

**LOHO Board of Directors
Board Meeting Minutes
Tuesday, December 17, 2024
At the Gathering Place and via Zoom**

Present at the Gathering Place: LOHO Board Members Mary Ann Cameron, Karen Gilbert, Kip Greenthal, Barbara Orcutt, Shannon Wilbur, Chris Wiscomb, 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.

Board Member June Coover attended via Zoom.

Chair Barbara Orcutt called the meeting to order at 10:01 am.

Declaration of Conflicts: None.

Announcements:

- A letter of resignation from the LOHO Board of Directors has been received from Gayle (GGK) Kellner, the Cottage representative to the Board.
- There will be two executive session topics. One regarding Cottage 230's fence, and one regarding the Executive Director's compensation.
- Starting at this meeting, the Board will allow one-minute statements from the public at Board meetings during a "public comment" period.
- Kip will be here but is running late.

Approval of November 19, 2024 Board meeting minutes:

Action: Shannon moved that the November 19, 2024 Board meeting minutes be approved. Karen seconded the motion. The minutes were unanimously approved.

Hamlet House report:

Amy reported that Hamlet House is at full capacity this month. There was new flooring recently installed in her office, and she bought three new boxes of flooring so that there is enough matching flooring to redo the kitchen floor when the time is right. Amy also indicated that necessary repairs are being done to the Hamlet House roof. The cost of the repairs will be covered by the Hamlet House budget.

Board member Kip Greenthal joined the Board meeting in-person.

There was a December party for the Hamlet House staff at Setsunai, and Karen Gilbert stayed with the residents so that all of the staff could be at the party. There are stockings up at Hamlet House, and if any Board members would like to contribute to them, this would be appreciated. Thank you to those that already have.

The staff is doing fine at the present time. However, another night shift person is needed since Amy is currently having to do some night shifts.

Cottages report:

Heather reviewed some of the activities that had taken place recently, including the evergreen centerpiece workshop spearheaded by Debbie Collins, a holiday concert, and Lori Taylor's talk about Medicare. The majority of the gravel along the edge of the walkways is being solidified thanks to a Thrift Shop grant. Shannon suggested that in the future, it would be nice if we had the funds to install a concrete sidewalk, especially from Hamlet House to the Gathering Place.

Heather indicated \$2K had been received from LIHHS for shoveling and ice removal this winter (if necessary), and that we have now teamed up with the Lopez Artist's Guild (LAG) and are part of the First Saturday Art Walk every other month. Audrey Bordvick is our first artist and there was an artist talk on the same night as the Jingle Bell Celebration. Heather also mentioned there had been soup suppers for the residents, a lighted Christmas Village had been donated to decorate the Gathering Place, and volunteers had taken residents to see the Port Stanley Christmas lights.

She said financials for both Hamlet House and the Cottages look good, and Chris agreed.

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Finance and Investment:

Heather reported that John Bredeson will be joining the Finance and Investment Committee. A 6-month T-bill came due and was reinvested for another 6 months. Chris indicated the Investment and Finance Committee will be meeting in January.

Board Governance:

Shannon indicated the Governance Committee will meet in January and will discuss replacing the Cottage Representative on the Board. They also will begin talking about what skills and interests are needed for potential new Board members.

Fundraising:

Kip gave kudos to Heather for producing the nice Annual Report.

She said there is \$9k remaining to meet our fundraising goal and she will meet with another potential donor soon. She hasn't met with the Fundraising Committee because they have been traveling.

She would like feedback about a thank-you event for donors. She would like to have an event at the end of January.

Strategic Plan Tasks for December:

Shannon reported there were very few due this month.

Priority A: June will report on increasing staff satisfaction in January.

Objective 4: Working with other agencies:

LIHHS is committed to working with Hamlet House. Other potential partners include the Children's Center, Senior Center, LIFRC, and Food Hub.

Objective B: Chris is meeting with John in January.

Staff satisfaction survey: Nancy talked about a survey that would go to all employees. An interview could use the same questions person-to-person. Employees who complete the survey would receive a gift card.

It was pointed out that exit interviews are important and we should have them.

The Board should review the survey and provide comments at the January meeting.

Hospital District Contract:

Heather indicated that we have an agreement with them and it is up for approval at their meeting this week. There was discussion about having the bed open to anyone. Heather said the contract specifically says Medicaid recipients for three years.

Updated LTM Budget:

Additional funds were added to the budget for flooring and exterior painting. It was noted that the Hamlet House water heater is included in next year's budget.

Action: After discussion, Kip moved that the Long-Term Maintenance budget be approved. Nancy seconded the motion, and it was unanimously approved.

Founders' Fund:

Heather has talked with Rip about the creation of this fund. Shannon is exploring two grants for it. Ann Grech will be working with Heather on finding additional grants through Grant Station that might fund it.

Public Comment:

Before adjourning the regular meeting to go into Executive Session, Chair Barbara asked the guests if they had any comments. Bill stated that we talk about the importance of fundraising, and he wanted to acknowledge the contributions that are made by all of the residents, either in the form of financial or in the form of improvements to their house or their neighbor's house. He wanted to share his gratitude for that.

The meeting was adjourned at 11:17 am.

The Board went into Executive Session at 11:26 am. Executive Session was adjourned at 12:37 pm.

Action: The Executive Director will receive a 3% cost-of-living increase plus a 5% raise for 2025.

Action: A mid-year evaluation process will be put into place.

The Board meeting was adjourned at 12:38 pm.

The next meeting will be held on January 21, 2025 from 10 am to noon.

The Annual Meeting plus February Board Meeting is planned for February 18, 2025 from 9:30 am to noon.

Respectfully submitted by

Mary Ann Cameron
Secretary
LOHO Board of Directors