

**LOHO Board of Directors
Board of Directors Meeting
Tuesday, December 16, 2025
At the Gathering Place**

Present at the Gathering Place: LOHO Board Members Mary Ann Cameron, June Coover, Kip Greenthal, Polly Ham, Karen Johnson, Barbara Orcutt, and Shannon Wilbur, plus Hamlet Executive Director Heather Harrison, and Hamlet House Director Amy Hatchel. Also present as a potential Board member was Logan Knight.

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

Declaration of Conflicts: There were no Declarations of Conflicts.

Announcements: Barbara paid tribute to Shannon, as this will be her last Board meeting. Shannon has served as Board vice-chair and has spearheaded our Strategic Planning efforts. She has been crucial in all of the progress that we have made, and we will miss her!

Approval of November 18, 2025 Board meeting minutes:

Action: Shannon moved that the November 18, 2025 Board meeting minutes be approved. Polly seconded the motion. The minutes were unanimously approved.

Public Comment: Logan stated that he is impressed with The Hamlet. He had no other comment.

Hamlet House report:

Amy reported that all beds are full. She also noted that there have been staffing challenges, including the loss of a potential new employee due to personal circumstances, and the need to hire another staff member. She will train staff on the job, so they do not need to have any prior experience. Bonuses, a higher wage, and health insurance have been particularly effective in retaining staff. She also mentioned updates to facilities, including changing out the can lights, hot water heaters, and numerous appliances. There have also been several Hamlet House activities recently including music performances and a staff holiday party. One Hamlet House resident will be turning 100 years old in January.

Cottages report:

Heather reported that all Cottages are currently occupied. There was discussion about earthworms getting into some units via the gap between the flooring and the entrance doors. Various means of solving this problem, which generally happens at this time of year, were discussed. Heather talked about an upcoming event which will involve the kindergarten class coming to the Gathering Place to make Gingerbread Houses with the residents. Volunteers, including Stephanie Smith, the former owner of Holly B's Bakery, will be helping with this event.

Financial report:

Heather said a \$30k donation had recently been received from a very kind donor. She also reviewed the LOHO financial status. She noted that expenses were at 83% of budget compared to 91.7% for year-to-date. She expects that fundraising costs will increase due to the printing of the annual report. She discussed the complexities of profit and loss statements and said that Hamlet House is performing well with minimal turnover. She noted that it had a few new residents this year and she expressed gratitude for the support received from the Hospital District, which has allowed them to address necessary maintenance issues. She plans to send a thank you note of appreciation to the Hospital District for all that they've done for us.

Cottage residents report:

Polly reported that residents continue to meet regularly together each Sunday for social hour. This has proved to be a popular event. Polly will be gone for most of January, but eventually she would like to talk individually with each of the residents.

Home and Hospice Support report:

June indicated that their recent Jingle Mingle was a very successful fundraiser. They plan to do more community events in 2026 and will purchase more durable medical equipment, including lighter weight wheelchairs, etc. Overall, things are going smoothly.

OLD BUSINESS**Investment and Finance:**

The board reviewed financial updates, including T-bill investments and banking arrangements at Banner Bank. Heather reported they have successfully reduced balances below \$250,000 at Banner Bank by putting additional funds in T bills.

Governance:

Shannon had nothing to report.

Fundraising:

Heather said most annual reports had been sent out. It's our end-of-the-year fundraiser. Kip asked for feedback about the last soiree. Shannon loved it, liked the pace, and Kip's story. We received several donations because of it, including a \$2k donation from a first-time donor. People enjoyed going through the Cottage and visiting Hamlet House. It was agreed it would be nice to do more in the future.

Founders' Fund:

Heather is continuing to think about how best to fund this. There were no major updates.

Strategic Planning:

Shannon provided some background information about the strategic plan for Logan's benefit and as a review for the rest of us. It was developed with help from a consultant and includes five strategic priorities with associated objectives and tasks for implementation starting in 2026. Heather noted that the strategic plan is reviewed monthly during Board meetings to ensure accountability and completion of assigned tasks.

The meeting focused on reviewing strategic plan tasks and timelines, with Heather explaining that most items from **Strategic Priority A: Staffing and B: Finances** would be addressed after January, pending the appointment of a new treasurer. The group identified that Task 1 under Objective 1 (reviewing the treasurer description and responsibilities) should be completed by February 2026, with Barb, June and Heather assigned to work on it.

The Board discussed **Strategic Priority C: Fundraising**. They agreed to hire a fundraising consultant, with Heather tasked to develop a job description by March, with help from Kip and Barb. The Board also decided to document their current fundraising activities and develop a detailed fundraising plan for 2026. They planned to review this information at their February Board meeting.

Heather discussed the annual fundraising cycle and suggested focusing on the past five years, as she has been with the organization for that duration. She emphasized the need to attract younger donors to replace older ones who may not be able to continue large donations in the future. The group decided to hold off on figuring out how to retire the Hamlet House mortgage until a new treasurer is appointed. They agreed to aim for second quarter 2026 to start working on this objective. The team also discussed creating a strategy to obtain funds for rental assistance programs, which they plan to address after completing the first task.

The Board discussed several other strategic priorities, including **emergency preparedness (Priority D)** and **Priority E, nurture sense of community**. For emergency preparedness, they agreed to review existing plans in April, identify utility contacts in February, and evaluate backup power capabilities in March. Educating the community about the plan and practicing it will come later in the year. For nurturing a sense of community, they decided to organize historical files in February, survey LOHO residents in the first quarter, create a list of early members and founders in the second quarter, and conduct interviews in the second half of 2026.

Long Term Maintenance Budget

Heather indicated the 2026 LTM budget was similar to the 2025 one. Cottage flooring has been purchased to complete the remaining bedrooms but will be installed as turnover permits. Some windows need to be replaced. Hamlet House needs to be repainted.

***Action:** June moved that the Long-Term Maintenance budget for 2026 of \$45,000 be approved. Kip seconded the motion and it was unanimously approved.*

NEW BUSINESS

There was no new business on the agenda, but Barbara asked Logan how he felt about the LOHO Board after observing two meetings. He said he had no experience with being on a Board, but he had met with Heather previous to the Board meeting and based on his conversation with her and what he observed today, he said he was interested in joining the LOHO Board.

Barbara then adjourned the regular Board meeting at 12:01 pm. Heather had left the meeting a few minutes prior to the meeting adjournment, and Logan and Amy left now.

The Executive session portion of the meeting started at 12:04 pm.

The Executive Session ended at 12:24 pm.

It was announced that Logan was officially a part of LOHO's board.

In addition, it was shared that the Board will do evaluations for Heather and Amy during the first quarter of 2026 and any merit-based raises awarded will be retroactive to the first payroll of the year.

The meeting was adjourned at 12:25 pm

The next Board meeting will be held on January 20, 2026, from 10 am to noon at the Gathering Place.

Respectfully submitted by

Mary Ann Cameron
Secretary/Treasurer
LOHO Board of Directors

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