

# KEY PENINSULA BUSINESS ASSOCIATION

## Minutes

May 5th, 2020

Members of the Board present: President, Alecia Warner, Vice-President, Gina Cabiddu, Secretary, Nancy Carr, Treasurer Linda Grubaugh

Meeting held via Zoom, with Christina Hallock from the Key Pen Parks Department hosting. The meeting was called to order at 6:36 pm by President, Alecia Warner.

Gina started the meeting giving folks a chance to remember Scott Gallacher, a phenomenal force in the community who suddenly passed away last week. Scott was very active in KPBA and, as a past Board member and friend, will be missed for his knowledge and willingness to be a go-to person when asked. This is a tremendous loss for our community. It was suggested KPBA consider something in remembrance of Scott and she suggested a 'word cloud'. A word cloud is a compiling of words used to describe a person, place or thing and the more times a word is used, the bolder and larger it appears in the cloud. Word clouds can take many shapes and formats and we might want to do something in the shape of a tree, or something similar. Gina said she would send out a note to all members who would reply with words describing Scott and his presence in the community. These clouds would be formatted and framed and could be presented to Scott's family and also the Parks Department. Gina will work on putting this together. Christina advised there is a fund set up for donations for the family and this is available on the Parks Department web site.

### **Agenda Approval:**

The agenda was displayed for everyone to see and Nancy explained a couple of revisions had been made to this agenda from what was sent in e-mail prior to the meeting. Todd Rosenbach made a motion to approve the agenda as presented and Don Swensen seconded. Motion carried.

## **Board and Committee Reports**

### **Secretary's Report:**

Secretary advised no corrections or revisions were received to the March minutes that were sent to all members by e-mail. Todd Rosenbach made a motion to approve the minutes of the February meeting and Betty Miller seconded. Motion carried.

### **Treasurer's Report:**

The Treasurer's reports for March and April were presented on the screen. Nancy made a motion to accept the March Treasurer's report as presented. Todd seconded and motion carried. Todd made a motion to accept the April Treasurer's report as presented. Nancy seconded and motion carried. Gina brought up that the budget was a working budget and as these are unprecedented times, she wanted to consider amending the budget to include ideas where we can promote and help our member businesses.

### **Ruth's Donation Committee:**

Eric Moreland asked if there was a better way to invest Ruth's money so we could earn more interest before it would be sent to the endowment fund. Discussion followed on when we would have the balance of the monies available to bring the fund up to the minimum required for the type of endowment we are pursuing. It was suggested this could be revisited at the next meeting. Todd advised he had anonymous donors that would help with this and other members are also stepping up.

Sheila provided the contact information for submitting anonymous donations directly to Tacoma Community College for this fund.

Lynette Crumity  
Director of Development, TCC Foundation  
Tacoma Community College  
6501 South 19<sup>th</sup> Street  
Tacoma, WA 98446

E-mail [lecrumity@tacomacc.edu](mailto:lecrumity@tacomacc.edu)  
Office: 253.460.4318

The fund is named The Ruth Bramhall Nursing Endowment and should be the reference on the donation.

### **Events & Donation Committee:**

The Board suggested having the postponed KPBA dinner in the fall sometime. Alecia asked for members thoughts, comments and suggestions. Gina suggested we try to establish a target date by the end of June so we can evaluate how that date fits in with other local fundraising efforts that are being rescheduled. Todd commented that he was not sure how stable things would be in the upcoming months. He said he had been reviewing the budget and was not sure that the fundraiser was required for us this year to meet our budgeted targets and the expenses we have somewhat committed to. He does not feel the dinner this year is worth the risk, but that is his feeling. Gina suggested we might consider an on-line auction as some groups are doing. Eric commented that having the dinner is a risk this year and we can wait until next month to make a firm decision, but reality is we may not have it this year because of all the uncertainty. This decision will be moved to the June meeting.

Ed Robison stated we originally looked at 3 scholarships of \$1000 each and he advised he would like to keep this commitment. Gina suggested that one of the scholarships might be given in Scott's name. Todd mentioned we not only need to look at the monies for the scholarships but also helping the local businesses which falls under the business development portion of the budget. He said he would be happy to donate to the student scholarship and invited Ed Robison to match his donation making more of the existing funds available to help promote local businesses and keep the three student scholarships as committed.

Todd suggested we look at the budget overall and determine what expenses are outstanding and establish what amount we can set aside to help local small businesses. There is money in the budget under Total Business Development and in Total Community Events that could be used. Todd walked us through the existing budget identifying what funds could be moved or eliminated because of cancelled events. Alecia asked for idea to help advertise and promote

businesses. Ed thought it might be difficult to find a way to help folks other than a large ad in the KP News advising which businesses are open and hours of business. Gina agreed we should go through the budget and identify what money could be used to support businesses and how to best accomplish this, with the members selecting the best option. Eric advised the private ad in the KP News last month was very well received. He feels KPBA needs to support local businesses and plan for longer than one month. Don feels as we move through the different phases, the public will be interested in knowing who is open and the level of service they are able to provide. Lisa Bryan was invited to talk about the tool KP News provides. She agreed with the extraordinary times we are experiencing and it is really important to support our businesses and their current level of support. The new tool that lets the public know the businesses are open, but does not reach enough people in itself, or are willing to help in any way they can to support businesses.

Todd made a motion to revise the 2020 Budget in the Expenses section under Other Events, move \$2099 to business support and try to find another \$900 so we can bring this total up to \$3000. Motion seconded by Don Swensen. Discussion clarified that these funds would be used to fund what the members agree will help promote and support local businesses. Gina committed to going through the budget to see what other monies will not be utilized as projected and can be moved to this line item. She will report by the June Meeting. This motion carried.

With the above motion approved and carried, funds are available to have an ad in the June KP News highlighting KPBA businesses. Volunteers were asked to help split the list of businesses from the brochure to call them to see if they want to participate in a KPBA ad in the KP News for June. The team to make the calls is:

- Lisa Bryan
- Don Swensen
- Todd Rosenbach
- Eric Moreland
- Alecia Warner
- Gina Cabiddu

Eric will compile the results before May 15<sup>th</sup> and give to Tim at KP News to format.

## **Old Business**

### **Brochures and Distribution:**

Brochures are complete and are being distributed. Don at the Blend will have brochures.

### **Website and Calendar Page Updates:**

The website has been updated with the businesses that are in the brochures.

### **Facebook and Instagram Progress:**

Alecia has been trying to keep Facebook current along with business features and profiles. If you have any updates or availability for your business, please send to Alecia so she can post.

If anyone has pictures, please submit to Alecia, Gina or e-mail to KPBA at [kpbusinessassociation@gmail.com](mailto:kpbusinessassociation@gmail.com).

**May Luncheon:**

Cancelled for this month.

**New Business:****Credit Card Payment System:**

Alecia is looking at using Pay Pal and having a button on our website for making payments. Will report further at the June meeting.

**KPBA Survey Results:**

Gina reported that using Survey Monkey was great and we got 22 responses on the four questions. She summarized the results and relayed how happy she was with the comments and ideas on how we can help, and how the businesses can keep in touch and help each other.

Q1 – How has CoVid-19 altered your business operations?

No meetings;

Need more ppe;

Not open for business in the old ways, but are serving our clients via phone, with some online/dvd offerings at a safe distance;

Not much since we are barely getting started;

Transportation services offered through Bus Connects program not available at this time.

Q2 – What changes have you observed in your customers due to CoVid-19?

Had to cancel Aisle of Honor this year, not sure about 4<sup>th</sup> of July yet;

Our customers are elderly and are adapting to stay-at-home recommendations

Have 3 staff members and they are working but haven't accepted any tour requests;

No customers right now;

Q3 Are you interested in attending KPBA meetings by Zoom until shelter in place orders allow such gatherings?

yes (overwhelming support);

Perhaps if the meeting invitation is only sent to KPBA members

Q4 – What ideas can KPBA support for you and our other members?

Keep us updated;

Continued cooperation and communications – this is an extraordinarily generous and caring community, interested in doing what it can to help everyone;

Could we sponsor or designate a weekly curbside take out evening one day a week? Ordering call in or on line ordering and prepaying via credit card;

Need ppe;

Gina said the Rotary has begun to spotlight a business and have other businesses help advertise and support that business for that day.

**Location for June Meeting:**

The June meeting will be a Zoom meeting again at 6:30 pm, Tuesday, June 2, and Christina will host.

### **Key Pen News Marketing Tool:**

This tool is really easy to use, it is free and will give info about your business, hours of operation and you can add your logo. Some folks open only for virtual, other specific hours, it is easy to update. The response to the KP News has been very gratifying.

### **Meeting Wrap Up:**

Alecia asked that members can help with contact information. Gina and Alecia tried to contact all businesses to see how they were doing and found we don't have contact information for some folks. Some we have business info, but not personal and some not at all. Please use the KPBA gmail to let us have your cell phone number so we can keep in touch.

### **Individual Member Reports:**

**Betty Miller**, KP Veterans – Aisle of Honor is cancelled and not sure about fireworks, still being discussed. We are available to help people as needed.

**Kevin Parr**, Key Pen Tech Solutions – New KPBA member, 25 years IT tech experience with computer systems, server systems, security. Call with computer problems.

**Eric Moreland**, Glen Cove Repair – things going pretty well, communicating with customers we are following safety protocols

**Lisa Bryan**, KP News – Happy to say KP News is going strong, and grateful for business community. Folks appreciate the printed news.

**Sheila Niven**, St. Anthony's – Happy Nurses week. Tents now down at St. Anthony's and if you have a question, please ask

**Gina Cabiddu**, Children's Home Society – This is a busy time helping families needing food stamps, internet connectivity, helping with school work and communication between teachers and students. Rental assistance, gas and food are where help is more needed.

**Nancy Carr**, LIC – May activities cancelled and new date for Super Sale is Sept. 19<sup>th</sup>. Items available for pre-sale.

**Todd Rosenbach**, LPL Financial – the financial industry is very busy.

**Don Swensen**, Blend – we are paying the bills, customer are supporting. The Community Council and Tacoma/PC Health Dept are working on reopening the office, hopefully in Phase 2. Talking about this office being a venue for testing and contact tracing site.

**Frank Grubaugh**, Fire Commissioner/Toastmasters – The Fire Dept has all the PPE they need. Staffing the stations and everyone on duty but calls have been down. Toastmasters is meeting every Thursday by Zoom and doing a good job.

**Christina Hallock**, Key Pen Parks – Volunteer park is set up as a free wi-fi hotspot. If anyone had unfinished business with Scott, please get with the office. The Park Board meeting is Monday at 7:30 by Zoom.

**Stan Moffett**, KPFD – Wish everyone well and folks to stay calm and collected.

**Ed Robison**, E&L Engineering – Engineering business is essential so very busy. Four Winds is totally shut down.

**Alecia Warner**, US Bank – Helping customers with loans and super busy.

Meeting adjourned at 8:05 pm.

Respectfully Submitted,  
Nancy Carr, KPBA Secretary

# *Peninsula Hawks Scholarship Fund*

Established 1984

*Aiding in the Pursuit of Academic and Vocational Education*

May 11, 2020

Key Peninsula Business Association  
PO Box 439  
Vaughn, WA 98394

Dear Key Peninsula Business Association,

On behalf of the Peninsula Hawks Scholarship Fund and the 2020 graduating seniors of Peninsula High School thank you for your generous \$3,000 (check #2615) donation to our scholarship program! Your gift will help us reach our goal of giving every graduating senior who submitted a portfolio a scholarship for their continuing education. Whether students choose to pursue an advanced degree through a four-year university program, choose community college as a pathway to a four-year degree, or acquire job skills through a vocational or technical education, the end goal is the same. Through your generosity, they are able to take the first steps to fulfilling their dreams. Thank you!

Many workplaces will match your contribution dollar for dollar. Checking to see if your jobsite is among those with matching funds could double the impact of your donation! The Peninsula Hawks Scholarship Fund is a 501 (c) (3) nonprofit organization. Your contribution is tax deductible to the extent allowed by law. No goods or services were provided in exchange for your financial donation. This letter serves as your receipt and acknowledgement of your donation. Please save this for your personal records.

Sincerely,



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