



Bainbridge Island Senior Community Center

Board of Directors

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board@biseniorcenter.org

January 19, 2018

Ms. Morgan Smith

Deputy City Manager

City of Bainbridge Island

City Hall, Bainbridge Island, Washington 98110

HAND DELIVERED AND ELECTRONICALLY TRANSMITTED

RE: Annual Report for Human Services Funding Agreement

Dear Morgan,

As required in our Agreement for Community Services ("Agreement") that was entered into as of October 27, 2016 between the City of Bainbridge Island ("CITI") and Bainbridge Island Senior Community Center ("BISCC"), we are respectively submitting our "Annual Report" per section 4 of the said Agreement as follows:

1. Summarize the activities undertaken in providing the scope of services described in Attachment A.

BISCC was founded in the 1980s to be a focal point for providing services and activities for Bainbridge Island's Senior population. Initially for over thirty years, BISCC was partnered with the Bainbridge Island Metropolitan Park and Recreation District ("BIMPRD") on annual agreements for BIMPRD to provide management and financial services for operation of the Waterfront Park Community Center and Senior Center ("Senior Center"). On February 21, 2017, BIMPRD requested to terminate that agreement in 30 days. Since March 23, 2017, BISCC has been solely responsible for the operation, financing and management of the many programs and activities presented at the Senior Center. Please see the calendar for January 2018 below for a list of Activities/Programs for a typical month.

The transfer of responsibilities to the Board of Directors of BISCC has been seamless and we have been able to increase the number of classes, programs, and trips provided, institute (and improve) tracking and reporting capabilities, provide an easy sign-in procedure for the members, increase the membership base and improve and operate the center with fewer paid staff than was provided by BIMPRD.

A new “tracking” system was purchased and installed using a portion of the proceeds of the first year of the Human Services Grant money. This new program allows us to better assess the needs of the Senior Community. Additionally, BISCC was able to hire a full-time Executive Director and reposition a Volunteer/Activities Coordinator as Manager of Operations.

We were also able to pay our two managers of the Thrift Shop, which has been and is a major supplier of operating funds for the center. In fact, the results of the thrift shop for 2017 exceeded our budget estimates for 2017 and provided \$69,400 in revenue. A record year and a more than 34% increase over prior year results.

The number of our volunteers has increased during 2017 as many of our previous volunteers who had not participated when BIMPRD was managing the center returned to volunteer their time. We have 84 active volunteers that have donated 5,583 hours of time to the Senior Center in 2017.

Not mentioned in our proposal, but implemented as part of our assumption of program responsibility for the Center, BISCC took over insurance, maintenance, and associated costs to reclaim use of the Senior Center 22-passenger bus with wheelchair lift that was being operated by BIMPRD, though owned by BISCC. From May to December we fielded 16 bus excursions, including trips to the Olympic Music Festival, Mount St. Helens, and the restored Elwha River – a 400% increase in travel from 2016.

2. Reference the project objectives identified in your project proposal. Were those objectives achieved? Why or why not? Were there any unexpected positive outcomes or challenges?

Program Element 1: Volunteer Activities Coordinator

We did engage the services of an independent contractor, Ms. Mary Gibbs, to coordinate BISCC volunteers, oversee BISCC operations and provide support to BISCC. This contractor performed exceptionally well and is now an employee of BISCC with the title and responsibilities of Manager of Operations. In addition, the Human Services Funding Grant contributed to our ability to hire an Executive Director – first as an independent contractor and then as a full-time employee, Mr. Reed Price.

Program Element 2: Information Technology Specialist

We appreciate the City's understanding our need to improve the information systems at BISCC in order to assess attendance at classes and programs, improve our information about volunteers in order to track their level of efforts in support of BISCC offerings and to have the ability to refer callers to Senior resources. Using a portion of the Human Services Grant, we entered into an agreement with MySeniorCenter.com, a subscription database service that supports membership, facility use, program registrations, trips, and volunteer hours.

We also entered into a contract with one of the most respected IT specialists in Kitsap and Jefferson counties, Pizzo Computer Consulting. John Pizzo has been providing his service at 50 percent of published billing rate, helping us with internet, software installation, email and cloud storage, and other IT services.

Program Element 3: Thrift Shop Manager and Assistant Manager

As mentioned above, we were able to hire independent contractors to oversee the operations of the Thrift Shop. As a result, additional sales activities were added to the calendar, and the Thrift Shop saw record revenue. We have evaluated the fundraising program and the increase in volunteer activity we've experienced in recent months and, for 2018, have hired a single part-time manager to oversee Thrift Store activities.

3. **Reference the specific measurable results identified in your project proposal. Were they achieved? If not, what challenges prevented the achievement of the anticipated results? How many Bainbridge Island residents were served? Are the condition for those residents generally improving or worsening? Please explain.**

Senior Center activities and engagement of seniors on Bainbridge Island are up. When BISCC assumed operational control of the Center in April of 2017, we had 538 members current with their \$12 annual dues. By year's end, 1190 individuals were current with their dues – more than double. The membership committee instituted an \$8 per year increase in annual dues for 2018 and, as of mid-January, 969 individuals have joined or renewed their membership for the current year. For the period of April 2017 through December 31, 2017, 890 people registered for programs or activities provided by the Senior Center; 89 percent of those were residents of Bainbridge Island/Rollingbay.

American Community Services indicates an increase in the growth of the Senior community on Bainbridge Island from 33% to 40% of the population. We are cognizant of the increased need to continue to expand our services and activities in order to meet the increasing growth of the senior population.

DATA	BAINBRIDGE	KITSAP COUNTY	WASHINGTON
2016 population	23,576	257,488	7,073,146
2016 Seniors 55+	9,424	77,630	1,908,195
2016 % of total	40%	30%	27%
2011 population	22,700	249,238	6,652,845
2011 Seniors 55+	7,741	66,698	1,617,186
2011 % of Total	33%	27%	24%
Senior increase 2011-2016	26%	16%	18%

4. Describe the involvement of any partners identified in your project proposal, as well as any unexpected cooperative relationships that developed through implementation of the project. Did the City funding help you attract additional funding or other types of support?

One of the first steps our new executive director was to reach out to organizations that serve similar communities. We have reached out to nonprofit organizations such as *Island Volunteer Caregivers*, *Island Neighbors*, *Housing Resources Bainbridge*, *Bainbridge Arts & Crafts* and *Helpline House* to coordinate programming and begin to discuss how we could work more closely together to inter-relate our services and resources.

We also have also been engaged in restructuring our financial reporting to make our accounting more transparent to potential funding foundations and donors. We are now recognizing the direct support of the City of Bainbridge Island in our documentation, something we believe will improve our standing in future applications for support.

5. Reference the project budget specified in Attachment A. Provide an analysis of actual expenses and income in relation to the projected budget.

The project budget (Revised) originally submitted indicated a forecast of \$140,500 in total receipts including the receipt of \$19,500 of COBI funds for the year 2017. Expenses were forecast at \$165,000 which was estimated to produce a 2017 deficit of \$25,000 at the time of the submission of the Human Services proposal. The Board and the Executive Management of BISCC believed that a close to break-even year could be achieved with a strong, dedicated effort to increase funding by the Board and BISCC Management and effective cost controls. Additionally, the Board believed that many of the programs previously under-subscribed when managed by BIMPRD would show increased attendance once BISCC achieved control over the programs. Such has been the case.

Actual results indicated in the BISCC Draft Financial Statements (Prepared without Audit) for December 31, 2017 and December 31, 2016 show that Total Revenue and Support for the Senior Center for 2017 was \$300,000. This includes adjustments for Fair Rental Value of the Leasehold from the City to BISCC of the Waterfront Park Community Center pursuant to the 40-year lease between the two entities. Expenses for 2017 were \$290,700, which resulted in an increase in Net Assets to BISCC of \$9,300 for the year. Included in the expenses was a fair rental cost pursuant to the lease referenced above.

The increase in Total Receipts from \$140,500 to \$300,000 are a result of the Board efforts to increase grants and donations, increasing and effectively monitoring membership dues, increasing 2017 Thrift Shop sales from an estimated \$55,000 to almost \$70,000, an increase in Investment income, accounting adjustments of \$71,000 to account for Use of the Facilities and fees from the increased attendance a fee-based programs by the membership.

The increase in Total Expenditures from \$165,500 to \$290,000 was due to the hiring of a full time Executive Director; increased expenses for professional services, primarily IT related; increased expenses for Instruction and Facilitation of programs; increase in communication to membership by expanding distribution of the bimonthly Splash! newsletter and other outreach programs; re-instatement of the travel programs, and now providing all program Materials and Supplies as well as an increase in General Office Supplies previously supplied by BIMPRD. We also included accounting adjustments for the fair-market value of the use of the facilities under the 40-year lease from COBI.

We have included our Draft Financial Statements (Prepared without Audit) for December 31, 2017 and December 31, 2016, which further explains the results of operations for 2017 and provides other statements including Statements of Assets, Liabilities and Net Assets.

The Board of Directors are very pleased with the results of our first year of operations as a separate operational entity showing an above break-even result for BISCC to take complete charge of the operations of the center.

6. Please provide a short description of how the City funding has helped your organization or helped the community. Please also include any quotes or stories related to this support.

The BISCC Board of Directors acknowledge and appreciate the two-year funding from the City under the Human Services Funding Program. The acceptance and funding by COBI indicated to other funding entities that the City believed in the ability of the BISCC Board and management to effectively and efficiently manage the operations of the Senior Center at a reasonable cost. BISCC had initially requested a two-year grant of \$55,000 for each year, 2017 and 2018. After due consideration and recommendation by the City Advisory Board, BISCC received a grant of \$19,500 for each year. This grant was invaluable at the time of receipt as the BISCC Board of Directors were unsure that the BIMPRD collaborative relationship would continue. The funding certainty for each year allowed BISCC to negotiate in good faith with BIMPRD and then to be able to mutually agree on a dissolution of the long-standing relationship and assume full responsibility for the operations of the Senior Center.

The assumption of all responsibilities of the Senior Center by BISCC has encouraged former members of BISCC to re-instate their memberships, has attracted new volunteers to donate time, encouraged members to increase their donations, enabled the Management to re-institute decades long policies and return to missional goals that had been changed by BIMPRD. A new and vibrant atmosphere of inclusion and connectedness has increased the opportunities for Seniors to grow and learn as participants, instructors or volunteers.

Here are two testimonials that we received from members:

"Without this excellent Center and its wonderful members, my life without my [late wife] Sheila would have been dismal. Instead, I continue to be happy, involved, and pleased with the continuing growth of the Center as a major source of joy." – Bob Leik, 15-year member

"In the last year, the Center has started to reach a much broader group of people—including many younger-aged seniors. There are more volunteers who are actively involved in Center activities, and the Events Committee has been inspired to stage new, more elaborate social events. The new director seems to be reaching out to more groups because we are seeing a wider variety of classes, seminars, and 1:1 sessions every week." – Barbara Shulock, a six-year member

7. What recommendations, if any, do you have regarding future funding cycles?

We are very pleased to continue our cooperation during the next phase of our two-year agreement. Please let us know if you require any additional information or clarification of any items included in this Annual Report. We look forward to submitting another proposal during the next funding cycle.

We have included the following as part of this submission:

1. List of Activities/Programs for January, 2018 showing an example of the number, scope and detail of our offerings
2. Annual Report to Membership provided to BISCC members attending our Annual Meeting on January 9, 2018
3. Preliminary Financial Statements for the full year 2017
4. List of Board Members and Officers

Please contact either Michael Laney, Vice-President of Operations or Reed Price, Executive Director for further information.

Respectfully submitted,



Michael L. Laney
Vice-President of Operations, Board Member

CC: Tom Kilbane, President
Reed Price, Executive Director

January 2018

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
<p>1) Closed For New Year's Day</p>	<p>2) 8:30a Gentle Stretching 9:45a Chair Yoga 10:00a Coffee with Officer Carla 11:00a Men's Flexibility 12:00p Meals on Wheels 12:30p Dave Webb Sings 1:00p Party Bridge 2:30p Attitude/Gratitude Yoga</p>	<p>3) 9:00a Gentle Exercise 11:00a Tai Chi Practice 12:00p Meals on Wheels 12:00p Cribbage 1:00p Adventures in Travel</p>	<p>4) 8:30a Gentle Stretching 9:00a German Conversation 9:45a Duplicate Bridge 10:00a Chess Club 12:00p Meals on Wheels 1:00p Pinochle 1:00p Astrology Club 2:30p Attitude/Gratitude Yoga 3:00p Shakespeare Readers 7:00p Table Tennis</p>	<p>5) 9:00a Gentle Exercise 9:00a Knitting Club 10:00a Liberation Laughter 10:15a Line Dancing 11:00a Sing A-Long 12:00p Meals on Wheels 1:00p BINGO 1:00p Beg&Adv Mah-jongg 1:00p Readers Theatre</p>	<p>6) 9:00a Table Tennis 12:00p Cribbage</p>	
<p>8) 9:00a Gentle Exercise 9:00a French Conversation 9:30a U S Turning Points 10:00a Spanish Conversation 10:00a Chair Massage 10:15a Line Dancing 11:30a Table Tennis 12:00p Meals on Wheels 1:00p Skip-Bo Trek: Chocolate Factory</p>	<p>9) 8:30a Gentle Stretching 9:00a Photo Day! 9:45a Chair Yoga 10:00a Annual Membership Meeting 11:00a Men's Flexibility 12:00p Meals on Wheels 12:30p Dave Webb Sings 1:00p Party Bridge 2:30p Attitude/Gratitude Yoga</p>	<p>10) 7:00a Footcare 9:00a Gentle Exercise 9:30a Travel Discussion 11:00a Tai Chi Practice 12:00p Meals on Wheels 12:00p Cribbage 12:30p Photo Day! 1:00p Adventures in Travel 1:30p Creative Writing Club 7:00p Photo Club</p>	<p>11) 8:30a Gentle Stretching 9:00a German Conversation 9:45a Duplicate Bridge 12:00p Meals on Wheels 1:00p Pinochle 1:00p Astrology Club 2:30p Attitude/Gratitude Yoga 3:00p Shakespeare Readers 7:00p Table Tennis</p>	<p>12) 9:00a Gentle Exercise 9:00a Knitting Club 10:00a Liberation Laughter 10:15a Line Dancing 11:00a Sing A-Long 12:00p Meals on Wheels 1:00p BINGO 1:00p Beg&Adv Mah-jongg 1:00p Readers Theatre 7:00p Friday Night Movie</p>	<p>13) 9:00a Table Tennis 12:00p Cribbage 12:30p Table Tennis Doubles Tournament</p>	
<p>15) Closed For Martin Luther King Jr. Day</p>	<p>16) 8:30a Gentle Stretching 9:00a Photo Day! 9:45a Chair Yoga 10:00a Evergreen Singers 11:00a Men's Flexibility 12:00p Meals on Wheels 12:30p Dave Webb Sings 1:00p Library Book Group 1:00p Party Bridge 2:30p Attitude/Gratitude Yoga</p>	<p>17) 9:00a Gentle Exercise 10:00a Officer Carla Presents 10:00a WannaBe Karaoke 11:00a Tai Chi Practice 12:00p Meals on Wheels 12:00p Cribbage 12:30p Photo Day! 6:00p Dad's Clubhouse</p>	<p>18) 8:30a Gentle Stretching 9:00a German Conversation 9:30a Bainbridge Arts & Crafts 9:45a Heading for Hospice 9:45a Duplicate Bridge 10:00a Chess Club 11:00a Italy Trip Presentation 12:00p Meals on Wheels 1:00p Pinochle 1:00p Astrology Club 2:30p Attitude/Gratitude Yoga 3:00p Shakespeare Readers 7:00p Table Tennis</p>	<p>19) 9:00a Gentle Exercise 9:00a Knitting Club 10:00a Liberation Laughter 10:15a Line Dancing 11:00a Sing A-Long 12:00p Meals on Wheels 1:00p BINGO 1:00p Beg&Adv Mah-jongg 1:00p Readers Theatre 7:00p Friday Night Movie</p>	<p>20) Trip 9:00a Winter Wine Festival 9:00a Table Tennis 12:00p Cribbage</p>	
<p>22) 9:00a Gentle Exercise 9:00a French Conversation 9:30a U S Turning P oints 10:00a Spanish Conversation 10:00a Chair Massage 10:15a Line Dancing 11:30a Table Tennis 12:00p Meals on Wheels 1:00p Skip-Bo</p>	<p>23) 8:30a Gentle Stretching 9:45a Chair Yoga 10:00a Evergreen Singers 11:00a Men's Flexibility 12:00p Meals on Wheels 12:30p Dave Webb Sings 1:00p Party Bridge 2:30p Attitude/Gratitude Yoga</p>	<p>24) 7:00a Footcare 9:00a Gentle Exercise 11:00a Tai Chi Practice 12:00p Meals on Wheels 12:00p Cribbage 1:00p Adventures in Travel 1:30p Creative Writing Club</p>	<p>25) 8:30a Gentle Stretching 9:00a German Conversation 9:45a Duplicate Bridge 12:00p Meals on Wheels 1:00p Pinochle 2:30p Attitude/Gratitude Yoga 3:00p Shakespeare Readers 7:00p Table Tennis</p>	<p>26) 9:00a Gentle Exercise 9:00a Knitting Club 10:00a Liberation Laughter 10:15a Line Dancing 11:00a Sing A-Long 12:00p Meals on Wheels 1:00p BINGO 1:00p Beg&Adv Mah-jongg 1:00p Readers Theatre 7:00p Friday Night Movie</p>	<p>27) 9:00a Table Tennis 11:00a Scams & Your Security 12:00p Cribbage</p>	
<p>29) 9:00a Gentle Exercise 9:00a French Conversation 9:30a U S Turning P oints 10:00a Spanish Conversation 10:15a Line Dancing 11:30a Table Tennis 12:00p Meals on Wheels 1:00p Skip-Bo</p>	<p>30) 8:30a Gentle Stretching 9:45a Chair Yoga 10:00a Evergreen Singers 11:00a Men's Flexibility 12:00p Meals on Wheels 12:30p Dave Webb Sings 1:00p Party Bridge 2:30p Attitude/Gratitude Yoga</p>	<p>31) 9:00a Gentle Exercise 9:30a Response To Violence 11:00a Tai Chi Practice 12:00p Meals on Wheels 12:00p Cribbage</p>	<p>First Sunday Concert January 7, 2018 4:00 pm in Huney Hall Janet See, flutist</p>			 <p>Bainbridge Island Senior Center</p> <p>370 Brian Drive SE, BI WA 98110 · 206-842-1616 Email: info@biseniorcenter.org Website: www.biseniorcenter.org</p>



2018 Annual Meeting Agenda

10 am

- Call to Order/Quorum Ruling/Opening Remarks
- Minutes from Prior Meeting
- Nominations Committee Report
- Nominations from the Floor

10:30 am

- Presentation: State of the Center
- Q&A

11:00 pm

- Nominating committee announces election results
- New business

11:30pm

- Adjournment

- Presentation: New Thrift Store Manager, Tijen Sion-Hotchkiss

Workshop

12:00 pm

Board takes lunches and then retires to Conference Room for Board of Directors Meeting
Membership gets lunch, served by Bo Last

12:30 pm

- Workshop:
 - Put your color labels on three (3) top identify areas of interest: Wellness (Exercise & Sports, Health topics); Recreation (Games, Events), Trips (Bus trips, Lunch Bunch & Transit Treks), Culture (Music, Language, Literature), Education (Classes, Resources); Big Future (expand the Center, Set up a Day Care center, Your great idea)
 - Pick One of those three (3) to have a meeting and brainstorm new ideas – making notes on easels.
 - Select a secretary to report to the group

1:30 pm

- Board Returns
- Committees give oral report on highlights

OVERVIEW

This has been an auspicious year for Bainbridge Island Senior Community Center. While the year started out with concern, the Center is finishing with a strong program of well-attended activities, strengthening ties with other organizations, and indications that we will remain on solid financial footing thanks to a variety of means of support. Michael Laney's 2016 president's letter indicated some disappointments in the new contract handed up by the Bainbridge Island Metro Parks and Recreation District, and he particularly noted an 'out' clause that allowed termination upon 30-day notice.

On February 21, 2017, the Park District elected to exercise that "out" option ending their agreement to operate the Center, and on March 23, 2017 BISCC took over program and operation responsibilities.

At the time, the BISC Board of Directors announced that ending this arrangement would "free each organization to better fulfill its mission," and it certainly has proved to be true for Center activities. The Board decided on software, My Senior Center, to manage registrations and room reservations and hired a director to manage operations. Reed Price was brought on in early March first as a transitional director, and then as a full-time Executive Director in October. Mary Gibbs, who had been retained as a volunteer coordinator, transitioned to a new role as Manager of Operations.

Among the many things that have come as part of this transition:

- The phone system was reset to allow receptionists to answer each phone call
- Genevieve Moyer and Gerry Worley worked together to organize a strong team of volunteer receptionists, assisting people in person and on the phone and providing hospitality support Monday through Friday, from 8:30 am- 4:00 pm.
- We reclaimed the Senior Bus, which had been leased to the Park District, and Coleen Edwards and others have worked to reinvigorate the Travel Program.
- A robust and varied exercise program continues, introducing new instructors Helen Heaslip Milan and Sue Charumati Schaeffer and retaining Judith Bardsley, Bill Nakao and Teresa Hatten.
- Existing programs have continued, including Shakespeare readers, Readers Theatre and the Evergreen Singers.
- The Center's digital infrastructure was evaluated and upgraded.
- Communication with membership has improved, with a weekly director's email, a comprehensive online calendar of events that allows people to register themselves and an improved website.

We also have organized a full fundraising program to complement Thrift Shop revenue, which itself has grown substantially. This program includes:

- Increase of annual (calendar year) dues from \$12 in 2017 to \$20 for 2018.
- Membership committee phone calls to members with dues in arrears
- Solicitation of local businesses for BISC support
- Solicitation of larger gifts from membership
- Institution of fundraising events (Jumble Sale, Chilly Hilly Chili Feed, etc.)
- Expanded grant solicitation process to include all local funding sources with the objective of providing a significant portion of BISC annual budget with grant funding. By far the most important grant funding to date was obtained from the City of Bainbridge Island (COBI) through a human resources program proposal submitted in late 2016. This funding, \$19,000 per year for 2017 and 2018, paid for the IT hardware improvements and MSC software acquisition in early 2017, as well as partial funding for Center management.

BISC staff is now able to manage Center programs, space, and volunteers much more effectively than was possible using the Park District system:

- BISC staff manages rental of Waterfront Park Community Center space, passes the funds to COBI, which uses them to maintain the building, which is much cleaner than it was under PD management.
- Since the implementation of the My Senior Center software, volunteer hours, ranging from reception to teaching classes to fundraising to reorganized accounting are more easily tracked.
- Similarly, My Senior Center allows easy tallying of the number of functions per week, tracks attendance, travel events, other numerical statistics related to operations.

Late in the year, longtime Thrift Shop manager Judy Duffy and assistant manager Karen Marten announced plans to step down. Both were honored in December for their many years of service (Judy's tenure lasted 12 years!) and Tijen Sion-Hotchkiss was retained by the Board of Directors as a manager to start in January.

Given the new breadth and depth of our operations, Board member and finance committee member Ed Bancroft gave our organizing documents and financial statements a thorough review, firmly aligning our records with Generally Accepted Accounting Principles (GAAP). The Board has agreed to devote the 2018 Board Retreat to a better understanding of our finances and incumbent obligations and the grant committee secured funds from the Bainbridge Community Foundation to support Board training.

BISC COMMITTEE REPORTS

MEMBERSHIP COMMITTEE: *Members: Jennifer Merrill, Patsy Campbell, Ellen Fisher, Don Fisher, Tom Kilbane, Peter Eddy, Linda Zaretsky*

2017 was a year we “worked the phones!” In the spring we divided between our committee a list of all BISCC members who had not yet renewed their memberships for 2017. We then called those people, explaining why renewed membership was now especially important (BISCC no longer receiving any financial support from the BI Park District). These phones were both financially and personally fruitful; not only did 2017 renewals pour in, but we also had the opportunity to have enlightening conversations with many of our members.

In the summer we divided between our committee a list of senior centers in Washington State operating in communities roughly the size (population wise) of Bainbridge Island. Our mission in these calls was to determine what other senior centers were asking in membership fees and what services/programs/ classes/etc. people received by being members in their senior center. After comparing notes from our phone calls, we worked with the executive committee of BISCC in recommending an annual membership fee increase from \$12/year/person to \$20/year/person, which the BISCC Board of Directors approved for 2018. BISCC director, Reed Price, advised that we would likely see an increase in renewals for 2018 if we had a separate membership renewal mailing, rather than a renewal included in the Nov./Dec. edition of *Splash*. Turns out Reed advised us well; 2018 renewals are also pouring in.

MARKETING COMMITTEE: *Members: Cindy McGregor, Sheila Curwen, Nancy Lewars, Bob Leik, Bill Hemp, Karen King, Colleen Keilbart, Ruth Flanagan*

Communication for Marketing Purposes: The year 2017 brought independence from the BI Metro Parks & Recreation District. The Marketing Committee welcomed challenges resulting from this change. A fresh logo was democratically selected. Sandwich boards were procured. In terms of website and social media, we grew and grew. We supported the staff in keeping a brand-new website current, upbeat, interactive, fundraiser-friendly, and linked to other community organizations. Committee member Colleen created a Facebook presence that continues to attract new followers.

Programming Contributions:

~ Technology tutoring – We have continued to partner with Bainbridge Youth Services to provide student tutoring with one-on-one instruction on laptop, tablet and smart phone use. To meet the growing wait list, we added extra sessions taught by adults. We had 17 sessions, and 78 visits.

~ Adventures in Travel – Twice a month our members shared their photographs and their stories of travels worldwide. This proved to be a wonderful way to expand life experiences. Thanks to Bob for his organizational acumen.

~ Movie Nights – Free movies and popcorn were provided on the second and third Fridays of the month. In 2017 we showed 21 highly acclaimed films.

~ Fob Fridays – Since inception on September first, 21 local businesses agreed to offer a 10% discount on Fridays to our members who show their *MySeniorCenter* fobs. Participating businesses are listed in the *Splash!*

Initiatives for 2017:

~ Using video, capture the breadth and depth of offerings at the Senior Center.

~ Provide a current, multipurpose “bank” of photographs for use by multiple people.

~ Organize small group, hands-on, training sessions on common technology topics.

~ Recruit committee members with skills in any of the following:

1) use of news media, 2) information technology, 3) graphic design, 4) bringing snacks.

~ Continue to promote Fob Friday participation by our members.

EVENTS COMMITTEE: *Members: Mickey Guthrie, Ruth Flanagan, Bob Leik, Barbara Cole, Robin Melton, Charlotte Caskey, Jamie Mittet, Sada Ross, Colleen Keilbart, Colleen Waechter, Suelyn Wong.*

It has been an exciting year for the Events Committee and we would like to thank everyone who helped make our events so successful. Attendance is increasing and lets us know that you enjoy getting together to socialize and have a good time.

Beginning the first of the year the committee decided to decorate the Center every month in themes relating to the month or season instead of trying to plan an event for every month of the year. In February we held a Valentine’s Day

party featuring music of the Big Band Era, dancing, refreshments and wine.

We were asked in June to assist the City with an ice cream social to be held in Waterfront Park by furnishing cookies and drinks in Huney Hall. July found us assisting with the July 4th booth as well as decorating a truck to be ridden by members in the parade. Our usual barbecue and ice cream social were put on hold in lieu of the August Jumble Sale. A western-themed barbecue was then held in September and attended by a record number of guests. Later that month the Events Committee put together a trip to the West Seattle Senior Center for some Rainbow Bingo and loads of laughs. The Halloween Party in October was a huge success with some very intriguing costumes, good food and karaoke singing.

The year was topped off by a fantastic turnout at the annual holiday party in December. Special thanks go to Colleen Keillbart, Colleen Waechter and Sharon Webster for their amazing hors d'oeuvres and to Robin Melton and Diane Hooper for their tireless effort serving wine and champagne. Charlotte Caskey and Suelyn Wong were instrumental in putting together the marvelous decorations.

The committee will begin the new year with serving refreshments at the Annual Membership Meeting, then will continue each month with theme décor in the Center. Plans have not been solidified for next year's events, though they may include a talent show in late March or the first of April, an adult prom in June, followed by the July barbecue, August Ice Cream Social, the Halloween party in October and finishing the year with the annual Christmas/Holiday party.

Special thanks to Bob Leik for his untiring and endlessly creative signage and decorations.

RESOURCES: *Members: Ann Brown, Esther Bryant, Jeannette Franks, Marsha Gladhart, Barbara Hotchkin, and Tressa Johnson. Genevieve Moyer is liaison with the front desk staff.*

This new committee, the goal of which is to provide easier access to resources for older people, is off to a running start. Meeting monthly, the committee has connected with so many of our outstanding local organizations that the list is long. Just know that it goes from AAA (the Kitsap Area Agency on Aging and Long-term Care) all the way through the alphabet to the Washington State Ferries.

The group has been particularly impressed with Tressa Johnson's update of the extensive resources of our outstanding library, a much-needed connection with the Hearing Loss Association of Washington, as well as Island Neighbors, and of course Island Volunteer Caregivers, (IVC). Our next meeting is Tuesday, Jan. 9, 2018, 2:30. We plan on meeting the next director of Helpline House. Guests are welcome. For more information, or to add resources you recommend, please contact Jeannette Franks, jfranks1@comcast.net

ADVOCACY: *Members: Bill Luria, Kat Gjovik, Sheila Curwen, Edith Hartmann, Svend Hartmann, Rita Riley*

The Advocacy Committee was initiated in 2017. Its goal is to inform our members of the issues affecting seniors in our community, and to energize our senior community in advocating for these issues. 2017 was focused on introducing our elected officials to BISC and the issues we're concerned about. BISC held well-attended town hall meetings with our Congressional Representative Derek Kilmer and our State Senator Christine Rolfes. BISC also hosted a Candidates Forum for the 3 open City Council seats. The Advocacy Committee, and other members of the Board, met with the newly elected Council members to bring them up to speed on the issues affecting BISC and Bainbridge's senior community. In 2018 the Committee plans to continue meeting with City Council members, and to begin to focus its efforts on becoming more active in advocating for our positions.

THRIFT SHOP: *Managers: Judy Duffy, Karen Marten*

Each year the Thrift Shop has based its success on several factors: Our Volunteers, Donors, and Customers. Without these three elements, we would not have attained the monetary goals set out by your Board each year. The Board assigned the shop the amount of \$50,000 for the year ending 2017. By the end of December 2017, the shop surpassed these goals and grossed nearly \$70,000 which was the greatest gain since the shop opened. Besides the Thrift Shop income, we attained much of our monetary success through several other venues which consisted of our yearly Fashion Show, the Rotary sale, a Jumble sale, our Saturday openings and the Black Friday Christmas sale. All the work was done

by our volunteers - not just from the shop alone - but many customers, family and others who pitched in to make this goal attainable. With their commitment and support, including those who donated goods and our very valued customers who sustained us with their purchases, they were all a part of this endeavor and greatly appreciated.

In that vein, and it being our last year as managers, Karen and I would like to personally give special recognition to those individuals who have contributed so much to the support of the Senior Center and who have made the shop such a success. Shop Volunteers: Tony, Cheryl, Karen Y, Veronika, Diane, Robin, Dorothy, Suzanne, Beryl, Gaynette, Alana, June, Elaine, Lucy, and Teresa. Adding much needed assistance to us were: Huck Murdoch, Tad, Josh and Justin Marten, Brad, Lydia, Stuart, Marie, Alyssa, Lance, Joseph, Chris, Renzo, Pat (our bookkeeper), Ruth, Mickey, Colleen, our very attentive and supportive Board, and our front desk receptionists.

From both of us, we say “our unanimous attitude is one of lasting gratitude.” It was a great run. THANK YOU!

GREEN TEAM: *Members: Judy Tingley, Regina Spoor, Elaine Keeley, Marilyn McNutt, Teri O'Brien, Jeannette Franks, Martha Creech, Hilde Chichester.*

This year we worked with Zero Waste Bainbridge, Kitsap County Public Works, and Bainbridge Disposal to implement a full-on recycling/composting plan at the Center. We are now separating our trash and reducing the amount of material we are sending to a landfill. Cardboard, recyclables, and food/ compostables are all being sorted out of the waste stream. Mary Gibbs made clear example signs that help people put their refuse in the right container, and we are working on materials to give to building renters outlining the program.

FINANCIAL REPORT: *Members: Michael Laney, Ed Bancroft, Peter Eddy, Tom Kilbane; Pat Morton and Reed Price, ex officio*

The Bainbridge Senior Community Center's decision to slightly increase membership fees, to hold special Thrift Store events and open summer Saturdays, combined with dedicated fundraising efforts balanced our increased expenses of hiring an executive director and taking on program costs. We also started to capture the value of the rental agreement with the City of Bainbridge Island (as of 2016) and the inventory in the Thrift Shop. A complete Financial Statement, including disclosures, is available on request.

CURRENT ASSETS (cash, receivables, thrift inventory, investments)	\$539,200
FACILITIES AND EQUIPMENT – NET	\$330,700
TOTAL ASSETS	\$869,900
TOTAL REVENUE AND SUPPORT	\$300,000
EXPENSES	\$290,700
CHANGE IN NET ASSETS (NET INCOME)	\$ 9,300
NET INCREASE IN CASH	\$214,900

In 2018, we are seeking finance committee members with wealth management backgrounds. Members with legal talents and anyone with backgrounds in human resources and compensation would also be helpful. Please contact Reed Price or Ed Bancroft if you believe you could serve in this way.

BY THE NUMBERS

1190
Total paid members in 2017



890
Total Seniors active in 2017

84
Total Volunteers in 2017



309

Total Trips Ridership in 2017



Bainbridge Island
Senior Community Center

Financial Statements
(Prepared without audit)

December 31, 2017

AND

December 31, 2016

Bainbridge Island Senior Community Center

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December 31, 2017 and December 31, 2016

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Bainbridge Island Senior Community Center

STATEMENTS OF ASSETS, LIABILITIES AND NET ASSETS

December 31, 2017 and December 31, 2016

ASSETS	<u>2017</u>	<u>2016</u>
Current Assets		
Cash and Cash Equivalents	\$ 382,200	\$ 167,300
Pledges and Grants Receivable	26,200	250,000
Thrift Shop Inventory – at Contribution Value	10,900	-
Prepaid Expenses	<u>3,300</u>	<u>1,800</u>
TOTAL CURRENT ASSETS	422,600	419,100
 Kitsap Community Foundation Fund	 116,600	 102,900
 Facilities and Equipment - Net	 <u>330,700</u>	 <u>335,700</u>
 TOTAL ASSETS	 <u>\$ 869,900</u>	 <u>\$ 857,700</u>
 LIABILITIES AND NET ASSETS		
Current Liabilities		
Accrued Expenses	\$ 6,800	\$ 4,500
Other Current Liabilities	<u>600</u>	<u>-</u>
TOTAL LIABILITIES	<u>7,400</u>	<u>4,500</u>
 Net Assets		
Unrestricted	601,300	853,200
Unrestricted - Board Designated	250,000	-
Temporarily Restricted	<u>11,200</u>	<u>-</u>
TOTAL NET ASSETS	<u>862,500</u>	<u>853,200</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 869,900</u>	<u>\$ 857,700</u>

See accompanying notes to financial statements.

Bainbridge Island Senior Community Center

STATEMENTS OF ACTIVITIES AND CHANGES IN NET ASSETS

For the years ended December 31, 2017 and December 31, 2016.

	2017			2016
	Unrestricted	Temporarily Restricted	Total	Total
Revenues and Support				
Donations and Grants	\$ 58,800	\$ 30,000	\$ 88,800	\$ 280,700
Donation of Facilities	-	72,000	72,000	72,000
Membership Dues	21,900		21,900	11,300
Sponsorship Revenues	3,500		3,500	-
Program Revenues	27,900		27,900	2,400
Thrift Shop Sales	69,400		69,400	51,800
Investment Income	16,500		16,500	7,000
Amounts Released from Restriction	<u>90,800</u>	<u>(90,800)</u>	<u>-</u>	<u>-</u>
TOTAL REVENUE AND SUPPORT	<u>288,800</u>	<u>11,200</u>	<u>300,000</u>	<u>425,200</u>
Expenses				
Senior Programs and Services	182,500		182,500	118,600
Supporting Services:				
Fund Raising	34,400		34,400	9,200
Management and General	<u>73,800</u>		<u>73,800</u>	<u>18,700</u>
Total Supporting Services	<u>108,200</u>		<u>108,200</u>	<u>27,900</u>
TOTAL EXPENSES	<u>290,700</u>		<u>290,700</u>	<u>146,500</u>
Changes in Net Assets	(1,900)	11,200	9,300	278,700
Net Assets at Beginning of Period	<u>853,200</u>		<u>853,200</u>	<u>574,500</u>
Net Assets at End of Period	<u>\$ 851,300</u>	<u>\$ 11,200</u>	<u>\$ 862,500</u>	<u>\$ 853,200</u>

See accompanying notes to financial statements.

Bainbridge Island Senior Community Center

STATEMENTS OF CASH FLOWS

For the years ended December 31, 2017 and December 31, 2016.

	<u>2017</u>	<u>2016</u>
Cash Flows from Operating Activities:		
Cash received from Grants, Contributions, Memberships, and Thrift Shop	\$ 423,200	\$ 96,200
Cash paid in support of Program Services, Administration and Fund Raising	(190,100)	(50,300)
Interest and Dividends	800	6,500
Cash Flows Provided by Operations	<u>233,900</u>	<u>52,400</u>
 Cash Flows from Investing Activities		
Acquisitions of Equipment	(19,000)	-
Cash Flows (Used in) Investment Activities	<u>(19,000)</u>	<u>-</u>
Net Increase in Cash	214,900	52,400
 Cash at Beginning of Period	<u>167,300</u>	<u>114,900</u>
Cash at End of Period	<u>\$ 382,200</u>	<u>\$ 167,300</u>

See accompanying notes to financial statements.

Bainbridge Island Senior Community Center

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended December 31, 2017

With comparative totals for the year ended December 31, 2016

	<u>SENIOR PROGRAMS AND SERVICES</u>	<u>FUNDRAISING AND RELATED ACTIVITIES</u>	<u>MANAGEMENT AND GENERAL ADMINISTRATION</u>	<u>2017 EXPENSES</u>	<u>2016 EXPENSES</u>
Staff Compensation					
Benefits and Payroll					
Taxes	\$ 36,400	\$ 31,000	\$ 22,300	\$ 89,700	\$ 22,000
Professional Services	-	-	16,400	16,400	6,900
Instruction and Facilitation	19,600	-	600	20,200	-
Printing Publishing and Communications	17,700	1,400	800	19,900	11,200
Excursion, Travel and Related Expenses	10,900	-	-	10,900	-
Materials and Supplies	3,500	1,400	7,100	12,000	-
Miscellaneous Membership and Volunteer Benefits	6,700	-	-	6,700	-
Repairs and Maintenance	900	-	400	1,300	-
General Office Supplies and Incidentals	700	6,500	6,600	13,800	6,100
Property Protection, Security and Insurance	900	-	3,000	3,900	3,600
Occupancy	64,800	3,600	3,600	72,000	72,000
Depreciation	<u>22,300</u>	<u>700</u>	<u>900</u>	<u>23,900</u>	<u>24,700</u>
Totals	<u>\$ 184,400</u>	<u>\$ 44,600</u>	<u>\$ 61,700</u>	<u>\$ 290,700</u>	<u>\$ 146,500</u>

See accompanying notes to financial statements.

Bainbridge Island Senior Community Center

NOTES TO FINANCIAL STATEMENTS

December 31, 2017 and December 31, 2016

NOTE A – NATURE OF OPERATIONS

The organization

Bainbridge Island Senior Community Center (the Center) was organized in 1983 as a not-for-profit 501(c)3 corporate entity under the laws of the State of Washington. The Center serves the residents of the City of Bainbridge Island, located in Kitsap County Washington. The Center receives its support from gifts and contributions from members of the local community. Additionally, the Center receives grant funding from local supporting organizations, and from government agencies including the City of Bainbridge Island.

The Center's principal purpose is to provide programs in support of the cultural, social, wellness, educational, and transportation needs for the senior community of Bainbridge Island and to create an atmosphere of kindness, courtesy, and acceptance for all who wish to be involved. The Center's efforts include working in concert with the City of Bainbridge Island in maintaining and improving a senior center facility appropriate for the programs.

Recent changes in operations

Prior to April of 2017 the Center served the senior community under a joint operating agreement with the Bainbridge Metro Park and Recreation Department. The Park Department exercised its right to withdraw from the joint agreement under a 30-day notice provision as provided in the agreement.

Subsequent to the separation from the Park Department the Center became responsible for funding and delivery of all of its senior programs and services, and also for its own administration and management.

NOTE B – SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The Center reports its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets. Supporting gifts, grants and contributions are considered available for unrestricted use unless specifically restricted by the donor or grantor. Amounts received that are designated for future periods or restricted by the donor or grant award document for specific purposes are reported as temporarily restricted or permanently restricted support that increases those net asset classes. When a temporary restriction expires or the use requirements are met, the temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities as net assets released from restrictions. The Center has no permanently restricted net assets as of December 31, 2017.

The Center recognizes its revenue and expense on an accrual basis. However, donations to the thrift shop are often numerous, small and not immediately subject to valuation. Accordingly, contributions to the thrift shop are recorded when an accurate value of the contribution is determined which is often at the point of sale or when similar items have sold.

Bainbridge Island Senior Community Center

NOTES TO FINANCIAL STATEMENTS

December 31, 2017 and December 31, 2016

Federal and state tax status

The Center is a 501(c)3 organization exempt from the imposition of federal taxes on income and accordingly records no provision for income tax obligations. Additionally, the Center has been determined by the Internal Revenue Service to be an entity that is not a private foundation within the meaning of IRC Sec. 509(a)(1) and is described as a public charity under IRC Sec. 170(b)(1)(A)(vi). Contributions and gifts to the Center are deductible for federal income tax purposes under IRC Sec. 170. The Center is also qualified to receive donor deductible estate and gift tax transfers under IRC Sections 2055, 2106 and 2522.

Contributed services and facilities

The Center conducts most of its programs within a 6000 square foot facility located near the central shopping area of Bainbridge Island referred to as Winslow. The facility is under an amended lease agreement with the City of Bainbridge Island executed on June 21, 2011. The amended agreement required the Center to contribute \$250,000 toward building improvements and to continue senior service programs in lieu of City funded programs. In exchange for these considerations and commitments, the City agreed to provide the facility at no monetary cost for a period of 40 years. The benefit of this non-monetary lease is accrued at the estimated rate of \$72,000 annually, and such amount is reflected in the Statement of Activities as both support and occupancy expense. In view of the continuing commitment to provide senior programs, no capitalization to the asset accounts above the actual cost of leasehold improvements has been recorded.

A number of volunteers donate a significant amount of time to the Center's program services and its fund raising campaigns. However, only services of a professional nature that meet the criteria for valuation and income recognition are recorded as contributed services.

Cash and cash equivalents

The Center considers all highly liquid investments with maturities of three months or less when purchased to be cash equivalents. Cash equivalents consist of checking and money market accounts and money market mutual funds.

Pledges and grants receivable

Management believes that all current accounts are realizable at their stated values. No provision for uncollectable accounts is deemed necessary at December 31, 2017 and 2016.

Inventories

Thrift shop inventory is stated at approximate contribution value. Year-end inventory value is estimated from physical counts with anticipated realization values applied. Realization values are based on sales experience of similar items.

Bainbridge Island Senior Community Center

NOTES TO FINANCIAL STATEMENTS

December 31, 2017 and December 31, 2016

Capitalization of fixed assets

The Center follows the practice of capitalizing all expenditures for fixed assets in excess of \$1,000. Assets are recorded at cost or estimated fair value if donated. Depreciation is recorded at straight-line rates over the estimated useful life of the assets. Repairs and maintenance costs are expensed as incurred.

Use of estimates

Preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting periods. Actual results may differ from those estimates.

Financial instruments and credit risk

The Center mitigates its credit risk by retaining its liquid assets in two or more financial institutions and in multiple accounts. Amounts may exceed the FDIC insured limits only briefly during initial deposit or when in transit.

NOTE C – GRANTS AND OTHER SUPPORT RECEIVABLE

Grants and other support receivable are summarized as follows:

	<u>2017</u>	<u>2016</u>
Unrestricted:		
Estate Distribution Receivable	\$ 15,000	\$ 250,000
Total Unrestricted	<u>15,000</u>	<u>250,000</u>
Temporarily restricted:		
Local Supporting Organizations	<u>11,200</u>	-
Total Temporarily Restricted	<u>11,200</u>	-
Totals	<u>\$ 26,200</u>	<u>\$ 250,000</u>

All amounts are due within the next 12-month period.

Bainbridge Island Senior Community Center

NOTES TO FINANCIAL STATEMENTS

December 31, 2017 and December 31, 2016

NOTE D – KITSAP COMMUNITY FOUNDATION FUND

During 2015, the Center established a charitable Agency Fund with Kitsap Community Foundation (a public charity). The initial funding was \$100,000. The Fund was established under an agreement dated November 17, 2015. The agreement provides that the fund is subject to administrative fees and investment management fees totaling 2% annually. The agreement further provides that the Center may request distributions from the fund in support of the Center's charitable missions. Such requests for distribution are subject to the approval of the Foundation through its Board of Directors. Management's goals for establishing the Agency Fund are savings and long-term investment growth. On November 22, 2017, the Center issued a request to the Foundation for retrieval of the initial investment and accumulated income from the Agency Account. See NOTE G – Subsequent events.

NOTE E – PROPERTY AND EQUIPMENT

Property and equipment at cost are summarized as follows:

	<u>2017</u>	<u>2,016</u>	<u>Useful Lives</u>
Building Improvements	\$ 324,500	\$ 324,500	39 years
Furniture and Equipment	155,200	136,200	5 - 10 years
Vehicles	61,300	61,300	10 years
	<u>541,000</u>	<u>522,000</u>	
Less Accumulated Depreciation	210,300	186,300	
Totals	<u>\$ 330,700</u>	<u>\$ 335,700</u>	

NOTE F – COMMITMENTS AND CONTINGENCIES

Grants require the fulfillment of certain conditions set forth in the award documents. Failure to fulfill the conditions could result in the requirement to return the funding in whole or part to the grantors. Although this possibility exists, management deems the contingency remote, because only grants consistent with the mission and ordinary operations of the Center are accepted. As discussed in Note B under "Contributed services and facilities" the Center has an ongoing commitment to the City of Bainbridge Island to maintain senior programs in exchange for its free use of the City-owned facility. These programs are well within the principal core activities of the Center and accordingly present only a remote chance of discontinuance.

Bainbridge Island Senior Community Center

NOTES TO FINANCIAL STATEMENTS

December 31, 2017 and December 31, 2016

NOTE G – SUBSEQUENT EVENTS

In preparing the financial statements for the years ended December 31, 2017 and 2016, management has considered the impact of subsequent events occurring through January 8, 2018, for potential recognition or disclosure in these financial statements.

Subsequent to December 31, 2017, the Kitsap Community Foundation Fund was liquidated and the funds placed in reserve for reinvestment at a future date. The amount realized from the liquidation was approximately \$700 greater than the value shown in the Statements of Assets, Liabilities and Net Assets at December 31, 2017.

NOTE H – GEOGRAPHICAL CONCENTRATION

The Center's location in the City of Bainbridge Island has access from the remaining portion of Kitsap County via a bridge located approximately 8 miles to the northwest. The Center can also be accessed from the City of Seattle via a 40-minute ferry commute. Although the Center is open to membership and guests from all locations, the Center's membership draws principally from the somewhat confined area of the island community.

Bainbridge Island Senior Community Center

Board of Directors

2018

Name	Address	Phone	Email
Tom Kilbane President	229 Weaver Road Bainbridge Island	(206) 488-8144	kilbane@centurylink.net
Mickey Guthrie VP Programs	5252 Blakely Ave NE Bainbridge Island	(206) 842-5218	m642539@hotmail.com
Michael Laney VP Operations	10813 Bill Point View NE Bainbridge Island	(206) 842-0503	michael@mlaneyassoc.com
Ed Bancroft Treasurer	718 Tiffany Meadows NE Bainbridge Island	(206) 780-7947	epbancroft@msn.com
Colleen Keilbart Recording Secretary	7838 NE Yeomalt Pt Dr Bainbridge Island	(206) 842-3833	ckeilbart@gmail.com
Veronika Rohrscheib Corresponding Secretary	6104 NE Lariat Loop Bainbridge Island	(206) 842-1328	jrohrscheib@juno.com
Mike Hotchkin	654 Madison Avenue N Bainbridge Island	(206) 565-3110	hotchkin_mike@hotmail.com
Karen King	360 Knechtel Way NE, #301	(206) 780-3291	kingiddings@gmail.com
Jeannette Franks	428 Harborview DR SE, Unit 141 Bainbridge Island	(206) 755-8461	Jfranks1@comcast.net
Selden Smith	15156 Skogen Lane NE	(206) 491-8939	selbylake@gmail.com
Nancy Lewars	17040 Agate Street NE Bainbridge Island	(206) 855-8871	nancylewars@gmail.com
Bill Luria	10546 Falk Rd Bainbridge Island	(206) 276-6127	Bluria123@gmail.com