

The Hamlet Board of Directors Annual Meeting Minutes
Tuesday, February 18, 2025
In Person at the Gathering Place and via Zoom

Present at the Gathering Place: LOHO Board Members June Coover, Kip Greenthal, Barbara Orcutt, Shannon Wilbur, Chris Wiscomb, and Nancy Wynen; Hamlet Cottage Executive Director Heather Harrison; Hamlet House Administrator Amy Hatchel. Volunteer Peggy Means attended, as did Hamlet Cottage residents Bill Evans, Mari O’Shinn, and Jim Thomas.

Present via Zoom: Karen Gilbert attended part of the meeting via Zoom.

Board Member Mary Ann Cameron was absent.

Chair Barbara Orcutt called the meeting to order at 9:33 am.

Announcements: None.

Approval of the February 13th, 2024 Annual Meeting Minutes:

The annual meeting minutes had been distributed in advance of the meeting.

***Action:** Shannon moved to accept the 2024 annual meeting minutes. Nancy seconded the motion, and the minutes were approved unanimously.*

Voting on First Term Directors:

None being voted on.

Voting on Second Term Directors:

None being voted on.

Changes in Officers:

Chris Wiscomb has announced that he will be moving abroad with his family and will be stepping down from his role as Treasurer. All other officers will remain in their current positions, and the Governance Committee will initiate a search for a new Treasurer.

State of the Organization:

Barbara reviewed the accomplishments of 2024 and outlined goals for 2025. She emphasized the incredible teamwork demonstrated throughout the year and highlighted how the strategic plan provided clear objectives. She expressed gratitude to Shannon for ensuring adherence to the strategic plan and overseeing its successful implementation.

Finance and Investment Committee:

Mary Ann Cameron and Heather Harrison have assembled a team of knowledgeable individuals for the Finance and Investment Committee. A significant portion of our funds have been invested, reducing financial risk by keeping bank account balances below \$250,000. We successfully secured funding from Give Lopez, Lopez Thrift Shop, and Lopez Island Home and Hospice Support (LIHHS). We look forward to continued collaboration with LIHHS.

Fundraising Committee:

Under the leadership of Kip Greenthal and with the support of Peggy Means, the Fundraising Committee has raised over \$320,000 for the Long-Term Maintenance Fund that was made possible due to Rip Van Camp's generosity. Special thanks to Kip and Peggy for their dedication and hard work.

Peggy shared that Christine Buckley congratulated the team, recognizing the organization's strong foundation and the confidence donors have in our mission. Peggy has also enhanced the donor database, which requires ongoing maintenance and exploration of new donor resources. The committee aims to engage younger members for sustainability.

This past year, we hosted several successful donor events, including gatherings for both longtime and new supporters, as well as a donor appreciation event for major long-term maintenance contributors. Special thanks to Pamela McCabe, Randall Dickson, and Judy Welker for their contributions to this successful campaign.

Governance Committee:

Shannon Wilbur has done an outstanding job as Chair of the Governance Committee, ensuring the strategic plan remains an active guide for decision-making. At the start of the process, there were doubts about whether the plan would be utilized, but it has become an integral part of our operations. Thank you to Shannon and Janna for their diligent efforts in recruiting committee and Board members, including a new Treasurer—though we now sadly say goodbye to Chris as he moves overseas. Janna's contributions will be greatly missed.

This year, we also revised bylaws as needed, and June Coover led an Executive Director compensation review as part of our strategic plan.

Hamlet House Committee:

Despite ongoing staffing challenges, Hamlet House has had an exceptional year, expanding capacity to eight beds. Karen Gilbert has done a remarkable job in recruiting new committee members, and financial support from the Hospital District has significantly bolstered stability. Efforts to enhance employee satisfaction and retention have included adding IRAs for employees and increasing holiday pay eligibility. Additionally, we now have Kai Sanburn assisting with nursing services. Special thanks to Hamlet House Director Amy Hatchel for her tireless dedication to keeping Hamlet House running smoothly.

Cottages Committee:

Mary Ann Cameron has excelled in increasing Cottage events this year. The committee has focused on assessing aging buildings and appliances, with Heather leading a comprehensive maintenance inspection of the entire property. Dave Welker has been instrumental in keeping the buildings and appliances in good working order, and the hiring of Cottage Manager Matt Newman strengthens our ability to address issues as they arise.

Heather has also revised the Cottage selection process, updated the interest list form, and implemented the Cottage Occupancy Criteria and Guidelines. Additional policies, including a

fence policy and amendments to the landscaping policy, have been introduced. Addressing ongoing repairs for aging Cottages will remain a priority in the coming year.

Looking Ahead:

The organization's financial stability has improved significantly, moving away from past crisis management. However, we must continue strengthening the donor database, as many long-time donors are aging.

Staffing challenges at Hamlet House persist due to the nature of the work and the difficulty of securing stable housing for potential employees. Amy will collaborate with the Hospital District to develop quality assessment measures and establish clear staff protocols. The Board is also working on staff exit interviews and evaluation measures for the Executive Director and Hamlet House Director, while Heather will determine evaluation criteria for the Cottage Manager.

Legal matters concerning Cottage 230 will require attention over the next few months. To avoid similar issues, we have engaged legal counsel and will revise our lease agreements and resident handbook.

In the coming year, we hope to enhance collaboration with other agencies, reintroduce art shows to the Gathering Place, increase community engagement, and work to clarify the mission of The Hamlet to the public. Donor events will continue, and efforts will be made to strengthen committees, particularly fundraising. Additionally, we will explore grant opportunities to support the Founders' Fund, which aims to provide rental assistance.

Barbara expressed her deep appreciation for everyone's hard work, noting that this Board has been one of the most productive in the Hamlet's history. Special thanks were extended to Rip Van Camp, Randall Dickson, Judy Welker, and Pamela McCabe for their efforts in achieving financial stability.

A heartfelt thank-you was also given to Peggy Means for her years of dedication. Since 2007, Peggy has been an incredible force, stepping in whenever needed—whether it was watering trees, securing Hospital District funding, or rebuilding the donor database. Her unwavering belief in the team's capabilities has been a tremendous asset. While she was presented with a bouquet as a token of appreciation, a more permanent gift is in the works.

Next Annual Board Meeting:

The next annual Board meeting will take place on February 17, 2026.

With no further business, the meeting was adjourned at 10:01 a.m.

Respectfully submitted,

Heather Harrison
Hamlet Executive Director