

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS
AGENDA REQUEST**

TO: Board of County Commissioners
FROM: Carolyn Gallaway, Clerk of the Board
DATE: October 7, 2024
SUBJECT: DISCUSSION and POTENTIAL ACTION re: Gardiner Community Center Executive Board

STATEMENT OF ISSUE:

In November 1979, the Board of County Commissioners approved Resolution No. 106-79 establishing guidelines for operating the Gardiner Community Center and making appointments to the board.

The resolution has been repealed and replaced throughout the years via Resolution No. 64-07 which addressed absenteeism, Resolution No. 4-12 which gave authority to the executive board to appoint a member during the absence of another member, and finally Resolution No. 20-17 which established staggered calendar-year Board terms and clarified the duties of officers.

Pursuant to these resolutions, the Gardiner Community Center notified the Commissioners' Office of recommended membership changes in February and September, 2024.

ANALYSIS:

There is currently no staff monitoring the Gardiner Community Center Board meetings, and there is no Commissioner sitting on the Board. The Gardiner Community Center operates similarly to the Port Townsend Senior Association; we do not provide County staff to monitor or oversee their meetings, nor appoint their governing board members.

Staff is requesting that the Commissioners review the need to continue appointing members to serve on the Gardiner Community Center Board. If the Board decides to rescind the resolutions pertaining to appointments to the Gardiner Community Center Board, the current 2023-2025 operating agreement remains in effect.

FISCAL IMPACT:

No fiscal impact, but if the Commissioners decide to continue making appointments to the Gardiner Community Center Board, staff will need to provide OPMA guidance, agenda preparation, and coordinate posting of their meeting agendas and minutes.

RECOMMENDATION:

Discuss and take-action to rescind the following Resolutions: No. 106-79, No. 64-07, No. 4-12, and No. 20-17 so that the Gardiner Community Center may make their own decisions pertaining to their board structure and members. The Gardiner Community Center Board concurs with this recommendation.

REVIEWED BY:


Mark McCauley, County Administrator

10/2/24
Date

RESOLUTION NO. 106-79

WHEREAS, Jefferson county operates a community center located at Gardiner for use by local residents for recreational, educational and social programs, and

WHEREAS, the Board of County Commissioners has responsibility for operation and maintenance for the said community center, and

WHEREAS, full utilization and proper maintenance of the community center can best be accomplished through the active involvement of the local citizens; Now, Therefore,

IT IS HEREBY RESOLVED, that a Gardiner Community Center Board of Directors be and it is hereby established. The said Board shall be composed of seven (7) members of the local community to be appointed by the Board of County Commissioners. The general duties of the Community Center Board shall be to organize the operation of the community center and to oversee its activities. Final responsibility for community center management rests with the Board of County Commissioners. The Community Center Board shall be responsible for scheduling all activities at the center, reviewing and transmitting to the Board of County Commissioners bills and charges related to the Center, accounting for all funds generated by center activities and shall act as advisors to the Board of County Commissioners on all matters related to the Center.

IT IS FURTHER RESOLVED, that the business of the Gardiner Community Center Board shall be in accord with the attached Guidelines For Operation of the Gardiner Community Center.



this 13 day of November, 1979.

JEFFERSON COUNTY BOARD OF
COMMISSIONERS

GUIDELINES FOR OPERATION OF THE GARDINER COMMUNITY CENTER

ARTICLE I.

NAME AND OBJECTIONS

(1) The name of this organization is the Gardiner Community Center Board of Directors.

(2) The purpose of this Board of Directors is to organize the operation of the community center, promote center activities for the well-being of the community, and to oversee operation of the community center's program.

(3) In conjunction with its duties the Board of Directors shall attempt to develop and promote opportunities for recreation, citizenship, education and other social activities for the people of the community.

ARTICLE II.

COMPOSITION OF MEMBERSHIP AND TERM

(1) The Board of Directors shall be composed of seven members of the Community appointed by the Jefferson County Board of Commissioners and shall sit on the Community Center Board at the pleasure of the Board of County Commissioners.

(2) The Community Center Board members will normally remain on the Board for a three year period. At the end of each three-year period the Board of County Commissioners shall designate a new Community Center Board of Directors. In order to provide continuity the initial appointment of Community Center Board members shall provide for two members to appointed for a one-year period, two members for a two year period, and three members for a three year period.

ARTICLE III.

OFFICES AND DUTIES

(1) The members of the Community Center Board shall elect a president, vice-president, secretary, treasurer and any other officer as deemed appropriate. If advisable the duties of any two officers, except president and secretary, may be combined. Elections shall be held annually.

(2) President shall preside at all meetings of the Board of Directors of the Gardiner Community Center.

(3) Vice-President shall sit for the president in his or her absence and be in charge of publicity.

(4) Secretary shall keep a record of the proceedings of all meetings of the Board; be custodian for all correspondence and records other

ARTICLE IV.

MEETINGS

(1) Notice of all Community Center Board meetings shall be given one week in advance. Such notice shall be posted on the bulletin board at the community center and at such other places as would adequately notify the community of such meetings.

(2) All meetings of the Community Center Board shall be open to the public.

(3) Meetings shall be held on a regular basis as required at a time and place convenient to both the Community Center Board and the public.

(4) A record shall be made of all Community Center Board meetings, and that record shall be transcribed and submitted to the Jefferson County Board of Commissioners within one (1) week of the date of meeting.

ARTICLE V.

MISCELLANEOUS

(1) Roberts Rules of Order shall apply for the conduct of all Community Center Board meetings.

(2) These guidelines for operation of the Gardiner Community Center may be amended only by resolution of the Jefferson County Board of Commissioners. Recommendations for changes would be submitted to the Board where such change would allow the Community Center Board to more efficiently and effectively perform its function.

cc: Gardiner CC } 7/17/07
Treas.

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STATE OF WASHINGTON
COUNTY OF JEFFERSON

In the Matter of Amending the Gardiner }
Community Center Guidelines for }
Operation (Repeals & Replaces }
Resolution No. 106-79) }

RESOLUTION NO. 64-07

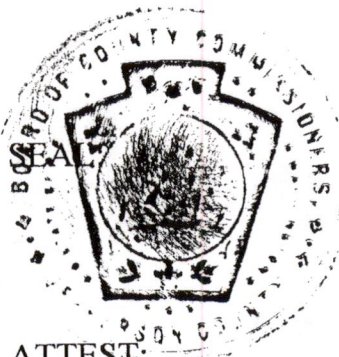
WHEREAS, on November 13, 1979 the Jefferson County Board of Commissioners approved Resolution No. 106-79 which adopted the Gardiner Community Center Guidelines for Operation; and

WHEREAS, the Gardiner Community Center Board of Directors has requested a section be added to the Guidelines of Operation regarding absenteeism and that a small editorial correction be made to the title of Article I; and

NOW THEREFORE BE IT HEREBY RESOLVED, by the Board of County Commissioners that the Guidelines of Operation be revised as requested by the Gardiner Community Center Board of Directors and that these revised guidelines are adopted as "Attachment A" to this resolution; and

BE IT FURTHER RESOLVED, that this resolution repeals and replaces Resolution No. 106-79.

APPROVED this 16th day of July, 2007.



ATTEST:

Julie Matthes, CMC
Julie Matthes, CMC
Deputy Clerk of the Board

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Phil Johnson
Phil Johnson, Chairman

David Sullivan
David Sullivan, Member

John Austin
John Austin, Member

GUIDELINES FOR OPERATION OF THE GARDINER COMMUNITY CENTER

ARTICLE I

NAME AND OBJECTIVES

- (1) The name of this organization is the Gardiner Community Center Board of Directors.
- (2) The purpose of this Board of Directors is to organize the operation of the community center, promote center activities for the well-being of the community, and to oversee operation of the community center's program.
- (3) In conjunction with its duties the Board of Directors shall attempt to develop and promote opportunities for recreation, citizenship, education and other social activities for the people of the community.

ARTICLE II

COMPOSITION OF MEMBERSHIP AND TERM

- (1) The Board of Directors shall be composed of seven members of the Community appointed by the Jefferson County Board of Commissioners and shall sit on the Community Center Board at the pleasure of the Board of County Commissioners.
- (2) The Community Center Board members will normally remain on the Board for a three year, period. At the end of each three-year period the Board of County Commissioners shall designate a new Community Center Board of Directors. In order to provide continuity the initial appointment of Community Center, Board members shall provide for two members to be appointed for a one-year period, two members for a two year period, and three members for a three year period.
- (3) Absenteeism – If, in the opinion of the Community Center Board, a member's absences or pattern of absences has seriously disrupted the operation of the Board, the Board shall recommend to the Board of County Commissioners that said member be removed from the Board "for cause". The decision of the Board of County Commissioners will be final.

ARTICLE III

OFFICES AND DUTIES

- (1) The members of the Community Center Board shall elect a president, vice-president, secretary, treasurer and any other officer as deemed appropriate. If advisable the duties of any two officers, except president and secretary, may be combined. Elections shall be field annually.

(2) President shall preside at all meetings of the Board of Directors of the Gardiner Community Center.

(3) Vice-President shall sit for the president in his or her absence and be in charge of publicity.

(4) Secretary shall keep a record of the proceedings of all meetings of the Board, be custodian for all correspondence and records other than those kept by the treasurer, and shall write all correspondence and notices of meetings.

(5) Treasurer shall once each month present to the Board of County Commissioners an account for all monies received from community center activities. The account shall be in a manner as directed by the said Board of County Commissioners and all funds received by the Treasurer shall be deposited in accord with directions received from the Board of County Commissioners.

ARTICLE IV

MEETINGS

(1) Notice of all Community Center Board meetings shall be given one week in advance. Such notice shall be posted on the bulletin board at the community center and at such other places as would adequately notify the community of such meetings.

(2) All meetings of the Community Center Board shall be open to the public.

(3) Meetings shall be held on a regular basis as required at a time and place convenient to both the Community Center Board and the public.

(4) A record shall be made of all Community Center Board meetings, and that record shall be transcribed and submitted to the Jefferson County Board of Commissioners within one (1) week of the date of meeting,

ARTICLE V

MISCELLANEOUS

(1) Roberts Rules of Order shall apply for the conduct of all Community Center Board meetings.

(2) These guidelines for operation of the Gardiner Community Center may be amended only by resolution of the Jefferson County of Commissioners. Recommendations for changes would be submitted to the Board where such change would allow the Community Center Board to more efficiently and effectively perform its function.

cc: CA 7/9/07

Gardiner Community Center

980 Old Gardiner Rd

Sequim, WA 98382

RECEIVED

July 6, 2007

JUL 09 2007

Phil Johnson

Chairman

Jefferson County Board of Commissioners

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Dear Mr. Johnson,

Several years ago the Gardiner Community Center Board of Directors was faced with a situation where the continual absences of one of the Directors at its regular meetings. The Board was unable to solve the problem and eventually the individual's term expired. There is still concern, however, that a similar situation could reoccur, and we have arrived at a proposed solution that will give the Board a better means to deal with it.

We propose that the following paragraph be added to the "Guidelines For Operation of the Gardiner Community Center". We propose to add to Article II, Composition of Membership and Term, a new subparagraph 3:

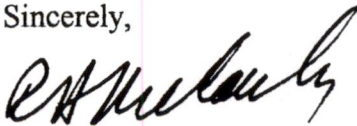
added:

- (3) Absenteeism – If, in the opinion of the Community Center Board, a member's absences or pattern of absences has seriously disrupted the operation of the Board, the Board shall recommend to the Board of County Commissioners that said member be removed from the Board "for cause". The decision of the Board of County Commissioners will be final.

We request that you approve the above change at your next regular meeting. We feel that it is a simple solution to a problem which may never again arise. Nonetheless, Gardiner is a very small community comprised of many unique personalities and this approach appears to be the easiest.

Please note that there is a small editorial correction in the title of Article I, "Name and *Objections*".

Sincerely,



Robert H. McCauley
Vice President

atch:

Revised "Guidelines For Operation of the Gardiner Community Center"

cc: Richard Swenson
Dennis Martin

GUIDELINES FOR OPERATION OF THE GARDINER COMMUNITY CENTER

ARTICLE I.

NAME AND OBJECTIVES

- (1) The name of this organization is the Gardiner Community Center Board of Directors.
- (2) The purpose of this Board of Directors is to organize the operation of the community center, promote center activities for the well-being of the community, and to oversee operation of the community center's program.
- (3) In conjunction with its duties the Board of Directors shall attempt to develop and promote opportunities for recreation, citizenship, education and other social activities for the people of the community.

ARTICLE II.

COMPOSITION OF MEMBERSHIP AND TERM

- (1) The Board of Directors shall be composed of seven members of the Community appointed by the Jefferson County Board of Commissioners and shall sit on the Community Center Board at the pleasure of the Board of County Commissioners.
- (2) The Community Center Board members will normally remain on the Board for a three year, period. At the end of each three-year period the Board of County Commissioners shall designate a new Community Center Board of Directors. In order to provide continuity the initial appointment of Community Center. Board members shall provide for two members to be appointed for a one-year period, two members for a two year period, and three members for a three year period.
- (3) Absenteeism – If, in the opinion of the Community Center Board, a member's absences or pattern of absences has seriously disrupted the operation of the Board, the Board shall recommend to the Board of County Commissioners that said member be removed from the Board "for cause". The decision of the Board of County Commissioners will be final.

ARTICLE III.

OFFICES AND DUTIES

- (1) The members of the Community Center Board shall elect a president, vice-president, secretary, treasurer and any other officer as deemed appropriate. If advisable the duties of any two officers, except president and secretary, may be combined. Elections shall be field annually.
- (2) President shall preside at all meetings of the Board of Directors of the Gardiner Community Center.

GUIDELINES FOR OPERATION OF THE GARDINER COMMUNITY CENTER

(3) Vice-President shall sit for the president in his or her absence and be in charge of publicity.

(4) Secretary shall keep a record of the proceedings of all meetings of the Board, be custodian for all correspondence and records other than those kept by the treasurer, and shall write all correspondence and notices of meetings.

(5) Treasurer shall once each month present to the Board of County Commissioners an account for all monies received from community center activities. The account shall be in a manner as directed by the said Board of County Commissioners and all funds received by the Treasurer shall be deposited in accord with directions received from the Board of County Commissioners.

ARTICLE IV.

MEETINGS

(1) Notice of all Community Center Board meetings shall be given one week in advance. Such notice shall be posted on the bulletin board at the community center and at such other places as would adequately notify the community of such meetings.

(2) All meetings of the Community Center Board shall be open to the public.

(3) Meetings shall be held on a regular basis as required at a time and place convenient to both the Community Center Board and the public.

(4) A record shall be made of all Community Center Board meetings, and that record shall be transcribed and submitted to the Jefferson County Board of Commissioners within one (1) week of the date of meeting.

ARTICLE V.

MISCELLANEOUS

(1) Roberts Rules of Order shall apply for the conduct of all Community Center Board meetings.

(2) These guidelines for operation of the Gardiner Community Center may be amended only by resolution of the Jefferson County of Commissioners. Recommendations for changes would be submitted to the Board where such change would allow the Community Center Board to more efficiently and effectively perform its function.

cc: Gardiner CC } 1/19/12
Treas

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STATE OF WASHINGTON
County of Jefferson

In the Matter of Amending the Gardiner
Community Center Guidelines for Operation
(Repeals & Replaces Resolution No. 64-07)

RESOLUTION NO. 04-12

WHEREAS, on November 13, 1979 the Jefferson County Board of Commissioners approved Resolution No. 106-79 which adopted the Gardiner Community Center Guidelines for Operations; and

WHEREAS, on July 16th, 2007 the Jefferson County Board of Commissioners approved Resolution No. 64-07 which amended the Gardiner Community Center Guidelines for Operations; and

WHEREAS, the Gardiner Community Center Board of Directors has requested a section be added to the Guidelines of Operation regarding Temporary Appointment of another person during a period of absence of another member; and

NOW, THEREFORE BE IT HEREBY RESOLVED, by the Board of County Commissioners that the Guidelines of Operation be revised as requested by the Gardiner Community Center Board of Directors and that these revised Guidelines are adopted as "Attachment A" to this resolution; and

BE IT FURTHER RESOLVED, that this resolution repeals and replaces Resolution No. 64-07.

APPROVED AND ADOPTED this 17th day of January, 2012.

SEAL



ATTEST:

Raina Randall
Raina Randall
Deputy Clerk of the Board

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

John Austin
John Austin, Chair

Phil Johnson
Phil Johnson, Member

David Sullivan
David Sullivan, Member

GUIDELINES FOR OPERATION OF THE GARDINER COMMUNITY CENTER

ARTICLE I.

NAME AND OBJECTIVES

- (1) The name of this organization is the Gardiner Community Center Board of Directors.
- (2) The purpose of this Board of Directors is to organize the operation of the community center, promote center activities for the well-being of the community, and to oversee operation of the community center's program.
- (3) In conjunction with its duties the Board of Directors shall attempt to develop and promote opportunities for recreation, citizenship, education and other social activities for the people of the community.

ARTICLE II.

COMPOSITION OF MEMBERSHIP AND TERM

- (1) The Board of Directors shall be composed of seven members of the Community appointed by the Jefferson County Board of Commissioners and shall sit on the Community Center Board at the pleasure of the Board of County Commissioners.
- (2) The Community Center Board members will normally remain on the Board for a three year, period. At the end of each three-year period the Board of County Commissioners shall designate a new Community Center Board of Directors.
- (3) Absenteeism – If, in the opinion of the Community Center Board, a member's absences or pattern of absences has seriously disrupted the operation of the Board, the Board shall recommend to the Board of County Commissioners that said member be removed from the Board "for cause". The decision of the Board of County Commissioners will be final.
- (4) Temporary Appointment – If a Board member is going to be absent for two months or more a Temporary Director may be appointed to act during the period of absence. The Community Center Board shall notify the Board of County Commissioners of the temporary appointment for the Commissioners' approval.

ARTICLE III.

OFFICES AND DUTIES

- (1) The members of the Community Center Board shall elect a president, vice-president, secretary, treasurer and any other officer as deemed appropriate. If advisable the duties of any two officers, except president and secretary, may be combined. Elections shall be held annually.
- (2) President shall preside at all meetings of the Board of Directors of the Gardiner Community Center.

GUIDELINES FOR OPERATION OF THE GARDINER COMMUNITY CENTER

(3) Vice-President shall sit for the president in his or her absence and be in charge of rentals and scheduling and publishing the calendar to the Board and other concerned agencies..

(4) Secretary shall keep a record of the proceedings of all meetings of the Board, be custodian for all correspondence and records other than those kept by the treasurer, and shall write all correspondence and notices of meetings.

(5) Treasurer shall once each month present to the Board of County Commissioners an account for all monies received from community center activities. The account shall be in a manner as directed by the said Board of County Commissioners and all funds received by the Treasurer shall be deposited in accord with directions received from the Board of County Commissioners.

ARTICLE IV.

MEETINGS

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(2) All meetings of the Community Center Board shall be open to the public.

(3) Meetings shall be held on a regular basis as required at a time and place convenient to both the Community Center Board and the public.

(4) A record shall be made of all Community Center Board meetings, and that record shall be transcribed and submitted to the Jefferson County Board of Commissioners within one (1) week of the date of meeting,

ARTICLE V.

MISCELLANEOUS

(1) Roberts Rules of Order shall apply for the conduct of all Community Center Board meetings.

(2) These guidelines for operation of the Gardiner Community Center may be amended only by resolution of the Jefferson County of Commissioners. Recommendations for changes would be submitted to the Board where such change would allow the Community Center Board to more efficiently and effectively perform its function.

cc: Gardiner CC } 7/17/07
Treas.

STATE OF WASHINGTON
COUNTY OF JEFFERSON

In the Matter of Amending the Gardiner }
Community Center Guidelines for }
Operation (Repeals & Replaces }
Resolution No. 106-79) }

RESOLUTION NO. 64-07

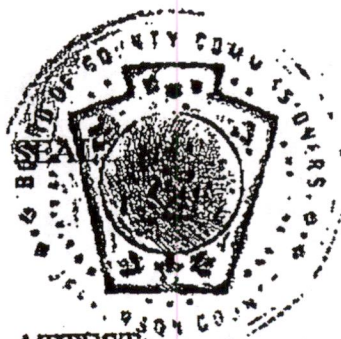
WHEREAS, on November 13, 1979 the Jefferson County Board of Commissioners approved Resolution No. 106-79 which adopted the Gardiner Community Center Guidelines for Operation; and

WHEREAS, the Gardiner Community Center Board of Directors has requested a section be added to the Guidelines of Operation regarding absenteeism and that a small editorial correction be made to the title of Article I; and

NOW THEREFORE BE IT HEREBY RESOLVED, by the Board of County Commissioners that the Guidelines of Operation be revised as requested by the Gardiner Community Center Board of Directors and that these revised guidelines are adopted as "Attachment A" to this resolution; and

BE IT FURTHER RESOLVED, that this resolution repeals and replaces Resolution No. 106-79.

APPROVED this 16th day of July, 2007.



ATTEST:

Julie Matthes, CMC
Julie Matthes, CMC
Deputy Clerk of the Board

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

Phil Johnson
Phil Johnson, Chairman

David Sullivan
David Sullivan, Member

John Austin
John Austin, Member

CC: GCC 4.24.17
Treas
CS

STATE OF WASHINGTON
County of Jefferson

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In the Matter of Amending The
Gardiner Community Center
Guidelines For Operation
(Repeals & Replaces Resolution No. 04-12)

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RESOLUTION NO. 20-17

WHEREAS, on November 13, 1979 the Jefferson County Board of Commissioners approved Resolution No. 106-79 which adopted the Gardiner Community Center Guidelines for Operations; and,

WHEREAS, on July 16, 2007 the Jefferson County Board of Commissioners approved Resolution No. 64-07 which amended the Gardiner Community Center Guidelines for Operations; and,

WHEREAS, on January 17, 2012 the Jefferson County Board of Commissioners approved Resolution No. 04-12 which amended the Gardiner Community Center Guidelines for Operations; and,

WHEREAS, The Gardiner Community Center Board of Directors has requested that the following revisions be made to the Guidelines:

- Article II (2): Establish Staggered Calendar-Year Board Terms;
- Article III (1-5): Clarify the Duties of Officers, and Require Annual Election of Officers in October for the Following Calendar Year;
- Article IV (4): Delete – Article III (4); Redundant Wording

NOW, THEREFORE, BE IT RESOLVED, by the Board of Jefferson County Commissioners that the Guidelines of Operation be amended as requested by the Gardiner Community Center Board of Directors and are adopted as 'Attachment A' to this resolution; and,

BE IT FURTHER RESOLVED, that this Resolution repeals and replaces Resolution No. 04-12.

APPROVED AND ADOPTED this 24th day of April, 2017.

SEAL:



ATTEST:

Carolyn Avery
Carolyn Avery
Deputy Clerk of the Board

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

(Excused Absence)

Kathleen Kler, Chair

Kate Dean
Kate Dean, Member

David Sullivan
David Sullivan, Member

ATTACHMENT 'A'

GUIDELINES FOR OPERATION OF THE GARDINER COMMUNITY CENTER

ARTICLE I.

NAME AND OBJECTIVES

- (1) The name of this organization is the Gardiner Community Center Board of Directors.
- (2) The purpose of this Board of Directors is to organize the operation of the community center, promote center activities for the well-being of the community, and to oversee operation of the community center's program.
- (3) In conjunction with its duties the Board of Directors shall attempt to develop and promote opportunities for recreation, citizenship, education and other social activities for the people of the community.

ARTICLE II.

COMPOSITION OF MEMBERSHIP AND TERM

- (1) The Board of Directors shall be composed of seven members of the community appointed by the Jefferson County Board of Commissioners and shall sit on the Community Center Board at the pleasure of the Board of County Commissioners.
- (2) Board terms shall normally begin on January 1 and end on December 31. Terms shall last three (3) years, plus any fraction of a year between the date of appointment and December 31. Terms shall be staggered so that no more than three terms expire in any year. Board members may be appointed to multiple terms.
- (3) Absenteeism – If, in the opinion of the Community Center Board, a member's absences or pattern of absences has seriously disrupted the operation of the Board, the Board shall recommend to the Board of County Commissioners that said member be removed from the Board "for cause". The decision of the Board of County Commissioners will be final.
- (4) Temporary Appointment – If a Board member is going to be absent for two months or more a Temporary Director may be appointed to act during the period of absence. The Community Center Board shall notify the Board of County Commissioners of the temporary appointment for the Commissioners' approval.

ARTICLE III.

OFFICES AND DUTIES

- (1) Members of the Community Center Board shall elect a President, Vice President, Secretary,

Effective: April 24, 2017

(Repeals and Replaces Resolution No. 04-12)

Treasurer and any other officer as deemed appropriate. No Board member shall hold more than one office. Officers shall be elected annually in October to serve for the following calendar year. If an office becomes vacant during the year, the Community Center Board may elect a Board member to serve in that office for the balance of the year.

- (2) President shall preside at meetings of the Board of Directors and serve as liaison between the Board of Directors and the Board of County Commissioners.
- (3) Vice Present shall preside at meetings of the Board of Directors in the absence of the President, supervise Community Center rentals and scheduling, publish the calendar of Community Center events and post public notices of Board meetings.
- (4) Secretary shall keep a record of the proceedings of all meetings of the Board of Directors, submit minutes of the Board meetings for approval by the Board of Directors, and distribute approved minutes to the Board of County Commissioners and any member of the public who requests such distribution. The Secretary shall submit to the Board of County Commissioners the names of officers elected by the Board, and of community members recommended for appointment to the Board.
- (5) Treasurer shall maintain records of all revenues and expenditures, reconcile the Community Center's bank account(s), present monthly financial statements for review and approval by the Board of Directors, and provide financial reports at least quarterly to the Board of County Commissioners.

ARTICLE IV.

MEETINGS

- (1) Notice of all Community Center Board meetings shall be given one week in advance. Such notice shall be posted on the bulletin board at the community center and at such other places as would adequately notify the community of such meetings.
- (2) All meetings of the Community Center Board shall be open to the public.
- (3) Meetings shall be held on a regular basis as required at the time and place convenient to both the Community Center Board and the public.

ARTICLE V.

MISCELLANEOUS

- (1) Roberts Rules of Order shall apply for the conduct of all Community Center Board meetings.
- (2) These guidelines for operation of the Gardiner Community Center may be amended only by resolution of the Jefferson County Commissioners. Recommendations for changes would be submitted to the Board where such change would allow the Community Center Board to more efficiently and effectively perform its function.

cc: Gardiner CC } 1/19/12
Treas

STATE OF WASHINGTON
County of Jefferson

In the Matter of Amending the Gardiner
Community Center Guidelines for Operation
(Repeals & Replaces Resolution No. 64-07)

RESOLUTION NO. 04-12

WHEREAS, on November 13, 1979 the Jefferson County Board of Commissioners approved Resolution No. 106-79 which adopted the Gardiner Community Center Guidelines for Operations; and

WHEREAS, on July 16th, 2007 the Jefferson County Board of Commissioners approved Resolution No. 64-07 which amended the Gardiner Community Center Guidelines for Operations; and

WHEREAS, the Gardiner Community Center Board of Directors has requested a section be added to the Guidelines of Operation regarding Temporary Appointment of another person during a period of absence of another member; and

NOW, THEREFORE BE IT HEREBY RESOLVED, by the Board of County Commissioners that the Guidelines of Operation be revised as requested by the Gardiner Community Center Board of Directors and that these revised Guidelines are adopted as "Attachment A" to this resolution; and

BE IT FURTHER RESOLVED, that this resolution repeals and replaces Resolution No. 64-07.

APPROVED AND ADOPTED this 17th day of January, 2012.

SEAL



ATTEST:

Raina Randall
Raina Randall
Deputy Clerk of the Board

JEFFERSON COUNTY
BOARD OF COMMISSIONERS

John Austin
John Austin, Chair

Phil Johnson
Phil Johnson, Member

David Sullivan
David Sullivan, Member