

YSSC Executive Director Report August 2024

1. Personnel
 - a. Lin Wood trimming hours, will phase in Sara Beltran as new Admin Assistant
 - b. Miller Fellow Ben Boggs completed all hours
 - c. Change from Principal to Empower for 403(b) underway, might be done in December
 - i. Principal re-quoting their fees
 - d. Uptick of COVID during early August, staffing was very short some days
2. Facilities
 - a. Change of lock for Teresa's door
 - b. Transportation office now locked every evening
 - c. New puzzle table and topper is in place
3. Technology
 - a. Updating to QuickBooks online
 - b. Team needs repeated reminders about spam / virus risks
4. Finances
 - a. Audit cost higher than 2023, increasing again next year (cost reported to Board in July was wrong)
5. Activities
 - a. New: Meditation Basics, Author/Poet series
 - b. Request for "Mixers" / evening socials
6. Services
 - a. Long waitlist for homemakers, local people lost their private pay homemaker
 - b. Gearing up for Medicare Open Enrollment
 - c. Volunteers helping with rides to the polls
7. Community
 - a. Art on the Lawn was a great outreach and community activity
 - b. Street Fair October 12; YSSC will host vendors inside building again

Capital Campaign:

- Potential Feasibility Study by WSU Master of Public Admin Capstone students
- Budget should be roughly estimated as RFPs come in during September

Facility Design:

- Three architecture firms were interviewed August 22
- Request for Proposals is in final edits, to be issued to two firms
- Board will be included in selection of architecture firm

Reminders:

EBTH auction to start early September

Street Fair October 12

Square Dance at John Bryan Center October 26

Caroline out of town October 15 - 18