

**LOHO Board of Directors
Board of Directors Meeting
Tuesday, November 18, 2025
At the Gathering Place**

Present at the Gathering Place: LOHO Board Members Mary Ann Cameron, June Coover, Polly Ham, Karen Johnson, Barbara Orcutt, and Shannon Wilbur, plus Hamlet Cottage Executive Director Heather Harrison and Hamlet House Director Amy Hatchel.

Board Member Kip Greenthal was absent.

Guests included Bruce Richardson and Pete Kuentzel, who were attending as potential new Board members.

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

Declaration of Conflicts: There were no Declarations of Conflicts.

Announcements: Barbara welcomed the guests to the meeting.

Public Comment: There was none.

Approval of October 21, 2025 Board meeting minutes:

Action: Shannon moved that the October 21, 2025 Board meeting minutes be approved. Karen seconded the motion. The minutes were unanimously approved.

Hamlet House report:

Amy reported on last month's unannounced visit by the Department of Health. She said it was the first visit in five years, and it went well. There were a few minor issues, but nothing major. All beds in Hamlet House are currently filled and things are going well.

Cottages report:

Heather indicated that Marie Connor has moved into the vacant Cottage and so all Cottages are currently full. Everything seems to be going smoothly. There are fewer problems now with the smoke detectors. Heather thinks previous problems were largely caused by small bugs, but some detectors are faulty. Many detectors have been sprayed with bug spray.

She reported that some Cottages appear to have dryer vents that are clogged where they exit from the Cottage. Dave and Heather are working to hire someone to properly deal with this issue.

Residents report:

Polly talked about the Sunday night gatherings where residents bring appetizers and meet informally. She also reported that she had gone to the recent dinner and that it was an enjoyable event. She isn't aware of any complaints and things seem to be going well among the residents.

Financial report:

Heather indicated that LOHO finances don't generally change much from month to month. There was a quick Cottage turnover, which helped keep rent income up. Donations look low because some are restricted donations. Revenue looks great. Expenses are high for appreciation, but it will even out in the end. We are doing well compared to what was budgeted. Payroll is low because we don't have a Cottage Manager.

Heather was asked about her plan to hire a Cottage Manager. She indicated that it will be discussed in conversations about the budget.

Hamlet House finances:

Amy said revenue is higher than expected because they have been able to have quick turn arounds when beds have become available. In addition, Medicaid is paying higher than expected. Payroll is up because of higher bed occupancy. There has been very little staff turnover as well, so staff is at the high end of the pay scale. Health insurance rates have increased also.

Hamlet House needs a new washer and dryer, as well as a new range. They cook between 25-30 meals each day, and laundry is almost constant.

The new sidewalk cost about \$25k. Hamlet House is happy with it and is using it quite a bit.

Hamlet House pays \$1k/month to LOHO for the administrative work/fundraising/etc. LOHO does for Hamlet House.

Hamlet House has a three-year contract with the Hospital District. They will soon receive \$14k from the District to cover the Hamlet House shortfall for the third quarter of 2025.

Lopez Island Home and Hospice Support:

June reported that the LIHHS office has been reorganized. They are gearing up for their Jingle Mingle at Lopez Center on December 6. They are recruiting more volunteers and more clients.

Amy indicated that she has been working with them to clean out storage at Hamlet House and collaborating with them to obtain larger equipment. Now they have a hospital bed and lifts available. Amy said LIHHS is very supportive of them. June indicated they have a list of 250 items available online and it is well used.

OLD BUSINESS**Investment and Finance:**

Heather said we have another T-Bill that will be coming due soon. She will be working with our Banner Bank benefits advisor (Damon), Bruce, and Rebecca to determine what steps to take next with the money coming available.

Kip and Heather met with Stephanie Dallas and hope that she will be able to help with providing advice about investments. They want someone to keep an eye on funds to make sure funds are

invested wisely. Barbara thinks it would be good to have someone with expertise to monitor our funds. She wondered about Fischer Investments in Seattle.

Governance Committee:

Shannon indicated the committee met earlier this month. She explained what the committee does. She said they are trying to strengthen the Board and are primarily looking for a person with strong financial skills to be our treasurer. So, they have been brainstorming a lot. When Board member Karen Gilbert resigned earlier this year, we lost our Board member with health care experience, so they are looking for someone else with healthcare experience. Shannon indicated the Governance Committee will meet again in January.

Fundraising:

Heather reported for Kip since she was absent. In general, fundraising has gone well this year. The soiree was educational in nature to get folks interested in the Hamlet and Cottages. At the latest Soiree, one person handed her a check for \$5k when they walked into the event, which was not expected, but nice! Heather is working on the annual report. It will go out with a letter. She would like Board members to write personalized notes on the letters. The issuance of the report usually generates a fair amount of money.

Founders' Fund:

Heather said we did not receive a grant from the Victoria and Max Dreyfus Foundation for this fund. And a potential donor to the fund is currently interested in strategic planning and documenting history of LOHO.

Strategic Planning:

Shannon reviewed the work that had been done at the Board's recently held Strategic Planning Workshop. June has compiled all of the information, but there still are items from the current plan which need to be incorporated into it.

The Board then reviewed the plan and what follows is a summary of what they decided.

Strategic Priority A:

Objective 1, Task 1: Doing an annual survey among employees is now in the employee handbook, and there was discussion about the need to leave it as an annual task in the plan. In the end, it was moved to the calendar.

The other tasks under this priority were renumbered, with Task 5 (dealing with the annual evaluation process for managers) becoming the new Task 1 for this Priority.

Strategic Priority B dealing with improving the financial management and monitoring will be kept in the new plan, as will Priority C, dealing with fundraising strategy and planning. Priorities D and E, dealing with emergency preparedness and planning will be retained as well. Tasks need to be developed for each priority, and this will take time. It was decided that the Executive Committee, plus June, would do this and then bring it to the Board.

(June left the meeting at 11 am)

LOHO Budget Approval:

Copies of the budget had been circulated to the Board prior to the meeting.

Action: Karen moved to accept the LOHO budget as presented. Polly seconded the motion and the budget was approved unanimously.

Then there was discussion about the Cottage Manager position and health insurance and the need to amend the budget for these items.

Action: Shannon moved to amend the LOHO budget to include 24 hours per month for a Cottage Manager position with health insurance for that person. Karen seconded the motion to amend the budget with these revisions, and the amended budget was unanimously approved.

NEW BUSINESS

Shannon submitted her letter of resignation from the Board and announced that she was leaving the island. Her last meeting will be the December meeting.

Barbara asked our visitors if they had any questions after sitting in at the Board meeting. Pete said that he wasn't interested in being a Board member at this time. Bruce indicated he was interested in attending another meeting as a guest, and Shannon said he was welcome to do that.

Bruce and Pete then left the meeting, as did Heather and Amy.

The Board went into Executive Session at 11:15 am to consider cost of living increases and bonuses for Heather and Amy.

After discussion, the Board decided to give both Heather and Amy a cost of living increase in salary for 2026 plus a \$4k bonus. Additional salary increases for Heather and Amy will be considered later.

The Executive Session concluded at 11:30 am and Heather and Amy were called back into the room and told about the cost of living increase and bonus.

The Board meeting was then adjourned.

The next Board meeting will be held on Tuesday, December 16 from 10 am to 12 noon in the Gathering Place.

Respectfully submitted,

Mary Ann Cameron

Secretary/Treasurer

LOHO Board of Directors