

**LOHO Board of Directors
Board of Directors Meeting
Wednesday, June 25, 2025
At the Gathering Place and via Zoom**

Present at the Gathering Place: LOHO Board Members Kip Greenthal, Barbara Orcutt, and Shannon Wilbur, plus Hamlet Cottage Executive Director Heather Harrison, and Hamlet House Director Amy Hatchel. Cottage resident Polly Ham was present as was Hamlet House caregiver Ani Sanburn-Bill and guest Karen Johnson.

Board Member Mary Ann Cameron was present via Zoom. Board Members Karen Gilbert and June Coover were absent.

Chair Barbara called the meeting to order at 10:02 am.

Declaration of Conflicts: There were no Declarations of Conflicts.

Announcements: Chair Barbara indicated that Karen Johnson was attending the meeting as a potential new Board member.

It was also announced that Matt will be stepping away from the position of Cottage Manager for health reasons. He will continue to help on a few projects over the course of the summer.

Approval of May 20, 2025 Board meeting minutes:

Action: Shannon moved that the May 20, 2025 Board meeting minutes be approved. Kip seconded the motion. The minutes were unanimously approved.

Public Comments: There were no public comments at the meeting.

Hamlet House report:

Amy introduced Ani and indicated that she has completed the necessary education so that she can step in if Amy is absent and not available. Therefore, Amy has promoted her to the position of Hamlet House Resident Manager. Amy and Heather will create a new job description/contract for Ani to sign.

All beds at Hamlet House are presently occupied and Amy has been able to hire a night shift staff person. An exercise program has been started for residents after it was suggested by the Hospital District as a quality assurance measure. Most residents are participating in the exercise program. Jessica Velo has been in to show how the exercises should be done. She will check in with Hamlet House once a month. Barbara suggested Silver and Fit as an online exercise program, and Amy will check it out. Residents are doing yoga two days a week and exercises two days a week.

Medicare representatives have visited twice to assess our two Medicaid residents. This has increased the amount that we are reimbursed for their care.

Amy has begun using an online charting system (Synkwise) and hopes to have it up and fully running by July 1.

After Amy's report, Ani left the meeting.

Cottages report:

Heather reported all Cottages are currently full. Nancy Ewert has moved into Cottage 204. There was a great art opening with Kate Scott at the first of the month. New artists will be coming in July, and we are part of the First Saturday Art Walk. Hawk Arps played the piano for residents at a Happy Hour last week.

Smoke and carbon monitor detectors have been replaced in all Cottages. Some appliances are being replaced. Walkways will be replaced, starting at Hamlet House, and will be extended as far as possible with the funds available.

Kip asked what work needed to be done in Cottage 204 before the new resident could move in. Heather explained that Merv Coover had generously painted it. She further explained that the replaced walkways will be wide enough to accommodate someone with a walker being accompanied by a caregiver. She will figure out the width needed to be ADA compliant. She also said a few windows are being replaced.

Upcoming events include a little concert by musicians who will also give a concert at Grace Church, as well as a BBQ by Elizabeth and Rick.

Financial Report:

Heather said that Hamlet House financials look good right now. The monthly rent went up to \$8,350 per resident this month. Fundraising may have to be done to cover some costs later.

Cottage financials look healthier than in the past. The vacant Cottage Manager position will help the budget. Barbara reminded Board members that they will need to assist with work now with that position being vacant.

LIHHS report:

June was absent so no LIHHS report was given.

OLD BUSINESS

Investment and Finance Update:

Another T-Bill came due, and Heather will roll it over.

We have two loans. We have the USDA loan for Hamlet House and pay \$54k in interest per month. Our loan for the Cottages is through Banner Bank and is over \$1M. We pay \$7.6k monthly in interest on this loan. We have a decent rate of interest on this loan.

Governance:

The committee met on June 4. Some committees could benefit from more members. Gretchen

Wing is a new member on the Governance Committee. A top priority continues to be to find a Treasurer, as well as adding members to the Fundraising Committee and the Board.

Fundraising:

Give Lopez: Heather said we met our match with Give Lopez plus a few thousand more.

Fall Fundraiser: Kip was lured into fundraising by Peggy Means. Last year's emphasis was on long term maintenance and several soirees were held. But we still need to do fundraising this year. Kip reached out to Wendy Lustbader at the University of Washington. She has agreed to come to Lopez on September 6 to do an event for us. It has to be either an outdoor event or an indoor event with everyone masked up.

Wendy will talk about aging. There was discussion about what kind of event to have (a fundraiser or an educational event). We could have sliding scale tickets and we could have sponsors. Heather reminded the Board that a fundraiser takes much work and asked if the Board was willing to help. What followed was brainstorming about the event. It was decided that the event will be held at the LCCA on September 6 from 3 to 5 pm and will be an educational event with a soft ask for donations. It will have sweet and savory hors d'oeuvres at it.

Review of Strategic Plan Tasks:

Shannon discussed how we developed the plan to help orient guests at the meeting. Board members are assigned to tasks and she sends it out in advance for review.

STRATEGIC PRIORITY A: Develop a succession plan for key staff positions and strategy to maintain adequate staffing levels.

OBJECTIVE 2: Increase staff satisfaction and retention.

Task 1.2 Develop an exit interview procedure.

June developed this, and potentially tried it on an employee who just left The Hamlet, but we haven't received a report. There is a paragraph about this to go into the Employee Handbook. There are some changes to make to it, and Heather will email the updated paragraph and questions to June to review and then present next month.

Task 2. Review pay and benefit levels for similar organizations in the region and determine if the Hamlet's pay and job conditions are competitive.

This will be reviewed in July by June.

OBJECTIVE 5: Develop a succession plan for key positions.

Amy has done this for Hamlet House by hiring Ani. There is still no succession plan for if Heather leaves.

Task 2: Identify potential current staff positions and staff who could move into key position.

Moved to July.

Task 3: Identify training needed to prepare movement of a current or new staff position to move into key positions

Amy said Karen Gilbert came to their last staff meeting and said she was available if staff wanted more training or help.

Identify potential partners:

Shannon will send out handout for review at next meeting.

STRATEGIC PRIORITY B: Improve financial management and monitoring and fundraising capabilities.

OBJECTIVE 1: Increase Board financial expertise

Task 1. Recruit a new Treasurer for the board.

OBJECTIVE 4: Develop a long-term fundraising strategy and plan.

The September 6 event was discussed.

Task 1: Review expertise on Fundraising committee and determine needs. Follow up with letter recipients.

Task 3: Develop an annual fundraising cycle with events and milestones. Develop Timeline.

Task 4: Plan for future major campaigns and fundraising targets

STRATEGIC PRIORITY C: Review and update policies for facility and grounds management and operations.

Shannon asked if a list had been put together from inspections done at Cottages. Matt had been planning to do that. Shannon was willing to help do this since Matt is no longer available to do it.

OBJECTIVE 2: Plan for climate change and organization resiliency. This objective to be discussed by entire Board once a new Resident board member has been appointed.

June was planning to attend the disaster planning group meeting. We are waiting to do more with this until we have a resident representative.

Founders' Fund Update:

Heather said she is working on determining who would qualify for the Founders' Fund and will be meeting with Angie to discuss it. She will be drafting a proposal for Rip this upcoming month.

(Polly left the meeting.)

At this point, Karen Johnson was asked if, after observing the meeting, she was interested in joining the Board. She indicated she was and then provided some information about herself and her background. She then left the room.

The Board briefly went into Executive Session at 12:16 pm.

The Board came out of Executive Session at 12:21 pm.

It was announced that Karen Johnson was officially a new Board member.

The meeting was adjourned at 12:25 pm.

The next meeting will be held on July 15, 2025 from 10 am to 12 noon.

Respectfully submitted by

Mary Ann Cameron
Secretary
LOHO Board of Directors