



360-385-2571
2120 W. Sims Way
Port Townsend, WA 98368

OlyCAP Community Center Advisory Committee Standard Meeting Minutes Template

Center: Brinnon

Date: July 2, 2026

Time: 4:30pm-5:30pm

Location: 306144 Hwy 101 Brinnon, WA 98320

1. Call to Order

The meeting was called to order at 4:30pm.

2. Attendance

Committee Participants Present: Jacob Rember, Alicia Simmons, Eli Simmons

Committee Participants Absent: Tom Backman, Suzanne Stoll

OlyCAP Staff Present: Jeremy Simmons, Center Manager; Robin Pangborn, Outreach and Partnership Coordinator

Guests / Community Members Present: Hunter Simmons, Adrian Morris, Andrew Schwartz, Shellie Yarnel, Lisa Montgomery, Seth Simmons, community members in attendance

3. Public Comment Summary

Topic	Summary
Community Center Programs and July Activities	Comments and updates focused on July programming, including weekday soup socials, yoga, AA meetings, bookmobile visits, Magic: The Gathering, Makers Club, senior organization activities, the YMCA food program, an ice cream social, family game night, and Chamber candidate forum activities.
Volunteers and Community Use Standards	Discussion included the need for volunteers to help with weekday soup socials, room coverage, food preparation, cleanup, and center operations. The Community Use Standards were reviewed as guidance for volunteers and community members using the facility.
Emergency Preparedness and Community Coordination	Community members discussed the Community Center's role as an emergency support facility, training needs, Red Cross and CERT resources, local emergency planning, building capacity, and the need for a future preparedness-focused meeting or workshop.

4. Agenda Review

The agenda was reviewed and accepted.

- No changes were made.

5. Review of Prior Meeting Minutes

The prior meeting minutes of June 4, 2026, was reviewed.

- Approved as presented.

6. Center Manager Report

The Community Center Manager provided updates on current operations, July programming, volunteer needs, facility scheduling, and community partnerships.

Program and Activity Updates

- Weekday soup socials are continuing through July and August from 11:00am to 1:00pm and are free and open to the community.
- Yoga continues on Tuesdays, Thursdays, and Fridays, with an early morning Tuesday session from 6:45am to 7:45am and other sessions from 8:30am to 9:30am.
- AA meetings continue Tuesdays and Saturdays at 12:00pm, and the bookmobile continues Tuesdays and Saturdays from 10:30am to noon.
- Recurring programs include Magic: The Gathering on Mondays from 4:00pm to 8:00pm, Community Game Night on the first and third Fridays when the Center is open, Makers Club on the second and third Saturdays from 1:00pm to 4:00pm, and a proposed quilting group on the first and third Wednesdays from 10:00am to 2:00pm.
- Partnership programs include WISE services, the YMCA food program every other Wednesday from 3:00pm to 5:00pm, senior organization meetings and meals, and other community events.

Facility / Operations Updates

- The Center Manager reported active work to manage room scheduling and reduce conflicts during high-use periods.
- Volunteers are needed to help with soup socials, room coverage, preparation, cleanup, and serving. Open July volunteer shifts were discussed, including July 8, July 10, July 11, July 15, and support for Sue beginning July 17.
- Community Use Standards were shared with attendees and will be available to volunteers as guidance for facility expectations and appropriate use of the Center.
- Interest was discussed in arranging de-escalation training for volunteers and community members, potentially as a six-hour class if enough people are interested.

Upcoming Events / Announcements

- The Center will be closed July 3, July 4, and July 5 in observance of Independence Day.
- The July 10 community dinner has been moved to the Booster Club.
- The Chamber candidate forum is scheduled for July 14 at 6:00pm.
- An ice cream social will be held July 16 from 1:00pm to 3:00pm.
- Family Game Night is scheduled for July 17.
- The senior organization dinner is scheduled for July 31 at 5:00pm.
- The next advisory meeting is scheduled for August 6, 2026 at 4:30pm.

7. Discussion Items

Item 1: July Programming, Events, and Community Participation

Summary: The committee reviewed current and upcoming July programs, including soup socials, yoga, AA, bookmobile services, gaming, Makers Club, senior organization events, YMCA food programming, the Chamber candidate forum, the ice cream social, family game night, and senior dinner. Discussion emphasized continued outreach and community participation.

Item 2: Volunteer Coverage, Training, and Facility Operations

Summary: The committee discussed volunteer needs for soup socials and facility coverage, including several open July shifts. The Center Manager reviewed Community Use Standards and discussed the possibility of offering de-escalation training for volunteers and community members if there is enough interest.

Item 3: Emergency Preparedness and Community Response Planning

Summary: Discussion addressed the Community Center's potential role as an emergency support facility, the need for more local training and resources, possible coordination with Red Cross, CERT, local emergency management, fire services, and community partners, and the importance of developing clearer local emergency response plans for South County.

8. Follow-Up Items / Next Steps

- Center Manager to continue recruiting volunteers for July coverage, including soup socials, room coverage, cleanup, and community programming support.
- Center Manager to prepare a sign-up process for de-escalation training and determine community interest and preferred training times.
- Center Manager to continue emergency preparedness coordination with OlyCAP leadership, Red Cross, CERT, local emergency management, fire services, and community partners.
- Center Manager to follow up on public calendar visibility for Brinnon and Tri-Area Community Center schedules.
- OlyCAP staff to coordinate with Holly and the Chamber regarding a future update meeting on the professional services agreement.

Action Items

Action Item	Owner	Notes / Timing
Recruit volunteers for open July coverage, including soup socials, room coverage, cleanup, serving, and weekend support.	Jeremy Simmons	Open July shifts discussed included July 8, July 10, July 11, July 15, and support for Sue beginning July 17.
Create a sign-up process for de-escalation training and gather preferred dates/times from interested volunteers and community members.	Jeremy Simmons	Training may be a six-hour class if there is enough interest.
Continue emergency preparedness coordination and explore a dedicated preparedness meeting or workshop.	Jeremy Simmons / OlyCAP staff	Coordinate with OlyCAP leadership, Red Cross, CERT, local emergency management, fire services, and community partners.

Action Item	Owner	Notes / Timing
Check public calendar settings for Quilcene Community Center schedules.	Jeremy Simmons	Follow up to restore or confirm public visibility.
Coordinate a future meeting with Holly and the Chamber regarding the professional services agreement.	Jeremy Simmons / Robin Pangborn	Andrew Schwartz requested an update meeting with OlyCAP leadership.

9. Next Meeting

Date: August 6, 2026

Time: 4:30pm-5:30pm

Location: 306144 Hwy 101 Brinnon, WA 98320

10. Adjournment

The meeting adjourned at approximately 5:25pm.

Prepared by: Jeremy Simmons

Date Prepared: July 2026