Spirit of Guemes Board Meeting Minutes

Date: March 11, 2026

Participants: Leslie (President), Jon, Jo Anne, Julie, David, and Anne.

Absent: Donna and Terri.

Summary

The Board met to discuss the functional integration of the Spirit of Guemes (SOG) website, coordinate community outreach definitions, and finalize specific sections of the bylaws required for 501(c)(3) incorporation. A significant portion of the meeting addressed the organization’s relationship with the Guemes Island Community Church (GICC) and the pursuit of transitional funding from the Pilgrim Church legacy gift.

Key Discussion Points

Topic A: Website and Community Outreach

- **Digital Presence:** Leslie and others discussed the current state of the website. It currently mirrors the church's old content but is available for SOG content. Leslie will attempt to upload "elevator speech" files and calendar items.
- **Organizational Definitions:** The group collaborated on a "collaborative yet apart" definition to clarify the distinction between the Church, the SOG Center (the facility), and the SOG organization for an upcoming community newsletter.
- **Contributed by:** Leslie, Jon, and Anne

Topic B: Financial Updates and Pilgrim Church Funds

- **Transitional Funding:** Anne reported that the UCC committee (Committee on Church Development) views SOG as a separate entity and is hesitant to provide the full $10,000 requested. They agreed to a $1,000 grant, viewing SOG as an "unbudgeted item."
- **Church vs. SOG:** Jon suggested that the GICC Council chould apply for the funds directly to ensure the money stays under local control, as the UCC committee’s current interpretation doesn't honor the original spirit of the gift.
- **Contributed by:** Anne, Jon, and Leslie

Topic C: Bylaws and 501(c)(3) Status (Article IV, Section 2)

- **Officer Structure:** The board debated the necessity of a Vice President. While some suggested consolidating roles, they ultimately decided to keep four distinct positions (President, VP, Secretary, Treasurer) to aid in recruitment and succession planning.
- **Bylaw Edits:** Section 2 was amended to remove staggered election years (odd/even) in favor of a simpler two-year term. A new sentence was added: *"Prospective board members will be nominated by at least one board member and approved by a majority vote of the board."*
- **Contributed by:** Jon, Jo Anne, and Leslie

Topic D: Facility Use and Insurance

- **TULIP Policy:** Leslie reported a "black hole" regarding the facility use agreement. The insurance carrier (Insurance Board) currently requires a $1M liability policy (TULIP) for non-member users, which the board fears will discourage community use.
- **Contributed by:** Leslie

Action Items & Owners

- **Website Update:** Leslie upload content files (elevator speech/calendar) to website | **Owner:** Leslie | **Deadline:** None
- **Articles of Incorporation:** Fill out the WA Secretary of State form and scan/email to the board | **Owner:** Leslie | **Deadline:** Soon

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Decisions Made

- **Board Elections:** Formal elections for officers and board members will be held annually in March.
- **Bylaw Amendment:** Article IV, Section 2 was officially amended to streamline officer elections and clarify the nomination process for new members.
- **Presidential Term:** Leslie will remain in the President role through March 2027 to align with the new March election cycle.

Next Steps & Future Agenda

- **Bylaw Review:** Continue the line-by-line review of Article IV, starting at Section 4.
- **Parking Lot Items:** Review "Cultural Appropriation in Gallery Space" and the "New Property Owner Pamphlets" (Jo Anne to lead in May).
- **Purple Conversations:** Next session is March 15th at 11:00 AM regarding "Volunteerism."

Notes on how these minutes were created

- Meeting was recorded using the Voice Memo app on Jon's iphone
- Transcript was copied from the Voice Memo recording, the edited to correct errors
- The edited transcript was copied into Gemini AI along with the following prompt:

System Instruction: You are a professional executive assistant. Analyze the uploaded audio file to create comprehensive meeting minutes.

Goal: Summarize the discussion, identify speakers by name (or "Speaker 1, 2," etc. if names aren't mentioned), and extract actionable data.

Format the output using the following structure:

Meeting Minutes: [Insert Project/Meeting Name]

Date: [Insert Date]

Participants: [List identified speakers]

Summary

Provide a 3-4 sentence overview of the meeting's purpose and the high-level outcome.

Key Discussion Points

Organize these by topic. Attribute specific viewpoints or data points to the respective speakers.

- **Topic A:** [Summary of discussion] — *Contributed by [Speaker Name]*
- **Topic B:** [Summary of discussion] — *Contributed by [Speaker Name]*

Action Items & Owners

Create a checklist of tasks mentioned.

- **Task Name** | **Owner:** [Name] | **Deadline:** [If mentioned]

Decisions Made

List any firm agreements or approvals reached during the call.

Next Steps & Future Agenda

List follow-up meetings or unresolved items.

Note to User: *Please format this in clean Markdown so I can paste it directly into a Google Doc.*