

## GHCC Board Minutes

February 6, 2019

Present: Celia Grether, Cynthia McCullough, Pat Smith, Pat Duvall, Shirmeen Faulx, Connie Gordon

Guests: Cameron Clark, Chuck Strahm, Duane Drummond, Dennis Johnson

Absent: Christy Mackey, Deborah Olson, George Briese

The meeting was called to order at 7:20 by President Celia Grether following a short executive board meeting.

Pat Smith moved that the January minutes be approved as presented. Shirmeen seconded the motion. Motion carried.

**Treasurer's Report:** Net balance and P & L match. Hooray! Connie moved and Pat Duvall seconded that the January financials be accepted as presented. Further, it was moved by Pat S. and seconded by Connie that \$5,982.00 be transferred into the Endowment Fund as GHCC's 2018 contribution. Both motions passed.

**2019 Budget:** Following a brief discussion, the 2019 Budget was approved. Cynthia moved and Connie seconded the motion. Motion carried.

Cost and use of a **new convection oven** for the kitchen was discussed. Chuck stated that a new convection oven would cost somewhere between \$3,500 and \$5,000. Pat S. moved and Connie seconded that a cap of \$5,000 be in place when the purchase is made. Motion carried. It is imperative that everyone serving food or working in the kitchen have a food handler's certificate while performing food-related duties.

Pat S. has been researching how much we need to have in reserves ready to have on hand to replace aging kitchen components. Pat D. moved and Shirmeen seconded the motion to fund our reserve account with \$5230. Further, Cynthia moved to agree to the treasurer's recommendation to transfer \$12,500 from the Endowment savings account in the Kitsap Credit Union to purchase certificates of deposit at Morgan Stanley. Pat D. seconded and the motion passed.

Pat S. made **new badges** for each board member to be worn at GHCC events.

Dwayne read aloud **the official charter for the Boy and Cub Scouts**. He shared the aims of scouting as listed on the certificates. Discussion followed about the distinction

between the units, Cubs and Boys. Currently, there are 10 Cub Scouts, ages 6 to 11 years old; there are 13 Boy Scouts, ages 11 through 18 years old.

Dwayne said that the Klondike Derby is coming up soon at Camp Parsons.

Celia told Dwayne that while the board has voted to have the May fund-raiser, the concern is having a food handler's certificate for each of the Scouts handling and serving food. Further, the Scouts will now be required to complete the same steps as all other GHCC renters; this includes completion of the standard rental application which requires a refundable damage deposit as well as a certificate of insurance. Their rental fee will be \$1.

The board will reimburse up to \$200 for the Scout's spring fund-raiser as well as continue to be their charter sponsors.

Bill Longworth is the new scout leader.

**Membership Financial Report:** Pat Smith reported membership income has increased significantly compared to last year. 2018 - membership income was \$1,040. January 2019 - membership income was \$1,400. Celia gave the membership report for Christy

**County Tax Parcel:** Pat Smith said the county indicated the tax parcel she received that we didn't recognize is an unknown parcel and if we owned it, we wouldn't owe any money on it.

**Maintenance Report:** Cameron Clark reported he has one estimate for a new opener to ease opening for the Annex garage door. Kitsap Garage Door Company submitted two bids: 1. Basic repair - \$594.00 2. Enhanced repair - \$686.00

Cameron will get two more bids and report back.

Cameron reported the standby generator is not working. There is a red light indicating the generator is turned off. He called Ben, the man who serviced the generator last, and was instructed to push a 'reset' button. Cameron and Chuck inspected the generator tonight. Cameron will recall Ben to have the Generator serviced a.s.a.p.

**Rental Report:** Proposed Rate Revisions: Pat S. reported the rental documents have been updated. Included is the Memorial Rental, Rental Application, and the Rental Checkout List. See updated documents attached to minutes. Report for East room: 5 half days, 3 full days; West room: 4 half days, 1 full day; Kitchen use: 1 full day; No Charge: 1 day; GHCC: 3 days.

**Log Survey:** With responses at 36 to date, 20 voted for a print copy to be mailed to their residence; 16 voted for online access.

**GHCC status with Kitsap Co. Public Health:** Chuck and Connie said they have received paper work from the Health department regarding designation but no guidelines to implement the designation. Chuck has contacted the food handler's inspector for clarification and a meeting. We are waiting for her response. Until we know what we're able to do under the new permit type, all direction we received during her visit, remain in place.

**Welcome Packet:** Celia gave the Welcome Packet report for Judy Tallman. Judy is continuing to exchange messages with potential funders through local tribal sources and others. To date 77 Welcome Packets have been delivered. She has 7 remaining packets in her inventory. Judy approached Shore Woods regarding donations to help defray Packet expenses. They were going to meet on Tuesday (2/5/'19) but she hasn't heard back and believes meeting was canceled due to snow.

**Neighbors Lunch:** Celia reported January's Neighbors Lunch was low in attendance. The speaker was very informative and those who attended appreciated her talk. Neighbors Lunch served approximately 28 people.

**Endowment Report:** Celia reported due to the volatility of the market we need to keep our eyes on the long term for this investment.

**Janitorial Report:** Connie reported we purchased a new vacuum cleaner for GHCC. Janitor Alain Perrin had a light month due to decreased number of rentals for the month of January.

**Rummage Sale Report:** Connie reported she received 3 unscheduled drop offs at NPP boathouse and 4 unscheduled drop offs at the Annex during January.

A work party with MJ to sort all of the dropped off items from last fall was held. We sorted, distributing items to their respective departments.

On January 28th the Kitchen (2 people), Home Décor (2 people) and Crafts (1 person) worked 2+ hours to clear their tables into bins and boxes.

On January 30th the Clothing (3 people) put in 2+ hours and Linens (3 people) put in 1+ hour clearing their tables into bins and boxes. Still to be done, taking the filled bins / boxes to the boathouse before March drop off date. We will need the propane heaters started for heat in the annex for March drop off.

Some new volunteers have offered to help with sorting and others for use of their trucks to haul bins & boxes from the Annex to the boathouse on monthly drop off Saturdays. Exciting!

**Log Report:** Denny is making new changes to the Log to meet the needs of the community. He, MJ, and Don are working on the website to make it more user friendly and appealing to encourage people to use it.

**P.O.S. Manual:** Denny handed out a worksheet for board members to review and provide pertinent information; i.e. names, phone numbers, account numbers, and location of important information so it can be retrieved if primary person isn't available. A committee was formed with Celia, Denny, Chuck, and Connie. They will work on retrieving and organizing this information so it's available.

**Offsite Storage:** Celia reported the plan for storage of books and records will be tabled until Christy returns next month.

**Boathouse Lease:** Celia's email communication with Dori from Kitsap County Parks department assured Celia that "all is good" for use of the boathouse to store rummage sale items in the foreseeable future.

**Landscaping Project:** Celia said Christy is waiting for Patrick Leuner's input on plants to use in front of the brick wall and front gardens.

Meeting adjourned at 9:38pm.

Submitted by Cynthia McCullough and Connie Gordon