



GREATER HANSVILLE  
**Community Center**  
GHCC BOARD MINUTES  
January 6, 2021

Present: Christy Mackey, Celia Grether, Cynthia McCullough, Pat Smith, Pat DuVall, Deborah Olson, Connie Gordon, Trudy Cravens, Dennis Johnson, Keith Beebe, Bruce Zelazoski  
Guests: Don Lynch, Judy Tallman, Chuck Strahm, Chris Brinton

The regular meeting was called to order remotely at 5:04 via Zoom by President Christy Mackey.

**Minutes:** Pat DuVall moved and Trudy seconded the motion that the minutes of the December meeting be approved. Motion carried.

### **Treasurer's Report**

Pat Smith reported that the financials, including the year-end adjustments such as depreciation, interest income, etc. are ready to deliver to the CPA for the 990-tax return.

\*The 1099 and 1096 forms have been completed and sent this month as well as the IRS letters acknowledging donations over \$250.

\*The 2021 Budget will be entered in Quick Books when the final numbers are known

\*Pat noted that the operational & financial oversight handbook should be updated to incorporate policies changing procedures since the handbook was completed. Deborah, Bruce, Christy and Celia volunteered to work with Pat on this project.

\*Motion to accept the 2020 Replacement Reserve Report was made by Cynthia and seconded by Christy. Motion carried.

\*A Five-Year Plan and replacement schedule for the Reserves remains to be done and will be completed as time allows.

\* The Treasurer's manual updates are being finalized for recent changes on procedures.

\* Renewal letters for Business Members were sent on December 29<sup>th</sup>.

\* Google Drive table of contents is being updated to show edit rights and will be sent to the Board and Maintenance crew when completed.

\* Event Development Plans and Process Steps have for the most part been completed and interviews with Event chairs will be conducted when COVID restrictions allow contact.

### **REPORTS**

#### **Rummage Sale on-line Developments:**

The December publicity for the online Rummage Sale resulted in several transactions with about a \$1,300 intake, according to Trudy. Four additional sales for \$90 were generated from the email sent out at the end of the month. Many items removed from the boathouse have made storage space available. Trudy also commented that many of our customers have been asking about making donations as well as the status of the 2021 annual sale. As always, the future of a traditional summer sale in 2021 is an unknown.

### **Maintenance Report:**

Bruce reported on:

**Storm Drain Issues** - The County surprised us by sending a crew out in early December and repairing the failed storm drain piping that runs between the main building and the annex. Bruce visited the site on Monday, Jan 4, following the heavy rains of the day before. He noted it appears that the drains are now all operating as they should.

**Community Center Exterior Emergency Light** - While visiting the site, Bruce noticed that the exterior flood light that is mounted on the east end of the main building was on during the day. He will determine if it should be on during daylight hours.

**Low Area Near the Foundation** - Bruce observed a low area next to the building just west of the rear ramp entrance. He recommends a couple yards of gravel to till the area up to the building so it is level with the crown in the alleyway.

Don pointed out that a drain on the north side of the Rat Shack is not working well. Bruce will take a look.

### **Armchair Travel Webinar**

Judy has set the first Armchair Travel webinar for Thursday, January 14 at 7 pm. Our new board member, Keith Beebe, will share his experiences of living and teaching in Prague as part of the family's world traveling from 2004 through 2016.

Denny has purchased the Zoom webinar membership for the evening and will be the host as well as the IT troubleshooter.

Judy encourages everyone to open the online Log to locate the webinar link where a beautiful photo of the famous Prague bridges is shown.

Christy will alert the public of our first Armchair Travel Webinar and Angie's poster will serve as a reminder. Judy asks that we share the information with our friends and neighbors to encourage a good viewing audience.

The second Armchair Travel will highlight Bobbi Caesar's cruise ship experience with information on how to prepare for a 4-month cruise to many places in the world.

The Beebe's family experiences in Argentina will be the topic of the March Travel Webinar.

### **Endowment Report:**

Celia has sent out appeal letters and so far, the result has been about \$6,600 in checks. The two largest contributions did not specify that they were for the Endowment. Following discussion, all were in favor of designating them for the General Fund, providing seamless access to these funds when required.

### **Membership Report:**

Christy reported there was 1 business and organizations renewal as well as 16 family and single renewals. Christy recommended updating the membership form by removing the Log Production Expense Fund line as the Log is now online. She also noted that she received a printing bid from Blue Sky in Poulsbo for Log printing that is half of what Kingston Mail and Print charges.

## Rentals

The Foot Clinic is our only renter and for the month of December this renter brought in \$100.

## **OLD BUSINESS**

### Entry Landscaping Update:

Don commented that a lot of progress has been made but there is still plenty to be done. He plans to bring the landscape committee together when there is a reasonable break in the winter rains to talk about going forward to chip away at the smaller tasks that remain in terms of plant location and removal. Connie, Chuck and Bruce have joined Don in getting the work done this past fall. Chuck and Bruce were helpful in relocating the vine maple tree from the east to the west bed and Connie has helped with plant removal as well as the relocation of the rhodies, spruces and mahonia.

Discussion as well as help with plant procurement is needed at this point.

Maintenance of the landscape during the upcoming year, which is not an identified responsibility of the committee, should also be discussed, according to Don.

See addendum "GHCC Landscape Project."

### GHCC/Kitsap County Lease Renewal

Celia, Christy and Keith have drafted a letter to the County seeking a meeting to resolve the issue.

Connie asked to be added to the committee working on this issue if one is established.

### POS Manual

The POS Manual was originally proposed by Denny to provide a guide to GHCC operations in the event of an emergency. Since we already have a Rummage Sale Manual, a Maintenance Manual and extensive documentation on Google Drive, Denny and other board members agree that this project be discontinued.

## **NEW BUSINESS**

### Scholarships

- Chris reported that \$5,000 of the \$10,000 budgeted for 2020 was distributed due to concerns about the loss of income producing activities for the center and lack of qualified applicants.
- Chris will be working closely with the counseling department at Kingston high school to help them communicate to seniors about the scholarship program for 2021.
- Posters and notices in the social media will begin to appear in next few months.
- The treasurer will advise the scholarship committee on the total amount that can be distributed for 2021 after the budget is determined and donations tabulated.
- The Scholarship Donation Fund Policy and Donation Form are currently under review and will be updated soon.

### Outstanding Citizen

- Chris reported that applications are now being accepted for Outstanding Citizen nominations for this year until March 1, 2021.
- Chris also recommended we consider as a Board recognizing several groups that have been instrumental during the Pandemic in helping our community such as:
  - Postal workers at Hansville Post Office
  - Teachers in NK School District
  - First Responders for NKFR

This idea is under review by the Board.

### Proposed Amendments to Scholarship Policy

To be done offline.

### Proposed Allocation of Unrestricted Donations

See Endowment Report above.

### For the Good of the Order

Christy reported that on January 30, the board will partner with Helping Hands of Hansville for a Food Drive to benefit ShareNet. Susie Stevens will be helping and will bring the ShareNet truck as she did for the last drive.

Further, Christy raised the idea of a drive-by Easter event similar to the Halloween one. All agreed to "wait and see" due to the Covid-19 restrictions.

**To be carried forward** -Chuck's Warming Station Improvement Plan

Meeting adjourned at 6:48 pm.

**The next meeting will be February 3, 2021 at 5 pm.**

Respectfully submitted,  
Cynthia McCullough

### ADDENDUM: GHCC Landscape Project

GHCC landscape project  
Pat's Punchlist / Fall 2020

#### Status of task:

C = Completed

IP = In Progress

NA = No Action

R = Review/Revise Plan

Area	Task	ID	Status	Comments
west bed	remove Hemlock	K	C	
west bed	move Hydrangea 1	L	C	
west bed	move Hydrangea 2	M	C	
west bed	remove Juncus	N	C	
west bed	move Blue Spruces	O	C	relocated 1, removed 1, pruned 1
west bed	remove Heather plants	P	C	
west bed	deal with Clethra	Q	NA/R	remove / pitch ??
west bed	prune Bergenia	R	NA	prune, spread, relocate
west bed	prune Manzanita (sentinel)	S	IP	3 bushes - hedge like
west bed	find new plants ??	T	NA/R	discuss ??
west bed	hold on Fothergilla	U	NA/R	discuss ??
west bed	prune Acer Dissectum	V	IP	near septic tanks
west bed	remove Hebes from planter	X1	C	added to punch list/ completed
east bed	remove 1 Skimmia/north	A	NA	pending weather
east bed	move 1 Sarcococca	B	NA	pending weather
east bed	move 1 Epimedium	C	NA	pending weather
east bed	move Rhodie #1	D	C	from SE corner toward Generator
east bed	move Rhodie #2	E	C	relocated to SW corner, S of Monroe
east bed	move Vine Maple (Monroe)	F	C	relocated to SW bed, N of corner
east bed	move Huckleberry bushes	G	C,IP	some are in temporary location
east bed	find alternative to Ceonothus	H	NA	Refer back to committee
east bed	move Mahonia bushes (4)	I	C	relocated to north end of west bed
east bed	relocate Kinnikinnick	J	NA/R	Refer back to committee
east bed	remove Hebes from planter	X2	C	added to punch list/ completed
east bed	prune Fatsia (NE corner)	X3	C	added to punch list/ completed
"Entrance Bed"	The area in front of concrete wall		NA/R	review/refine design

#### Notes:

1. The big tasks have been completed, in terms of dealing with large, bulky bushes, trees & shrubs.
2. Smaller tasks will be completed as time, weather & schedules permit.
3. Ordering of replacement plants has not begun. Help needed.
4. The "Entrance Bed" is not included on the punch list but it is a part of the overall plan.
5. All tasks identified with an R status or a '??' need review & revision by the landscape committee.