

SKSR Board Retreat

August 12, 2021

Attendees: Acting Chair Jim Siscel, Secretary Jan Phillips, Treasurer Tom Hawkins, Cheryl Bauer, Barb Bumgardner, Linda Fitzgerald, Roberta Hawkins, Karen McElliott, Evelyn Nordeen, Virg Rayton, Rita Requa, Erma Snook, Cathy Webb, Guest Bruce Caldwell (arrived at 12:30)

Jim Siscel will be the contact person for this year in lieu of a president or vice president.

Acting Chair Jim Siscel called the meeting to order at 10:00 am. Jim gave Roberta a thank you card and gift card for her years of service as Vice President.

Jim handed everyone a packet of materials that needed to be added to their individual handbooks. Included in that packet were program assignments for 2021 - 2022, proposal for creating SKSR staff position, meeting agenda, calendars for 2021 and 2022, 2021-2022 calendar by events and the board roster.

Minutes for July 8, 2021 SKSR board meeting were approved.

Minutes for July 15, 2021 (Picnic) general meeting were approved.

Jim introduced Cathy Webb, a new retiree. She was an observer. The Board introduced themselves to her.

Treasurer's Report — Tom reported that as of July 31 there was \$47,089.31 in the checking account. There was \$6,698.06 in the SKSR savings account. It made \$1.62 in interest. The Winnie Smith (Edward Jones) scholarship account had \$152,430.68. Last month it made \$1,254.59. The SKSR savings/scholarship account had \$85,090.13. It made \$698.11. He received a check for \$435.81 from the Shoreline School District. This represented the educator grants' money that was not spent this last year. WSSRA sent a check for our monthly portion of the dues which amounted to \$3,136. There were 2 memorials put into the SKSR scholarship account. He explained the deletion of the Actives stipend from the proposed budget. We had proposed it last year but could find no one interested in chairing a committee to define the expectations or requirements needed to get the money.

Finance — Cheryl reported that the committee will be meeting in the near future.

Legislative — No report

Membership — Jim reported that we have 1,395 members which is the same as last month. This is down 41 from last year. There are two active memberships pending. There were three deaths this month. We have the most email addresses (1023) of any of the units in WSSRA. Jim talked about the problems of reaching active members who have severed and getting them to continue their membership.

Grants — Karen reported that the Edmonds School District had \$1.20 left over from the grants given out this year. She explained the background of the \$435.81 check that we received from the Shoreline School District.

Scholarship — Keith has received all but one of the transcripts from the current scholarship recipients. One SKSR scholarship recipient has dropped out of school.

Sunshine — Barb reported that as of August 12 she has sent: a sympathy card to the family of David A. White, a sympathy card to the family of Mike Mahan, a sympathy card to the family of Nancy McMann, a thank you card with an Amazon gift card to Rebecca Miner as she retires from the Shoreline School District, a sympathy card to the family of Janice Maxson, a sympathy card to the family of Donna Montzheimer, a sympathy card to the family of Alice Glasgow, a sympathy card to the family of Roger Bray whose wife was a member as well, a caring card to Joan Wronski-Molvik after surgery, a sympathy card to the family of Christie Cofey, a sympathy card to the family of Elizabeth Sears, a sympathy card to the family of Sharon Dimmitt, and a caring card to Pauline LeWarne who broke her wrist, Jim echoed the boards' sentiments on the quality of the cards that Barb makes.

Linda shared thank you notes that she received from Sofia Leotta and Nicole Brunette, two of this year's SKSR scholarship recipients.

Records — Erma reported that she sent out one email reminder since the last meeting. Our records show that we have 1087 emails and we send

out 324 Bulletins to people who do not have email addresses. The Directory will be going out at the same time as the Bulletin this month. There was no big edit for the Directory as she edits as she finds the need to do so.

Web site — Jim has kept it up including the By-laws changes voted on in July.

Health — Robin purchased a health magazine subscription. She has sent in this month's article for the Bulletin.

Notebooks — Jim went over the handouts. Later in the meeting, people volunteered to take on specific monthly assignments.

Proposed Budget — Tom presented the proposed budget, going over each line item. Adoption will take place at the end of the meeting. Rita commented on how much we are giving back to the active members and to students.

Humanities — Roberta reported that our first choice for the February program is Steve Edmiston, *Whiskey and Wiretaps: the Northwest's Rumrunning King*. The second choice was Matthew Sullivan: *A Nicer Kind of Murder, The Evolution of Crime Fiction*. The third was B. J. Cummins: *The River That Made Seattle*. She will be making contact with Washington Humanities to schedule the speaker.

Service Project — Washington Kids in Transition — Virg reported that they would like us to see their new building (the space is smaller than the space at the Edmonds Methodist Church). COVID 19 restrictions will determine in part what we can do. They do still have 15 buses. We may have to plan for two sessions because of the restrictions due to size. January 8 has been booked for sure and possibly the 15th as well.

Scholarships in 2022 and beyond — Jim brought up some of the problems that we are facing because of our lack of leadership. Will we be able to fulfill our commitments?

By-Laws changes — The newly adopted changes have been put into the on-line By-laws.

Membership recruitment — Jim brought up the problem he is having because of our situation not being able to get into schools.

Grants — Karen asked “Should we fund field trips this year?” She cited that many of the potential sites are not currently available. Because of this we voted to not fund field trips. We will fund speakers as well as the usual items. It was moved and seconded to increase the amount given for each grant to \$300. Motion passed. She also talked about some of the language in the application. She will clarify it.

Return Requested on Mail — Jim and Erma commented that by doing this our membership list is updated. This will be added to the Bulletin address.

Direction for sending Condolences — Barb asked for clarification in the death of a spouse who is not a member. It was decided that it was appropriate to send a condolence card to a spouse of a member if the spouse is not a member. However memorial contributions are given only in memory of a person who is a member.

Lunch was served — Catered by Chef Dane.

Leadership Request Response — Bruce Caldwell handed out and then went over his proposal for creating an SKSR staff position. The position will not be that of executive director but more of an administrative assistant. He explained three basic employment classifications; independent contractor, exempt employee and non-exempt employee with some of the tax requirements that went with each category. He felt that we need to get help for some of our more time-consuming positions. This person would answer to an appointed board member although they would work with several individuals. He estimated that the job would take about \$500 a month although the actual pay would be dependent upon work being done. However, there could to be no more than 40 hours of work assigned in a one-week span. This would amount to a yearly salary of \$6,000. There would be an additional burden of approximately 15% for taxes.

He also suggested 4 meetings a year with a smaller board. Not all committee chairs would need to attend.

A committee of 3 to 5 with at least one being an officer would need to determine the actual job description. He recommended fairly general outcomes to be stated. This person would be doing the “grunt work” of the organization. This person would do the task of running the business not the politics.

Discussion followed about several aspects of this proposal, including financing. It was decided that the only business of the September meeting would be the discussion on this proposal. In order to help facilitate this discussion, Jim asked that each chair list the tasks that are necessary for that position to be successful and an estimation of the hours needed. Then, if possible, list the ones that could be handed off to someone like this.

Program Assignments list was assigned as follows:

September — Chair Jim. At his house September 9 at 9:30am.

October — no meeting this month

November 18 - Scholarship Luncheon — Chair Linda. Speaker — Nomin Ulziisarkhan on Mongolian life

December 9 — Pancake House board luncheon — Chair Erma

January 8 (and 15?) Service Project — Washington Kids in Transition - Chair Virg Rayton

February 17 — Informational meeting — Chair Roberta

March 17 — Field Trip - Chair Karen

April 14 Scholarship Luncheon — Chairs - Robin and Jan

May ?? Joint Luncheon with Sno - Isle at le Bistro Contact Evie

June 6 — 8 Convention at Grand Mound — Chair Jim

July 21 — Picnic at Edmonds City Park — Chair Jan

September meeting — Only topic will be administrative assistant discussion and decision. It will be held at 9:30 at Jim's home.

Respectfully submitted,

Jan Phillips, Secretary