board agreed this would consume a lot of time and energy. Since the coupon books were provided free of charge, the Board gave the manager discretion to determine how to disburse them. No money will be collected.

Anne presented the Balance Sheet and Profit & Loss Statement for January. There was a question of why retained earnings is shown as a negative. Anne will look into it and report back to the Board.

Anne has contacted a local retired CPA to conduct an audit of Theler Center's books, as required by Audit Policy 1008. There was discussion of having a certified audit, but it would be quite expensive. The expense might be worth it in order to qualify for certain grants.

COMMITTEE REPORTS

Fundraising – Linnie Griffin

Mystery Dinner, February 16. Fifty-nine tickets have been sold. The dinner will include a silent auction.

Teenage Mystery Dinner, March 22. Linnie has contacted the Boys & Girls Club to participate in planning the event.

Theler Story Pole meeting April 5 at 9:30 am. Margi will work with Linnie to contact wood carvers.

Business Planning – Lee Swoboda

Lee gave a status report on the business plan and high-priority policies remaining to be completed. There was discussion about what business sections still need to be approved by the Board. Lee said he is willing to continue the business planning committee meetings if the Board wants him to.

Endowments

Mary updated the Board on the status of the Endowments policy. When the document was

first written, a lawyer volunteered his time to review the draft. His recommendations were incorporated, then the document was reviewed by a CPA and a prominent community member. Before the Board approved the final document, it was decided to ask the lawyer if he would review the document one last time. There has been no reply so far, so a follow-up letter will be sent.

NEW BUSINESS

Tim thanked Lee Swoboda for being Theler's representative to the Theler Trust committee. He also thanked Jean Farmer for helping the manager with QuickBooks. He commended Linnie Griffin for her efforts on fundraising. He went on to say Theler Center needs to look at other ways to make money for the organization and broaden its base of support in the community.

Tom said there may be an opportunity for a grant through a partnership with the Port of Allyn. He said he will make a presentation to the Board at the March meeting.

Meeting schedule:

- Work-study meeting and interviews Tuesday, March 4, 6:30 pm
- Regular meeting Tuesday, March 11, 6:30 pm

PUBLIC COMMENTS

Linnie Griffin encouraged the Board to continue building on the foundation that previous boards have established.

Stephanie Parker said she would inform the school superintendent that there will be no fifth board director for the school board to vote on at their meeting February 14.

ADJOURN

The meeting was adjourned at 8:20 pm.

Submitted by Mary Swoboda, outgoing secretary. Approved by Theler BOD 3/11/2008.