

**LOHO Board of Directors
Board of Directors Meeting
Tuesday August 19, 2025
At the Gathering Place and via Zoom**

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

Board Members June Coover and Shannon Wilbur plus Hamlet Cottage Executive Director Heather Harrison were present via Zoom.

Chair Barbara called the meeting to order at 10:00 am.

Declaration of Conflicts: There were no Declarations of Conflicts.

Announcements: Chair Barbara mentioned that Polly Ham was again attending the meeting as a potential new Board member. Shannon announced that she will need to leave the meeting early.

Approval of June 25, 2025 Board meeting minutes:

Action: Kip moved that the June 25, 2025 Board meeting minutes be approved. Karen Gilbert seconded the motion. The minutes were unanimously approved.

Approval of July 15, 2025 Board meeting minutes:

Action: Kip moved that the July 15, 2025 Board meeting minutes be approved. Karen Gilbert seconded the motion. The minutes were unanimously approved.

Public Comments: None.

Due to Shannon needing to leave the meeting early, Chair Barbara announced that the agenda would be changed to review the Strategic Plan first.

Strategic Plan:

Shannon noted that we should update the strategic plan, since it will soon be two years old. Heather will reach out to Wendy McClure to see if she might be willing to help the Board with this process in October. At the September board meeting, the board will set a date to hold a retreat to work on this. Also, budget assumptions should be reviewed at the September board meeting.

Priority A, Objective 4, Task 3: Identify services most needed and most viable potential partners.

Shannon reviewed the points on the “partnering agencies” handout.

- Hospital District: Amy, Heather, & Karen will be meeting with the HD, plus LIHHS and Senior Center, to discuss thoughts about the current clinic and what we hope for in the future.
- LIHHS: Amy is working with Stephanie to create upstairs storage for LIHHS inventory.
- LIFRC: Amy noted that Hamlet House is continuing to use the food share.
- Children's Center: Nothing has been finalized, but both HH and LCC have been in touch with each other about trying to set up a time for the preschoolers to come to HH.
- Library: Offered to lead an origami workshop for Hamlet residents if there is interest. Amy would like to see the library come to HH and do an exchange of puzzles and books there. Barb O can help facilitate with the library.
- Lopez Artist Guild: There is new art in the Gathering Place and Heather indicated this is going well overall. Barb asked if a Board member could help, but Heather doesn't think so. They are continuing to do monthly art walks, at least through the fall. The interior of the Gathering Place may need to be repainted at some point, since the new paint no longer matches the old wall color.
- Island Rides: June is looking into this relationship. Residents do already use Island Rides for a variety of reasons (including senior lunch), but perhaps Island Rides could provide a designated vehicle to take Hamlet residents to senior lunch each week if it is determined that this would be beneficial. There was a question about whether Island Rides had a wheelchair van.
- The Long-Term Care Foundation paid for training for Hamlet House staff members. Hamlet House qualified for payment because it has a Medicaid bed.
- Creaky Yoga Patreon: Yoga has been ok, but Amy isn't sure they will continue with it since it doesn't sync well with the HH TV. Silver & Fit was again recommended by Barb O. The balloon toss is great for Hamlet House residents and is the best activity for them.
- Heart & Soul Café: It is not going to work to hold it at Hamlet House on a regular basis (although they are welcome). There is one resident who goes to Heart 'n Soul Café on their own.
- Meals and Meds: Meals for Cottage residents and medication oversight are topics to focus on for next year. This could potentially provide income for The Hamlet.

The partnering agencies handout should be reviewed quarterly and will be reviewed again in October.

Objective 5, Task 3: Identify training needed to prepare movement of a current or new staff position to move into key positions.

Heather needs someone to be her backup. The Board treasurer does not need to know QuickBooks, but it could be nice if they did.

Priority B, Objective 1, Task 1: Recruit a Board treasurer.

The Governance Committee talked about sharing a treasurer with other non-profit organizations. They also talked about getting a consultant to help. When we look at the budget, we need to see if we can afford to hire someone to be the treasurer. The Governance Committee will continue to work on this task.

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

Task 4: Plan for future major campaigns and fundraising targets.

The fundraising committee needs volunteers. Kip said too many people on Lopez are being asked to be on fundraising committees. We need to develop a strategy and plan before we can recruit people. She doesn't have anyone on the committee right now. She said we need a purpose to raise funds. People like to know what they are giving money for. Kip and Heather will do some brainstorming along with others to determine why we fundraise and what we fundraise for. This should be done with a small group before October. The September 6th event will be a soft "ask".

Kip will organize a Fundraising Committee meeting and Heather will be there. Sandy Melzer will be invited.

Priority C, Objective 1, Task 2: Develop a work plan for major renovations.

Shannon will help Heather with this. She will do a spreadsheet.

Objective 2: Plan for climate change and organization resiliency. (This will be discussed by the entire board once the new resident board member has been appointed.)

Nothing has been done about this yet, as the community meeting didn't happen. Shannon suggested perhaps we could invite a speaker to talk to us about this. Karen G said it would be great if someone could talk specifically with The Hamlet. She is willing to talk individually to Cottage residents to encourage them to attend a meeting regarding organization resiliency. Shannon will talk to Brendan Cowan about hosting an emergency planning meeting.

The Strategic Plan review was completed at 11:15 am and Shannon left the meeting.

Hamlet House report:

Amy reported that all beds at Hamlet House are currently full. Residents are keeping the staff very busy (including at night), and she continues to support her staff. They are working on cleaning up the upstairs storage area. Some of the lighting is not working properly and needs to be replaced. She is working with an electrician to do that. The lights in the residents' rooms and hallway have been replaced already.

Amy was able to go on vacation. Ani did a great job while she was away.

Cottages report: *(Randall Dickson walked into the meeting while Heather was giving her report, and then left again)*

Heather said all Cottages are currently full, but she expects an opening soon. Progress is being made on replacing the walkway and concrete will be poured on Friday. Home and Hospice Support provided an additional ~\$5k towards the project. We are very grateful for their generosity.

Mold was found in the attic at Cottage 230. It has been removed. However, all Cottage attics should probably be inspected for mold and other issues.

Heather expressed appreciation to Mary Ann for hosting the picnic for Cottage residents. She indicated Matt is doing smaller projects for her, like pulling weeds, working at organizing the storage room, etc. Kip asked about getting a replacement for him as Cottage Manager. Heather said she plans to get a replacement eventually. She needs someone who knows QuickBooks and can do some basic maintenance in the Cottages and who can do what needs to be done, as well as being kind and respectful.

Financial report:

Amy said Hamlet House expenses have been a bit over budget, but that income has also been higher than budgeted. Current rate per room is \$8,350/month. The Medicaid room payment went up a little, and that was helpful. She also noted that during the second quarter, Hamlet House was in the black, so Hospital District did not contribute any funding. However, she believes the remainder of the Hospital District funding will be needed to cover the third and fourth quarters, since each of these has a third payroll in a month (which will likely cause a deficit for the quarter).

Heather indicated Cottage expenses are where she expected they would be. Matt is only doing a little bit of work, so payroll is looking good.

There was a question about the residents' response to the rent increase. Mary Ann said comments generally were focused on concern about yearly increases. Cottage rent does not include electricity, phone, television, or internet. One bedroom rent is currently \$1,246. Rent for 1 bedroom at Lopez North will be \$840.

Hospice Report:

June said Jingle Dinner planning is underway. June indicated she would help Kip with fundraising. Barb requested that June make sure LIHHS knows how much we appreciate what they are doing for us.

Old Business:

Investment and Finance Update:

There was no update to report.

Governance Update:

There was no update to report.

Fundraising Update:

Heather indicated the posters are ready for the September 6th Wendy Lustbader author event. Kip will get the posters from PSR and leave them in the Gathering Place. Board members will leave a note indicating how many posters they are taking and where they are posting them. Karen J will post one at the ferry. Kip will post them on the Southend. The event is listed on Lopez Rocks and Facebook. Kip will write an article for the paper about it.

The event starts at 3 pm. Food needs to be there by 2:30. Cookies are easiest. Heather will send out an email asking folks what they are bringing. Help is also needed with setting up and cleaning up. Kip is creating a donation sign. Randall Dickson is sponsoring the event.

Founders Fund:

The proposal has been sent to Rip, but he has not yet responded. Heather will follow-up with him. We are also continuing to await a response from the Max and Victoria Dreyfus Foundation.

The meeting was adjourned at 12:19 pm.

The next meeting will be held on September 16, 2025 from 10 am to 12 noon.

Respectfully submitted by

Mary Ann Cameron
Secretary
LOHO Board of Directors