# GHCC BOARD MINUTES
## March 3,2021

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**: A motion to approve the February minutes was proposed, seconded and passed unanimously.

**Treasurer's Report**
Pat presented the financials.

**REPORTS**

**Endowment**: Celia reported that GHCC has been approved for inclusion in the 2021 Kitsap Great Give. She will write an article about this for the April Log.

**Membership Report**:
Christy reported there were 21 Family and Individual memberships as well as one Business Organization membership.

**Rentals:** Pat reported that there were two full days and one half day in February.

**OLD BUSINESS**

**Scholarships:**
Applications are due postmarked by 3/15 and none have been received yet. However, that is not unusual as they usually all come the last few days. Chris has been in touch with school counselors to stimulate interest and get the information to seniors. The counselors have reported that it is difficult to reach students during the remote learning due to COVID-19 and they are doing their best to get the message to potential candidates.

**Outstanding Citizen:** There were four nominations received and two were for the same person. The committee will meet later this month to determine the results.

**ShareNet Food Drive:**
Christy noted that the move from Kingston has been delayed and so our Food Drive has been put on hold.

**Rummage Sale On-Line Developments**

Trudy reported that thirty-five new items were posted to the website in early February which generated several new sales. About a third of the new items sold along with several items that had already been listed. Total income was about $550. The plan is to post more new items in early May, including some of the outdoor furniture that we have in the boathouse. A 12-foot fiberglass boat has been donated. Chuck is refurbishing it to prepare it for sale.

**NEW BUSINESS**

**Non-Profit Gift Policy**: Celia introduced the policy which was drafted by Keith Beebe. It identifies factors to consider before GHCC accepts any gifts - whether of money, land or other assets. Keith felt that the policy need not explicitly extend to Rummage Sale donations since GHCC has always declined donations which would create a burden on us. A motion to approve the policy was proposed, seconded and passed unanimously.

**New Armchair Travel:**
Judy reported that the 3rd Armchair Travel program will be a trip to Argentina with Keith Beebe on Thursday, March 18, 7 pm. He will share his family's experiences in words and pictures. Rehearsal is scheduled for Monday, March 15 at 7 pm.
Dramatic posters created by Angie are posted where possible. A Log article and GHCC website contain photos to engage interest, thanks Celia and Don. Christy is ready to post on social media. Friends in Eglon and Kington Rotary Club have expressed interest in sharing the poster in their electronic communication to members.
Our attendance has been estimated at app 75-80 attendees in the previous two Armchairs.
"C is for Cotswolds" is the 4th and final scheduled Armchair Travel adventure. Lenore Lynch and Shirley Kaltenbach will take viewers on a walk through the English countryside in the Cotswold area of England about 100 miles from London. "C is for Cotswolds" will share the beautiful countryside and charming English towns experienced during a wonderful summer trip before COVID-19. Lenore and Don are creating the poster. Shirley will write the April Log article.
There will be more information at the April Board meeting.

**Easter Event:**
Pat DuVall and Deborah will represent the GHCC Board in partnering with the Hansville Community Church for this new event to be held on April 3. Pastor Locke's creative scavenger hunt will begin at the church with a worksheet giving directions to drive the loop around Hansville to find the symbols matching the picture of each egg. When the loop is completed, participants will end up at the Greater Hansville Community Center to collect an Easter goodie bag.

**Scholarship Fund Donation Policy**: This was passed in June 2019. The amendment, also proposed by Keith, specifies that restricted accounts be created when the contribution in a calendar year exceeds $5,000 and makes all donations subordinate to GHCC's Non-Profit Gift Policy. A motion to approve the amendment was proposed, seconded and passed unanimously. See addendum.

**Public Service Announcements (PSA):** Don raised the question of whether local public service information should be published on our website, social media, and in the Log. This issue was prompted by a request from Kingston's AARP tax assistance program to place their article on our website. Don, Christy and Celia will work on the policy and welcome anyone wishing to join them. Keith advised limiting the service to non-profits with a named contact person, defining the term "public service" and setting time limits on the content.

**For the Good of the Order**

**Neighborhood Cleanup**: Celia asked if anyone was interested in participating in a Spring Neighborhood Clean-up which is sponsored by the County's Adopt-a-Road program. The service is needed, it would be a positive way to re-engage with the community. She was advised to wait until May when the weather is warmer and more people will have been immunized.

**Log Online**
Christy noted that she is getting good responses to publishing the Log online. The March Log was 17 pages of interesting articles, color photos and ads.

**To be carried forward** – Warming Station Improvement Plan

Meeting adjourned at 6:00 pm.
**The next meeting will be April 7, 2020 at 5 pm.**

Respectfully submitted,
Cynthia McCullough

**ADDENDUM #1**

## GHCC NON-PROFIT GIFT POLICY

**Whereas** GHCC actively solicits gifts and grants to further the mission of the organization, and

**Whereas** there is the potential for controversy if certain gifts are accepted, the organization has adopted the following Gift Acceptance Policy: When considering whether to solicit or accept gifts, the organization adopts the following:

GHCC GIFT POLICY # _____ (ADOPTED _____)

1. GHCC solicits and accepts gifts that are consistent with its mission.

2. Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, without limitation or restriction. The only exceptions to the rules will be donations specified for deposit or application to the following two special purpose funds:

**GHCC Scholarships Fund**

**GHCC Endowment Fund**

3. In the course of its regular fundraising activities, GHCC will accept unrestricted donations of money, real property, personal property, stock, and in-kind services.

4. Certain types of gifts must be reviewed prior to acceptance due to the special liabilities they may pose for GHCC Examples of gifts which will be subject to review include gifts of real property, gifts of personal property, and gifts of securities; And restricted gifts (gifts with conditions), not referenced above, that must be approved by the Board prior to acceptance.

**PROCEDURE- _____**

1. GENERAL CONSIDERATIONS:

**Values**—whether the acceptance of the gift compromises any of the core values of GHCC
**Compatibility**—Whether there is compatibility between the intent of the donor and the organization's use of the gift
**Public Relationships**—whether acceptance of the gift damage the reputation of GHCC
**Primary Benefit**—whether the primary benefit is to GHCC versus the donor
**Consistency**—is acceptance of the gift consistent with prior practice?
**Form of Gift**—Is the gift offered in a form that GHCC can use without incurring substantial expense or difficulty or restrictions/conditions.
**Effect on Future Giving**—Will the gift encourage or discourage future gifts?

2. GIFTS FOR THE SPECIFIC FUNDS:

A. Gifts to and for the **Scholarship Fund** will be governed by Policy No. _____ and respective procedure. NO GHCC member, representative, agent, employee, or board member is authorized to solicit or accept a donation absent compliance with such policy and procedure.

B. A. Gifts to and for the **Endowment Fund** will are governed by Policy No. _____ and respective procedure. NO GHCC member, representative, agent, employee, or board member is authorized to solicit or accept a donation absent compliance with such policy and procedure.

## ADDENDUM #2

### GHCC SCHOLARSHIP DONATION FORM

**Procedure _____ to Scholarship Donation Policy:** Format and considerations for proposed Gift to Scholarship Funding in excess of $5,000.00

GREATER HANSVILLE
Community Center

*P.O. Box 133*
*Hansville, WA 98340*

# Scholarship Gift Agreement

Donor:_____

Address:_____

Anticipated Donation Amount: $_____

Anticipated Donation Date:_____

***Procedure****: If there are contributions in any one calendar year by and individual as a gift or bequest in an amount greater than $5,000, the donor or the estate executor may, but is not required to, add directions for the disbursement of funds. Funds will be kept in a separate restricted account and not comingled with scholarship funds unless the amount falls below $1,000. These directions are in addition to the scholarship applicant meeting the established GHCC scholarship criteria and eligibility requirements.*

***Procedure: Any such restrictions shall be approved by the Board pursuant to the GHCC Non-profit Gift Policy _____ before final acceptance.***

***The following are considerations for directions that may be added or proposed, subject to approval.***

- Donor can indicate if they wish to have the money used all in one year or spread out over several years. Number of years to be approved by GHCC prior to the gift and not for an indefinite period. . Ex. 1/5 of the original amount / year for 5 years. Please indicate the period of time you would like to be used for your gift*:*

  _____

  _____

- Donor can indicate if they wish to have the funds only go to in-state public and/or private schools. Ex: Only community colleges, technical schools, colleges and universities in Washington state. Do you wish to restrict funds to only Washington State public and/or private: Please indicate YES or N

- Scholarships awarded from these funds may be titled as directed by the donor. Ex: The Smith Family Scholarship. The title must be approved by the Board. Please indicate the title you wish for the scholarship:

  _____

Any other directions requested must be approved by the Board prior to the gift:

_____

_____

I/we understand and agree to the guidelines of the scholarship donation.

| | |
|---|---|
| _____ | _____ |
| Name | Name |
| _____ | _____ |
| Title | Title |
| _____ | _____ |
| Date | Date |

June 5, 2019 Adopted

## ADDENDUM #3

### Scholarship Fund Donation Policy _____

Greater Hansville Community Center supports college, technical and continuing education of our residents. For many years the Center has awarded scholarships to local students who meet the criteria and eligibility established by GHCC up to the amount of money available for scholarship awards. Funds for the scholarships comes from the annual budget of the Center funded by all the fundraising activities sponsored by the Center.

It is desirable to have additional funds for scholarship awards come from charitable gifts and bequests of local donors. The following procedure is established to provide GHCC guidelines for accepting and managing these donations made specifically for scholarships.

**Procedure-Guidelines:**

- There shall be a designated account that may only be used for funding scholarships. This amount may be funded by the center's fund-raising efforts, the annual budgeting process and by donations by individuals.

- All scholarship recipients will be selected based on the scholarship eligibility guidelines and criteria established by GHCC.

- When donations in any one calendar year **under $5,000**, are made by an individual, specifically for scholarships, these donations will be added to the account designated for scholarships. These donations will increase the amount available in that year above the amount funded by the center's annual budget.

- If not all the available funds are awarded in any given year, the excess will carry over to the following year's available funds.

- If there are contributions in any one calendar year by individual made as a gift or bequest in an amount **greater than $5,000**, the donor or the estate executor may, but is not required to, add directions or restrictions for the disbursement of the funds. **Any such restrictions shall be approved by the Board pursuant to the GHCC Non-profit Gift Policy _____ before final acceptance.**

- Funds will be kept in a separate **restricted** account and not comingled with scholarship funds **unless/until** the amount falls below $1,000. If the balance of a restricted fund drops below $1,000, the funds may be added to the scholarship account. Generally allowable directions or restrictions are from the following list. These directions are in addition to the applicant meeting the established GHCC scholarship criteria and eligibility requirements.

Adopted: June 2019 (Rev 1/21)