



Bainbridge Island Senior Community Center

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January 9, 2019

Rosalind Lassoff, CMC

Executive Assistant

City of Bainbridge Island

Bainbridge Island, Washington 98110

RE: Annual Report for Human Services Funding Agreement

Dear Roz,

As required in our Agreement for Community Services (“Agreement”) that was entered into as of October 27, 2016 between the City of Bainbridge Island (“COBI”) 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.

After several years in which programs at the Senior Center were managed by the Bainbridge Island Metropolitan Park District, 2018 was the first full year the Bainbridge Island Senior Center nonprofit was directly responsible for managing operations.

We elected to raise dues from \$12 annually to \$20, and we attracted 1,412 members—up from 1,190 in 2017. In 2017 we recorded 890 active seniors, which rose to 1,175 in 2018. We also grew our volunteer pool from 84 individuals in 2017 to 114 in 2018; volunteer hours grew from 5,583 in 2017 to 8,145 in 2018.

As we mentioned a year ago, we also took on our local travel program, picking up costs for insurance, maintenance, and associated costs to for the Senior Center 22-passenger bus with wheelchair. We increased participation in trips year-over-year, from 309 people in 2017 to 640 in 2018. We took seniors to Shakespeare plays, the tulip fields of Skagit County, Whidbey's Meerkerk Rhododendron Gardens, and shopping excursions to Silverdale.

- 1. 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

As mentioned in our 2017 report, we elected to transition Mary Gibbs, who was hired as a volunteer coordinator, to become manager of operations—a part-time position. We additionally hired Reed Price as executive director

Program Element 2: Information Technology Specialist

Having Human Services funding, we continued our subscription to the software-as-service provider MySeniorCenter.com, which supports program registrations, facility scheduling, trips management, and statistical tabulations.

Program Element 3: Thrift Shop Manager and Assistant Manager

In 2018 hired a single part-time manager to oversee Thrift Store activities. Late in the year, thanks to additional donation and membership revenues, we hired a part-time volunteer activities director—replacing the role we had originally replaced due to the pressures of our 2017 start-up.

- 2. 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.**

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, 1,190 individuals were current with their dues – more than double. As noted above, by the end of 2018, membership totaled 1,412 – or a 112% increase during the life of this agreement.

For the period of January 1, 2018 through December 31, 2018, we 1,175 members (non-duplicated) were served an additional 985 (duplicated) guests participated in programs or activities provided by the Senior Center; 1,031 or 88 percent of our registered members were residents of Bainbridge Island/Rollingbay.

- 3. 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?**

We have continued to build on the collaboration between organizations that we reported to you in our 2017 report. Our relationship with Island Volunteer Caregivers, Helpline House, Housing Resources Bainbridge and Kitsap Regional Library/Bainbridge has resulted in collective action to build a resource database for services and organizations that support senior citizens. This effort was boosted by the decision by Island Neighbors, a nonprofit that had previously applied for COBI Human Services funds, to upon its dissolution, give its remaining assets to the database project, dubbed "Bainbridge Resource Network."

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

	2018	2018	(OVER)
REVENUE (accrual basis)	BUDGET	ACTUAL	UNDER
GRANTS AND AWARDS	\$ 53,600	\$ 89,300	\$ (35,700)
DONATIONS AND SPONSORSHIP INCOME	58,000	87,100	(29,100)
MEMBERSHIP DUES	20,000	18,300	1,700
DONATED SERVICES	4,000	2,500	1,500
COBI FACILITY DONATION	72,000	72,000	-
PROGRAM REVENUES	50,000	63,100	(13,100)
THRIFT SHOP REVENUES	55,400	65,700	(10,300)
INVESTMENT INCOME	2,000	(22,200)	24,200
TOTAL REVENUE	\$ 315,000	\$ 375,800	\$ (60,800)
EXPENSES (excludes depreciation)			
COMPENSATION, TAXES AND BENEFITS	\$ 116,000	\$ 122,100	\$ (6,100)
PROFESSIONAL SERVICES	14,000	19,700	(5,700)
OFFICE, ADMIN AND RELATED EXPENSES	20,000	20,800	(800)
INSURANCE AND SECURITY	5,000	4,000	1,000
REPAIRS AND MAINTENANCE	2,000	600	1,400
PUBLISHING, PRINTING AND COMMUNICATIONS	25,500	21,800	3,700
PROGRAM TRAVEL	20,000	17,800	2,200
PROGRAM RELATED SUPPLIES	2,000	4,100	(2,100)
PROGRAM INSTRUCTORS AND LEADERS	24,000	30,400	(6,400)
OTHER MEMBERSHIP AND VOLUNTEER BENEFITS	6,000	8,400	(2,400)
FACILITY RENTAL VALUE	72,000	72,000	-
FUND RAISING COSTS	1,000	6,200	(5,200)
BAINBRIDGE RESOURCE NETWORK	7,500	6,100	1,400
TOTAL EXPENSES	\$ 315,000	\$ 334,000	\$ (19,000)
REVENUES GREATER (LESS THAN) EXPENSES	\$ -	\$ 41,800	\$ (41,800)

In January 2018, we estimated Total Revenue and Support for the Senior Center for the year at \$315,000, including \$72,000 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. Actual receipts were \$375,800, as our fundraising programs matured. In January 2018, we estimate expenses (excluding depreciation) to be \$315,000. Actual expenses totaled \$334,000, as a result of an increase in programs and services, a trend we expect to continue into 2019.

5. 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 support of the City has been instrumental in providing a key funding source for Bainbridge Island Senior Community Center. The Human Services agreement for senior services general expenses, in addition to the leasehold agreement, enables us to target additional fundraising efforts on specific programs, services and projects more likely to attract the interest of donors and grantees.

BISCC had initially requested a two-year grant of \$55,000 for each year, in 2017 and 2018. The City Advisory Board recommended, and the City Council approved an agreement of \$19,500 for each year or approximately 6.5% of our budget. As noted last year, this decision supported the nonprofit in its separation from BIMPRD management and to continue to grow into a key element of Bainbridge Island's nonprofit ecosystem.

During 2018, the organization went through a through strategic planning process leading to the creation of a five-year plan (posted on our website at biseniorcenter.org/about). We see the scope of our responsibilities expanding in years ahead, and the senior population on Bainbridge Island continues to grow.

One member, Donna Greenawalt, says that she can meet people at the Senior Center that she'd have no other way of getting to know. She notes that the Center offers "affordable classes of good variety and quality." She finds that "the programing is more [diverse] and far more interesting than in past years."

Polly Diggs, who takes advantage of the fact that the Center is a Meals on Wheels congregant site, says that without the Center she "would have to go to a nursing home; I don't cook anymore and I like visiting with others."

Another member, who did not give her name, said "I really enjoy the exercise programs, trips and all the new friends I have met. I would be lonely without the Center as it's a big part of my daily life."

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

We appreciate the opportunity to meet in advance of the funding cycle to see what criteria the city committee is looking at in evaluating programs for funding. While matters of confidentiality might preclude specific feedback on a proposal, a post-award communication about what aspects or elements the advisory committee found most compelling could assist us in thinking about how in a future funding cycle we could improve our response to specific city priorities.

Respectfully submitted,



Reed Price, executive director
CC: Mickey Guthrie, president