

**LOHO Board of Directors
Board of Directors Meeting
Tuesday, March 17, 2026
At the Gathering Place and Via Zoom**

Present at the Gathering Place: LOHO Board Members Charlie Bookman, Mary Ann Cameron, June Coover, Polly Ham, Logan Knight, and Barbara Orcutt; plus Hamlet Cottage Executive Director Heather Harrison, and Hamlet House Director Amy Hatchel.

Kip Greenthal attended via Zoom and Karen Johnson was absent.

Chair Barbara called the meeting to order at 10:01 am.

Declaration of Conflicts: There were no Declarations of Conflicts.

Announcements: Simon Evans will be the new Cottages Manager, and he will be stopping by at the board meeting so that the board members can meet him.

Approval of February 17, 2026 Board meeting minutes:

Action: June moved that the February 17, 2026 Board meeting minutes be approved. Logan seconded the motion. The minutes were unanimously approved.

Hamlet House Report:

All rooms are filled. Amy reported that she is currently short on staff but has found some part time workers to help. Amy will be talking with a man next Monday who might be interested in being the resident manager. He is qualified and wants experience in managing an adult family home.

The personnel issue has not yet been resolved. The staff that is currently working at Hamlet House is all doing their best to get along and fill in as needed, and no staff have quit.

Hamlet House is getting a free lift chair and that will help staff with client care.

Cottages Report:

Heather has hired a Cottages Manager and will be notifying the residents about him. The grass at the Gathering Place has been mowed twice already, although it seems early. Dryer ducts have been cleaned, and Heather thinks this may be the first time they have ever been cleaned. They will now be scheduled to be cleaned every two years or so.

Rent increase notices have been sent to the residents. There will be a 3% increase in rent for all Cottages due to inflation. Lease renewals need to go out 60 days in advance and will be sent out soon.

Rick and Elizabeth hosted a lasagna dinner for the residents, and it was well attended.

Treasurer's Report:

Charlie reported the financial reports we receive seem to be fine. There are some minor formatting issues, and he will be working with Heather and Rebecca on those. He is watching our Professional Services costs. He noted there is an increase in the budget this year for Cottage staff.

Rebecca has provided excellent volunteer service to us for many years. She has been honored and recognized by us in the past. Charlie would like to see that she is recognized again when she next comes to Lopez.

Charlie pointed out that our Bylaws call for an Investment and Finance Committee. June volunteered to be on it as the second Board member. Our investments are currently in T-bills (managed by Banner Bank) and Vanguard. Some of our funds have restrictions on how they can be invested. We are not currently paying any fees on our Vanguard accounts, but we are investigating working with Morgan Stanley to have more active managing of the funds. If funds are moved into a more active strategy, we might have to pay a 1 percent fee to do that. Charlie said he would review our investment policy. He doesn't think it has been voted on by the Board. Charlie will take the policy to the Finance and Investment Committee and then bring it to the Board at the May meeting.

Cottage Representative Report:

Polly noted that some cottage residents are concerned about how long they will be able to continue renting their cottage with the yearly rent increases. She wondered if there was a fund that can help a resident pay rent if they can no longer keep up with the rent increases. Heather reported that there is, but that the board needs to solidify the process of how these funds would be awarded. Heather also stated that no residents had yet approached her asking to use these funds. Polly said that she doesn't think residents are at the point currently, but wondered if she could let residents know that this would likely be an option in the future.

Other than that, Polly felt that all was going okay.

Dave Welker arrived at 10:30 am and the Board then discussed **Dryer Vents**.

Dryer Vent Discussion: (originally a New Business item)

Dave explained that many of the Cottage dryers vent through the round circles located on the front roofline of the Cottages. This is in violation of the fire code and a fire hazard. He explained that the dryer duct should be extended out beyond the building and traditional vent covering installed. The board agreed that new vents should be installed and painted to be the same color as the buildings. They won't be as aesthetically pleasing, but safety is most important.

Polly extended thanks to Dave for all he does around the Hamlet.

LIHHS Report:

June reported that LIHHS is sponsoring the Soggy Bottom golf tournament in April, the chamber music group will be back in May, and a workshop titled "I'm Still Standing" (relating to falls) is planned for June. A compassion fatigue workshop is being rescheduled.

OLD BUSINESS

Investment and Finance:

Heather indicated a T-bill had matured and was rolled over. Also \$50k was added to the T-bill.

Governance:

Barbara said the committee met last month. We currently have eight Board members, but she would like to have one more. Committee members are reaching out to potential new board members that would fit LOHO's needs, and Logan has a friend who might be interested in joining our Board as well.

Fundraising:

Heather reported that Give Lopez will be April 13th-27th. Heather said the Thrift Shop grant request is due at the end of the month. We need to decide what we will ask for. Last year, Give Lopez funds went towards sidewalks and ventilation at Hamlet House. In the past, we have had a matching fund, and Board members have

donated toward the fund. Heather would like matching donations of \$500 or more. Often three or four Board members have donated toward the matching fund. Barbara also noted that she hopes that every Board member will donate some amount to The Hamlet each year, even if it's only a small amount, so that we can say that 100% of board members gave.

There was discussion about what to ask for this year. There was consensus that for the Thrift Shop it should be for the concrete sidewalk. For Give Lopez, it should be for the generator and sidewalk.

Heather asked Board members to let her know if they want to donate to the matching fund.

Founder's Fund:

Heather indicated that Rip would like to be recognized for his contributions to the establishment of The Hamlet. She has written to him and asked him for his suggestion on how he wants to be recognized.

Regarding the Founder's Fund, it will be used to help residents who need assistance in paying their Cottage rent. If residents need money from it, we want to use only the interest from the fund, not the funds themselves.

Strategic Planning:

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

OBJECTIVE 1: Increase staff satisfaction and retention. **Task 1:** Develop annual evaluation process and metrics for managers.

The Board talked about doing a simple evaluation by directors. A time hasn't been set up to do this yet. Barbara indicated that quarterly would be appropriate and the Board would look at merit raises after evaluations. However, merit raises need to be given before we do evaluations. The group will meet and present something at the April Board meeting. Charlie was added to the group listed on Task 1. Charlie indicated he favors bonuses, and Amy added that bonuses are great. This is a different way of doing it than previous board members/volunteers had recommended, since pay increases (instead of bonuses) had been recommended. This will be discussed at the April Board meeting.

STRATEGIC PRIORITY C: Develop a long-term fundraising strategy and plan.

OBJECTIVE 1: Identify and retain proposals for a fundraising consultant. **Task 1.** Create a job description for the fundraising consultant.

This has been moved to April.

STRATEGIC PRIORITY D: Improve emergency preparedness and response capabilities of the organization

OBJECTIVE 2: Identify utilities at risk during an extended emergency. **Task 1.** Determine how to access potable water if power is out for an extended period.

June indicated she is still working on this. She has received a response from the water district and has a plan. But she still has questions about it.

Task 2. Evaluate backup power capacities (generator, solar, propane)

Dave Welker is looking into installing a new generator at Hamlet House.

STRATEGIC PRIORITY E: Nurture a sense of community among residents, as well as between residents and the Board.

OBJECTIVE 1: Document and disseminate stories about Hamlet, its history and its importance with residents

and the broader island community.

Task 1. Organize historical files.

This is ongoing.

OBJECTIVE 3: Create opportunities for board-resident conversations or communications.

Task 1. Brainstorm type of activity.

The Board discussed several ideas, including hosting a brunch for residents. Amy does brunch at Hamlet House, usually on the last weekend of the month, which is very well received. Heather will send out a Google poll to Board members about this.

NEW BUSINESS

Hamlet Workplace Expectations Policy

Heather worked with our consultant to draft a workplace expectations policy. The Executive Committee approved it, and all Hamlet House employees except one have signed it.

Action: Charlie moved the Hamlet Workplace Expectations Policy be adopted. Kip seconded the motion. The Hamlet Workplace Expectations Policy was unanimously adopted.

The policy will be added to the employee handbook.

Banner Bank Signer Authorization:

Signers on our account at Banner Bank need to reflect our current Board members and staff. Shannon Wilbur and Matthew Newman need to be removed as signers from all accounts. Simon Evans, Charles Bookman, and Sarah Kip Greenthal need to be added as signers to all accounts. Barbara Orcutt, Mary Ann Cameron, Heather Harrison, and Amy Hatchel should remain as signers on all accounts.

Simon, our new Cottage Manager, arrived at 11:25 am. After a brief introduction, Simon left the meeting.

Amendment to Lease:

Heather reviewed the changes made to the Cottage lease, which included automatic annual renewals, corrected smoke detector requirements, and updated resident notification requirements. She also indicated she had hand-delivered the required rent increase letters. She answered several questions posed by Board members.

Action: Charlie moved to accept the revisions to the Cottage lease. Kip seconded the motion. The motion was unanimously accepted.

The Board moved into Executive Session at 11:48 am.

The Executive Session concluded at 12:10 pm, and the regular Board meeting was immediately adjourned.

The next Board meeting will be held on April 21, 2026 from 10 am to noon.

Respectfully submitted by

Mary Ann Cameron
LOHO Board Secretary