

Attendees: Acting chair, Jan Phillips, acting Secretary Karen McElliott, Linda Fitzgerald, Evie Nordeen, Robin Randles, Rita Requa, Jim Siscel, Erma Snook, Cathy Webb.

Acting Chair Jan Phillips called the meeting to order at 8:58.

Jim Siscel led the Pledge of Allegiance.

Minutes: The minutes for the March 10, 2021 Board Meeting were approved as amended.

Treasurer's Report: Jim read Tom's report. As of the end of March the books are balanced. The Washington Federal checking account had \$49,553.73; the WF savings account had \$8,201.59. The Edward Jones Winnie Smith account had \$127,543.54, up \$2,370.44. The SKSR savings CD had \$82,081.32, up \$970.22. Due to the unstable stock market and despite the WS fund gaining nearly \$2,400 in interest in March, our investments for the fiscal year still show a deficit of \$4,638.43 in the WS account. WSSRA dues rebate for March was \$2,741.00; the total rebate for the fiscal year is \$25,070.00. Two memorial transfers were made in April for Evelyn Baker and Sherril Smith.

Clerical Assistant Update: Linda thanked Alan Burke, WSSRA executive director, for joining us. Linda summarized where we are, and Alan explained the process he had used in creating the job description draft. SKSR still needs to add the money component; he said this could be expressed either as maximum time or maximum amount of money. He talked about the importance of creating an offer that is both inviting and realistic. We discussed whether it is better to present the job in terms of the number of hours or the maximum salary. He said we would need to decide what was more enticing—maximum dollar amount or maximum hours per month. He also pointed out that if the clerical hire is expected to attend Board and monthly meetings that will greatly reduce the number of hours they have available per month to work on clerical tasks. When asked, Alan agreed that it would be wise for SKSR to purchase a pc for the hire's use. When asked about references and background checks. He said our applications should ask for at least three references, and we should follow through with calls. Alan will help with the reference checks. He also confirmed that we should do background checks as well. And we will need a contract; it should contain an at-will employment clause. Alan can help, but we may

need to seek legal help as well. He will also provide sample interview questions and a basic application form (e.g., experience, desire, resume, reference). He will send Karen information. Erma Snook commented on the strong Requirements and Skills section but wanted to tweak #2 of Specific Contractor Duties. She felt that only one individual should be maintaining the official membership roster. We also looked at revisions to items 3, 7, and 8 decided they needed further clarifications. Robin asked whether we should include a vaccination requirement to the Requirements and Skills section. Alan agreed that it would be a good idea. It was also suggested that we add ability to work at home/off-site with own equipment (e.g., internet access, printer/copier). Linda thanked Alan for his time and assistance. She recommended that we pursue three areas in the next month:

1. Financial—what can we afford, what is the rate of pay, maximum number of hours/maximum pay per month, look at expenses with an eye to next year and future budgets (e.g., salary, pc, supplies, background check expense, possible legal fee). Jim and Tom
2. Interviews—possible questions, interview materials, logistics, etc. Rita
3. Announcement—revision of Alan's draft, timelines, contractor/employee statement. Jan and Karen

These groups will report at the May Board meeting.

**Membership:** Jim reported that the current membership is 1,363. This is down one from last month. There have been no deaths and no requests to be dropped. He will wait until summer before contacting the retirement seminar attendees about joining SKSR. He read a card from Jean Marti, thanking the Board for the Starbucks gift card sent to active members.

**Grants:** no report

**Health:** no report

**Scholarships:** Linda reported that SKSR scholarships are being awarded to graduating seniors Claire Beaumont of Shorecrest (University of Portland), Kisanet Gabreselassie of Meadowdale/Edmonds College (Swarthmore College), Ella Stroup of Bothell (Chapman University), and Maggie Way of Woodinville (UW). Of the third-year Winnie Smith recipients, one is on track; one is continuing with classes, but is taking less than a full load; another is applying for the School of Education, but is taking next year off; and the fourth is completing her ME so will not be in school next year. Of the second-year WS recipients, two are out of the program; one is slowly continuing with education

courses; and the fourth is taking a year off but will return the following year. All four of those in their first year of WS are continuing with their coursework.

Sunshine: Barbara sent a caring card to the family of Phil Elvrum (memory care) and sympathy cards to the families of Evelyn Baker and Sherril Smith and to Aimee Miner (death of her father-in-law).

Records: Erma reported that in March she sent out 1,052 electronic copies of the *Bulletin* and a reminder about the April Scholarship Meeting. She has sent out directories to those who receive Bulletins electronically but were willing to pay for a paper copy. Twenty-five members requested printed copies; she had 35 run. The cost of printing and postage was \$223.59.

Website: Jim reported that the website is up to date.

Directors & Board Insurance: The forms have been submitted.

April Scholarship Meeting: Robin went over the agenda. This will be by zoom. Jim will send the zoom link to the four high school recipients. Linda will send Jim photos of the four to display. Keith will give a report on the status of the Winnie Smith recipients. Nomin's presentation is ready and will last about 7.5 minutes; Robin commented on its quality. Karen will be out of town; she will send Linda the Clerical Hire report, and Linda will present it.

Sno-Isle Joint Luncheon: The lunch will be held at Our Saviors, 215 Mukilteo Boulevard, Everett, Tuesday, May 17. The doors will open at 10:30; lunch, consisting of spring salad, risotto, chicken breast, and strawberry rhubarb cake at 11:15; the program will begin during dessert. The presentation deals with women's suffrage. Cost to SKSR members is \$5; the Board will supplement the remainder of the cost (\$10 per member). Evie Nordeen is the contact person; she needs to turn in her count on May 13.

Board Meetings in Person: Jim will schedule a June meeting at the ESC.

Officers for next year: Jan said she would continue as secretary.

Honorarium for Nomin: It was approved that SKSR present Nomin with a \$200 honorarium for her presentation at the April Scholarship Meeting.

New Policies: Jim presented his proposals for additions to SKSR Procedures and Policies. The Equal Opportunity Employer statement was discussed and approved. The Grievance Procedures were discussed, revised, and approved. The Board will need to form an ad hoc committee to deal with any grievances should they arise. The Harassment policy was discussed and revised, but because of the number of revisions, it will be voted on at the May meeting when members can see a clean copy. If approved, the Grievance Committee would also hear any harassment complaints.

June Meeting: The question was raised whether the Board should meet in June in lieu of meeting in July. This was tabled until the May Board Meeting.

Invite Legislators to Picnic: This was tabled until the May Board Meeting.

Storage Locker Update: Erma asked about the status of the storage locker. Jim reported that the lock has been replaced; Tom has the new keys. The thieves didn't get in; nothing was taken.

*Bulletin* Articles for May issue: Jan reviewed the articles that were to be submitted. Karen reported that she had been waiting for today's discussion with Alan Burke before writing the Board Message; she has contacted Jo about the article coming in after the April 13<sup>th</sup> deadline. Jim said he would contact Jo about needed changes to the May Joint Luncheon announcement.

May Board meeting: May 12, 1 pm, ESC Room 104. The meeting chair was not decided. Items for next month's agenda:

Reports on the Clerical Position: finance (Tom, Jim), announcement draft (Jan, Karen), interview process and logistics (Rita)

Harassment Policy: Jim

Picnic: invitation to legislators (Rita); box lunches

Respectfully, submitted,

Karen McElliott