

**LOHO Board of Directors  
Board of Directors Meeting  
Tuesday, April 21, 2026  
At the Gathering Place and via Zoom**

Present at the Gathering Place: LOHO Board Members Charlie Bookman, Mary Ann Cameron, Kip Greenthal, Polly Ham, Karen Johnson, and Barbara Orcutt; plus Hamlet Cottage Executive Director Heather Harrison, Cottage Manager Simon Evans, and Hamlet House Director Amy Hatchel.

Attending via Zoom: Board Members June Coover, and Logan Knight.

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

**Declaration of Conflicts:** There were no Declarations of Conflicts.

**Announcements:** There were no announcements.

**Approval of March 17, 2026 Board meeting minutes:**

*Action: Kip moved that the March 17, 2026 Board meeting minutes be approved. Polly seconded the motion. The minutes were unanimously approved.*

**Hamlet House Report:**

Amy reported that one resident had passed away as of that morning and she was contacting those on the waiting list regarding the bed that was now available. There may already be someone who is interested. She is also continuing to look for additional staff and is working to make sure that staff receive the training they need. She is also looking to recruit a potential resident manager.

Amy indicated the generator performed well during the recent power outage. She mentioned there might have been an issue with the heaters during the outage, but otherwise, everything worked as it should during the outage. Heather added that heat pumps should be operational during an outage, but not the baseboard heaters. There may also be a lingering issue with the hot water heater that was due to the outage, but Hobi Plumbing is working on it.

Board members asked about Give Lopez, since funds from it will be used in part to purchase a new generator for Hamlet House. She mentioned plans to move the old Hamlet House generator to the Gathering Place for use there. Heather highlighted the organization's strong performance compared to other nonprofits, and mentioned they are close to achieving their match donation goal. She noted the importance of raising funds for budgeted operations expenses, but that the Give Lopez funds are going toward unbudgeted, but important, expenses.

**Cottages Report:**

Simon indicated all cottages are full and everyone seems happy. No vacancies are expected. There is a strong interest list.

Simon will start doing some of the mowing to save on landscaping costs. He will be using the LCCA mower. He is also re-painting the Gathering Place interior walls. He is working with our maintenance person on a variety of tasks as well, so that he can start to learn how to address some of these tasks himself. He plans to work with Polly on developing a few simple questions for the residents once he gets back from his pre-planned trip to Hawaii, and they will then go with Polly to visit with the residents.

### **Treasurer's Report:**

Charlie noted that the LOHO monthly financial forecast has reduced donations expected by about \$10k, but Heather noted that about \$6k should be put back in to cover costs associated with redoing our website. Charlie feels we must have confidence in the budget, and he doesn't feel like our numbers have confidence behind them.

Heather indicated donations received to Give Lopez are doing well compared to others. We want to make sure to get our match.

There was a question regarding why generator replacement isn't coming out of long-term maintenance funds. Heather stated that it's not in our plan to be replaced for quite some time still, and we don't want to use up our funds too quickly. She explained that previous funds were depleted due to poor management practices and lack of interest accumulation. She noted that \$20,000 has been budgeted from the LOHO account to help replenish long-term maintenance this year.

### **Cottage Representative Report:**

Polly indicated everything seems to be going well. Sunday gatherings are well attended and there is a textile group that meets on Thursdays. Mary Ann provided information about a tour for residents that she had arranged at the new Lopez Swim Center. Eight residents toured it on Saturday.

### **LIHHS Report:**

June provided updates on LIHHS activities, including a recent golf tournament, plans for a booth at Tour de Lopez, and the upcoming "Still Standing" workshop scheduled for June 6 at Grace Community Church. She also talked about a new cleaning service to help people in their homes and promoted the need for more volunteers and board members.

### **OLD BUSINESS:**

#### **Investment and Finance Update:**

Charlie indicated the committee now includes John Bredesen. They want to formalize the investment policy to better manage fiduciary responsibilities. Charlie proposed bringing a draft policy to the next board meeting for adoption, which would include discussions about risk management levels and potential investment options. Charlie also addressed an upcoming loan rate reset on the cottages, with plans to potentially involve a mortgage broker to explore refinancing options.

#### **Fundraising Update:**

Heather provided an update on Give Lopez, noting they had so far raised \$3,815 toward the \$5,000 match. She discussed the pros and cons of using Give Lopez for donations, noting that while it provides easy access and visibility, unrestricted donations are preferred and she prefers checks directly to LOHO instead of going through Give Lopez since the platform, Mighty Cause, takes a percentage of the donation.

She also addressed the need to update the Hamlet website due to platform limitations, with a \$6,500 budget allocated for the refresh. The Board agreed the website needed to be updated.

Kip hasn't had a fundraising committee meeting recently, and she would like more people on the committee. Karen volunteered to help Kip. Kip would like to know from Charlie how much money needs to be raised for what.

The group discussed potential fundraising events, considering timing and goals, with Heather expressing a desire to pay off the Hamlet House loan while noting that it's not a particularly appealing ask.

*(Simon left at 11am.)*

### **Strategic Planning:**

The board discussed strategic priorities including long-term fundraising strategies, historical documentation, and resident-board relations. They also reviewed progress on increasing staff satisfaction and retention, planning to implement quarterly evaluation processes starting in May.

They also discussed bonus payments and merit raises, clarifying that bonuses were issued in December 2025 along with cost-of-living adjustments, while merit raises were not implemented as previously discussed. They agreed to review Board meeting minutes from December and January to understand decisions made about bonuses and merit raises and planned to schedule a Special Board Meeting to discuss this further. The group also addressed emergency preparedness following a recent power outage, deciding to aim for at least 48 hours of resilience and to potentially involve the county for an emergency planning review. Finally, they discussed organizing a lunch with residents on May 23.

**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. (Merit raise discussion in April)

Barbara and Kip will talk to Heather and Amy in May. A second evaluation will be done in the fall. Previous Board minutes will be reviewed regarding merit raises.

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

OBJECTIVE 1: Identify and retain proposals for a fundraising consultant.

Charlie will ask 501 Commons for recommendations on fundraising consultants.

Task 1. Create a job description for the fundraising consultant. (May 2026)

OBJECTIVE 3: Determine capital and operating fundraising needs.

Task 1. Plan and execute new capital campaign to retire the Hamlet House mortgage. (April-June 2026).

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

OBJECTIVE 1: Refresh emergency plans for Hamlet House and LOHO.

Task 1: Consolidate and review the existing emergency plans (April 2026)

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 of time. (April 2026)

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

**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.

Task 2. Create list of early members/founders to interview. (April-June 2026)

Task 3: Interview and develop narrative (April-June 2026)

**OBJECTIVE 2:** Survey cottage residents with prospective questions about what they would like to see in their community (e.g., more events, routine meetings with board)

Task 2: Implement survey (April 2026)

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

Task 1. Brainstorm type of activity.

The Board scheduled a potluck lunch for cottage residents for May 23 from 12:30 to 2:00 PM in the Gathering Place.

Task 2. Poll board to determine the best date (April board meeting)

**NEW BUSINESS:**

**OPALCO Board of Directors vote:**

LOHO as a business is eligible to vote in the upcoming election for the OPALCO Board of Directors. The Board reviewed the candidates in each OPALCO district and selected one candidate in each district: Laura Derevensky and Laura Stern.

**Action:** *Charlie moved that Heather be authorized to vote for Laura Derevensky and Laura Stern and submit the ballot on behalf of LOHO in the OPALCO election. Karen seconded the motion and it was unanimously passed.*

**June Board meeting reschedule request:**

Heather requested that the June Board meeting date be changed. There was no expressed opposition to the change in meeting date, and it was rescheduled from June 16 to June 9.

**EXECUTIVE SESSION:**

The Board went into Executive Session at 11:50 am to hear an update on a personnel issue. No action items were voted on. The Executive Session concluded at 11:54 am and the Board meeting was adjourned.

The next Board meeting will be Tuesday, May 19, 2026 from 10 am to noon.

Respectfully submitted.

Mary Ann Cameron

Secretary

LOHO Board of Directors