

The Hamlet Board of Directors Annual Meeting Minutes
Tuesday, February 13, 2024
In Person at the Gathering Place and via Zoom

Present at the Gathering Place: LOHO Board Members Mary Ann Cameron, Karen Gilbert, Kip Greenthal, Gayle (GGK) Kellner, Barbara Orcutt, Shannon Wilbur, and Nancy Wynen; Hamlet Cottage Executive Director Heather Harrison; Hamlet House Administrator Amy Hatchel; and volunteer Peggy Means.

Board Member June Coover was absent.

Present via Zoom: Jason Reyna, our Hamlet House USDA representative.

Chair Nancy called the meeting to order at 9:35 am.

Announcements:

Nancy introduced and welcomed Jason Reyna, our USDA representative, who joined our meeting via Zoom.

Approval of the March 21, 2023 Annual Meeting Minutes:

The annual meeting minutes had been distributed in advance of the meeting.

Action: Karen moved to accept the 2023 annual meeting minutes. Barbara seconded the motion and it was approved unanimously (with the abstentions of the directors who were not present at that meeting).

Voting on First Term Directors:

None being voted on.

Voting on Second Term Directors:

None being voted on.

Changes in Officers:

Nancy announced that she was stepping down as Board Chair but would remain on the Board. There was discussion about officers for the coming year.

Action: Nancy (due to stepping down as Board Chair) moved that Board Member Barbara Orcutt be elected Board Chair. Shannon seconded the motion. It was approved unanimously.

Action: Barbara (due to stepping into the Board Chair role) moved that Board Member Shannon Wilbur be elected Vice Chair. Karen seconded the motion. It was approved unanimously.

Mary Ann Cameron will continue on in her current role as Board Secretary/Treasurer.

Organization Status Report:

Nancy reviewed what had been accomplished in 2023 and provided an overview of goals for 2024. She reported that The Hamlet (LOHO) is in good shape. Old goals were met or are ongoing. A lot of the staff and Board membership changes are because we worked hard as a Board to move forward. The consulting firm (501 Commons), through the efforts of Barbara, has given us some new direction.

Among other things, our bylaws have been reviewed by a small group of Board members and staff, as well as a lawyer, and we will be doing a restatement of our bylaws in the next few months. We are running at full capacity (aside from brief turnovers) and residents are generally happy. Hamlet House is fully occupied with seven residents and approval has been obtained for adding an additional bed.

We continue to have many fundraising activities. We have a long-term maintenance campaign in place with a match and are two-thirds of the way towards our match goal. We are also working to complete a long-term maintenance case statement. Goals for this next year, aside from meeting our campaign match goal, include developing a strategic plan and updating our mission statement, maintaining as full capacity as possible in both the Cottages and Hamlet House, and having a positive bottom line. We have re-established the Investment and Finance Committee and are thinking about how best to increase The Hamlet's financial worth without putting too much capital at risk. We are working to build the other committees (e.g., Hamlet House and Governance) as well. A top priority for the Board Governance Committee will be to recruit a new Treasurer this year.

Another major priority will be for the Campaign Committee to bring in new donors in 2024. Many of our current donors are older and we need to find ways to bring in new donors.

For Hamlet House, we would like to have a double-occupancy Medicaid bed to better serve the community. We also plan to do more outreach about what we offer to the community.

Nancy then expressed thanks to Jason for joining our meeting and asked if he had any questions or thoughts for us. He explained that he was new to his position, and he stated that we were welcome to reach out to him directly with questions.

The next annual Board Meeting will be held on February 18, 2025.

There being no further business, the meeting was adjourned at 9:57 a.m.

Respectfully submitted,

Mary Ann Cameron
Secretary/Treasurer
LOHO Board of Directors