

**LOHO Board of Directors  
Board of Directors Meeting  
Tuesday November 19, 2024  
At the Gathering Place**

**Present at the Gathering Place:** LOHO Board Members Mary Ann Cameron, June Coover, Karen Gilbert, Kip Greenthal, Gayle (GGK) Kellner, Barbara Orcutt, Chris Wiscomb, Shannon Wilbur, and Nancy Wynen; plus Hamlet Cottage Executive Director Heather Harrison and Hamlet House Director Amy Hatchel. Cottage residents Bill Evans and Jim Thomas were also present.

Chair Barbara called the meeting to order at 10 am.

**Declaration of Conflicts:** Gayle (GGK) Kellner indicated she has a conflict of interest with any agenda items concerning Cottage 230.

**Announcements:**

Karen bought appreciation gifts for the Hamlet House staff to thank them for all of their recent hard work.

Nancy requested that Board members double check her email address, since many of the emails were going to Fons. The email address that Heather uses is the correct one.

**Approval of October 15, 2024 Board meeting minutes:**

*Action: Karen moved the October 15, 2024 Board meeting minutes be approved. Nancy seconded the motion. The minutes were unanimously approved.*

**Hamlet House report:**

Amy thanked Board members for her recent bonus. She stated that Hamlet House is currently full with 8 residents, including one on Medicaid and one paying the double occupancy market rate. The double occupancy residents seem to be doing very well together.

Amy hired a CNA who just secured housing on island. She will be working dayshifts and seems excellent.

Amy thanked Heather for all of her work on the Hospital District funding.

Heather talked about the Hamlet House financials and said Amy has been very careful with the budget this year. She expects things will end up better than expected at year-end.

**Cottages report:**

Heather reported that the Cottages are all full, with a large interest list. She recently sent the updated interest list form and occupancy and criteria guidelines out, and prospective residents are turning these back in.

She also hired Matt Newman to be the Cottage Manager. He recently bought property on Lopez, and will be leaving a job as Director of Recreation at UW. He has also been doing grounds maintenance for the Seattle Mariners and will continue doing that this coming year. He has fantastic references and will start the third week of January. She is excited to have him on board!

The landscapers are about to work on getting some of the worst gravel spots near the walkway more solidified using some of our walkway maintenance funds from the Thrift Shop. Heather requested that the lead landscaper keep his pit bull in the truck while they work, because several residents were feeling uncomfortable with it off-leash at The Hamlet.

Heather also announced that she is planning to partner with LAG to begin having art openings every two months. She is excited to have this opportunity to open the Gathering Place to the public, and for the residents to have new artwork cycling through every few months.

### **Residents' report:**

GGK brought up several concerns, including smoke detectors that go off easily and/or without warning, heat lamp bulbs that have been replaced with flood light bulbs in the bathrooms (so the bathrooms are cold), and baseboard heaters that aren't very efficient. Heather stated that she would consult with Dave about the first two issues, and noted that installing heat pumps is part of our long-term maintenance plan. GGK also requested that the pathway lights be turned on for a period of time in the morning now that it stays dark longer.

### **Old Business**

#### **Investment and Finance Update:**

Heather reported that an additional \$20,000 has been invested in our Long-Term Maintenance Vanguard fund. A treasury bill will come due next month, and she will pull about half of it out to fund next year's long term maintenance items. She has left about \$10,000 in the Long-Term Maintenance Banner Bank account for use during the rest of this year. She also stated that she recently met with John Bredeson who might be a potential new member of the Investment Committee. He also recommended talking with Stephanie Dallas, because she has a lot of knowledge about investing. Heather and Chris will be meeting with John again next week.

#### **Board Governance Update:**

Shannon reported the Governance Committee met earlier in the month. They felt that it might be beneficial to have more members added to the Fundraising Committee, and Shannon will talk to Kip about this.

Karen said the Hamlet House Committee has met for the first time and had a very positive meeting. They will meet again in a month.

The Cottage Committee has a new member, Anne Grech, who has the potential to be a future Board member as well. She has experience using Grant Station and is happy to work with Heather to find grants for The Hamlet.

Shannon said the Governance Committee will now begin to meet quarterly. She noted that Nancy's time on the Board will be up next year, and we will need at least one new Board member. She urged Board members to begin thinking about what skills we need a new Board member to bring to the Board.

#### **Fundraising Update:**

Kip indicated she had been collaborating with Heather on the annual report, as well as the letter that goes with it, which will be both a thank you and an ask. Her objective is to talk about the good news of how much money has been raised, and also indicate that we still have funds to raise. Information will be provided on what's happened so far with money donated to the Long-Term Maintenance Fund. Heather indicated she will be asking Board members to write personal notes on the letters before they are sent out. Kip also said they are considering having a gratitude party in January at the Gathering Place.

### **Strategic Plan Tasks for November:**

Shannon reviewed what needed to be done this month.

There was discussion again about sending a questionnaire to the staff and how many questions to include. After discussion, it was decided that June would work further on this and provide a report in January.

June has done some work to develop the salary range for the Executive Director and Hamlet House Administrator. Shannon asked June to do the same thing for the Hamlet House Manager. This will be done for the Cottage Manager later.

Nancy said a plan for staff recognition has been developed. Amy will let us know when recognition is necessary. There were questions about where the money is being budgeted for staff recognition. Nancy and June will determine this and report in January.

Several other objectives were discussed and deferred until the new year. The Strategic Plan in its entirety will be reviewed at our Annual Meeting.

### **Hospital District Contract Update:**

Heather and Amy attended the most recent Hospital District meeting. Heather is working with Ben Justus to review the contract, and she will then send it to the Hospital District to have their lawyer review it. She doesn't expect any issues.

### **LOHO & LTM Budget Review:**

There were questions about several items in the LOHO budget, including the rent increases. The appraisal fee was removed, but the inspection fee was retained as presented.

*Action: Kip moved to accept the LOHO budget as a working document. GGK seconded the motion, and it was approved.*

There were no questions about the Long-Term Maintenance Budget.

*Action: Kip moved that the Long-Term Maintenance Budget be accepted. June seconded the motion, and it was approved.*

### **New Business**

#### **Founders' Fund Discussion**

Heather provided some basic information about the Founders' Fund. It will be a rental assistance fund to help residents that could not otherwise afford to live at The Hamlet. Details are still being worked out, but Rip Van Camp is interested in providing a \$100,000 matching gift, and the total we would likely need to raise is \$500,000. We would be trying to get grants, state funds, federal funds, etc. in order to fund the majority of it.

There being no further business, the meeting was adjourned at 11:40 am.

The next Board meeting will be held on December 17, 2024 at 10 am.

Respectfully submitted by

Mary Ann Cameron  
Secretary  
LOHO Board of Directors