

**LOHO Board of Directors  
Board of Directors Meeting  
Tuesday, July 15, 2025  
At the Gathering Place and via Zoom**

**Present at the Gathering Place:** LOHO Board Members Mary Ann Cameron, June Coover, Karen Gilbert, Karen Johnson, and Kip Greenthal. plus Hamlet Cottage Executive Director Heather Harrison and Hamlet House Director Amy Hatchel. Cottage resident Polly Ham was also present.

Board Members Barbara Orcutt and Shannon Wilbur were present via Zoom.

Chair Barbara called the meeting to order at 10:05 am.

**Declaration of Conflicts:** There were no Declarations of Conflicts.

**Announcements:** The Board acknowledged receipt of Karen Gilbert's letter stating that she will be stepping down from the Board at the end of her first term in September 2025.

**Approval of June 25, 2025 Board meeting minutes:**

The minutes of the June Board meeting were not circulated in time to be thoroughly reviewed. They will be approved at the August Board meeting.

**Hamlet House report:**

Amy reported that Hamlet House is at capacity and fully staffed. Amy has not had to work any extra shifts since the last board meeting!

The quality assessment measures for the Hospital District are going well. Residents are participating in the almost daily exercise classes, and are enjoying additional social activities (monthly brunch, dog visits on Fridays, etc.). The yardwork for out front of Hamlet House is a little behind, but the landscapers will be coming soon to spruce it up. The hope is to paint Hamlet House next summer.

A question was asked regarding staff numbers, and Amu reported that they currently have nine right now. She would prefer to have one more caregiver, but she is pretty good for the moment.

In terms of the Hamlet House financials, they are about par for the course. We did not need to request extra support from the Hospital District for the second quarter.

**Cottages report:**

All of the cottages are currently full, although Heather would not be surprised if a one-bedroom opens up in the next few months. There have been several events, including Susie McDonald doing a piano recital, a chamber music performance organized by LIHHS, and an art walk.

Heather discussed walkway replacement between Hamlet House and the Gathering Place and indicated the cost to replace it fully is about \$52k. We currently have \$12k available. There was

considerable discussion on how to proceed, including partial replacement now and raising necessary funds to complete the rest later.

*Action: Karen G moved we redo as much of our current asphalt walkway between HH and the GP as possible, installing an ADA-compliant concrete walkway, with a limited expenditure of \$20k. Kip seconded the motion. The motion was unanimously approved.*

**(Barbara had to leave the zoom call, and Mary Ann presided for the remainder of the meeting.)**

### **Financial Report:**

Heather then reviewed LOHO Financials. She said we are exactly where we expect to be. We have received \$24k in donations that are unrestricted, but quite a bit are restricted for current projects. She is not concerned about the amount we've received. She said our expenses look ok. When asked about fundraising costs, she indicated they include such things as costs associated with Give Lopez, thank you letters, and the newsletter.

Heather also said our payroll system (QuickBooks) is now online, with an automatic bank feed set up. She also indicated that there had not been any activity with our Long-Term Maintenance funds for awhile.

### **Lopez Island Hospice and Home Support report:**

June reported \$900 had been raised from the recent concert held at Grace Church. She also said they are purchasing lighter weight wheelchairs to add to their inventory. They are now fully staffed and are starting to plan for this year's Jingle Bell Dinner. They are also thinking of having another Living Well seminar in October.

### **OLD BUSINESS**

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

Heather said there was nothing to report. She will reach out again to Stephanie Dallas to see if they can meet.

#### **Governance:**

Shannon indicated that Polly was attending the meeting as the potential resident representative Board member. Polly said she was still considering the appointment. She asked how past resident representatives had been chosen. Karen G wondered if the position could be shared. Shannon expressed appreciation to Polly for considering joining the Board.

Shannon indicated there are two other people who are considering joining the Board in the fall. Now with Karen G not continuing on the Board, she will follow up with them. Even though Karen G is leaving the Board, she will still serve on the Hamlet House Committee.

#### **Fundraising Update:**

Kip talked about the September 6 author event, which will be at the LCCA from 3 to 5 pm. Admission will be by donation, and there will be a soft ask at it. Kip has made a list of things to

do, and Heather has the signup sheet. She is hoping that Board members will sign up to help. She needs folks to help by putting up posters, setting up, cleaning up, etc.

Randall Dickson is sponsoring the event. Keynote speaker is Wendy Lustbader. Her cost is \$200. She is doing this as education outreach for us because she believes in what we are doing. Kip has contacted the Lopez Bookshop and hopes to have Wendy's books available for the event.

### **Review Strategic Plan Tasks:**

#### ***Priority A Objective 2 Task 1.2: Develop an exit interview procedure***

June indicated she didn't use the exit interview form, but she had an informal conversation with an employee who was leaving. The employee had done the recent staff survey and was leaving to pursue nursing education. We should consider this task done.

*Action: June moved that the final version of the exit interview be finalized and placed in the Board Notebook and a paragraph describing it be placed in the Staff Handbook. Karen J seconded the motion. The motion was unanimously approved.*

#### ***Objective 2 Task 2: Pay and Benefit levels for Executive Director and Cottage Manager***

June indicated the final version is based on the survey done considering the Hamlet's budget and considering the title and service area to determine the salary range.

*Action: June moved to adopt the proposed salary range for the Executive Director. Karen G seconded the motion. The motion was unanimously approved.*

There was discussion about the salary range for the Cottage Manager. Heather didn't think it needed to be done now. Shannon indicated she would move Cottage Manager and Hamlet House Resident Manager salary range discussion to the fall.

#### ***Objective 4 Task 3: Partnerships***

This discussion was postponed until the August meeting.

#### ***Objective 5 Task 3: Training***

This is an ongoing task and there was nothing to discuss. Amy can get the training they need paid for by other organizations.

#### ***Priority B Objective 1 Task 1: Board Treasurer***

We are still looking for a treasurer. Mary Ann said many non-profits on the island are looking for a treasurer and she suggested finding one who could work for all of the non-profits that need one.

#### ***Objective 4 Tasks 3 and 4: Events and Campaigns***

Kip said they have talked about having a soiree in December. It is unrealistic to consider the September event as a fundraiser. She said she needs more people on Fundraising committee. There needs to be follow-up with those who responded to letters sent earlier.

***Priority C Objective 2 Task 3: Emergency policies***

June had planned to attend a community meeting about emergencies, but the meeting wasn't held. Shannon said emergency management is in our plan and the county has some good resources. June is willing to help with this in whatever way makes sense for LOHO.

**Founders' Fund:**

Angie Lausch joined the meeting and was introduced to the Board. She talked about her background and is on the Board for Housing Lopez. She is also a property manager.

The Founders' Fund would be a renters' assistance program for those living in the Cottages and Hamlet House. Criteria for obtaining money from the fund will have to be established. Angie talked about the rental assistance programs available in the county. We would want our fund to be available to LOHO residents that meet certain criteria. Funds for the program would be in T-bills, most likely. Interest from the funds would be used for the rental assistance program.

Heather will contact a major donor and give him information about the program we are developing. Shannon suggested adding that the program would be evaluated yearly and residents would have to reapply for the program each year. Angie was thanked for her information, and she left the meeting.

**NEW BUSINESS**

**Quilt to honor founders/large donors**

Heather said Peggy Means had proposed honoring founders and large donors by incorporating their names on a quilt which would be displayed in The Gathering Place. Heather talked to Heather Arps about creating this type of quilt, and Heather Arps provided her with several designs for it. Heather will obtain the price for what such a quilt will cost.

There being no further business, the meeting was adjourned at 12:03 pm.

The next Board meeting will be Tuesday, August 19 from 10 am to 12 noon.

Respectfully submitted by

Mary Ann Cameron

Secretary

LOHO Board of Directors