Brinnon Advisory Committee Meeting

Date: November 5, 2026
Time: 4:30 p.m. - 5:30 p.m.
Location: 306144 Hwy 101, Brinnon WA 98320

Virtual Option (Microsoft Teams):
https://teams.microsoft.com/meet/218031225092165?p=Z0cvAUnYwi952xdiT6
Meeting ID: 218 031 225 092 165
Passcode: cX6GG28H

Public Access Information: This meeting is open to the public. Community members may attend in person or via Microsoft Teams.

Community Input and Transparency Note

OlyCAP uses Community Center Advisory Committees to create a transparent, community-centered forum for feedback about community center programming, use, and local needs. These committees are advisory only. They help surface ideas, concerns, and recommendations, but final operational decisions remain with OlyCAP.

1. Welcome and Introductions

- Welcome by Community Center Manager / OlyCAP staff facilitator
- Introductions of committee members, staff, and guests as needed
- Community Action Promise: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other

2. Community Input / Public Comment

Members of the public may share comments related to the community center, its programming, public use, partnerships, or community needs.

Speaker guidelines:

- Up to 3 minutes per speaker
- Speakers should share their name and community for the record

- The committee will listen and may ask clarifying questions, but will not typically debate or take immediate action on items not listed on the agenda

3. Review and Approve Agenda

Suggested motion:
"Does anyone have any additions or changes to the agenda?"

4. Review and Approve Previous Meeting Notes

Review and approve the September 3, 2026 meeting notes.

Suggested motion:
"Are there any corrections to the previous meeting notes?"

5. Center Updates from OlyCAP / Community Center Manager

Updates for November:

- Advisory Committee meeting: November 5 at 4:30 p.m.
- Family Game Nights: November 6 and 20, 5–8 p.m.
- Maker Space: November 8 and 15, 1–4 p.m.
- Community Choir: Every Sunday, 4:30–5:30 p.m.
- Community Survey Event: November 7, 9 a.m.–4 p.m.
- Brinnon Cookie Exchange: November 8 at noon.
- Foot Care: November 3, 9:30 a.m.–2 p.m.
- SHIBA assistance: November 12 and 19, 10 a.m.–1 p.m.
- Community Dinner: November 27, 5–7 p.m.
- Community Preparedness presentation: November 27, 6–7:30 p.m.; topic and presenter still need confirmation.

6. Committee Discussion Items / Ongoing Topics

Carry-forward topics from the September meeting:

- Meeting frequency: Revisit moving from monthly to quarterly meetings. October was skipped; a quarterly schedule was not finalized.

- Volunteer coverage: Continue recruiting, especially for Saturdays, and review staffing needed for Game Night.
- Maker Space and 3D printer: Follow up on the possible donation, identify an equipment steward, and determine training and maintenance needs.
- Emergency preparedness: Continue coordinating monthly topics, presenters, dates, and publicity.
- Resource fair or pop-up: Jeremy and Robin to explore dates and partner participation, including Peninsula College.
- Summer 2027 meals: Explore partnering with a youth summer meal program and improving Soup & Social outreach.
- AARP OATS classes: Report on staff training and plans to launch digital-literacy workshops.
- Community Choir and December concert planning also remain relevant from the September agenda, including outreach, scholarships, sponsorships, and confirming a concert date.

7. New Ideas / New Topics

• Building maintenance and winter readiness: Heating, winter access, emergency supplies, and potential closures.

• Volunteer appreciation and retention: Recognize current volunteers and discuss ways to encourage continued participation.

• Community center usage: Review attendance, program participation, and which activities need additional support.

• 2027 program planning: Identify three priorities for the next year, including potential partnerships and funding needs.

• Community outreach: Discuss how to reach residents who do not use Facebook or regularly visit the center.

• Emergency use of the building: Clarify OlyCAP's expectations regarding use of the center during severe weather or community emergencies.

• Community Resource and Health Access: Explore partnerships for health insurance assistance, caregiver support, and rural healthcare information.

• Accessibility and Inclusion: Review physical and digital accessibility of community center services.

• Community Garden: Revisit the garden proposal and possible partnerships for supplies, volunteers, and educational programs.

• Rural Transportation Needs: Discuss transportation barriers affecting seniors and residents accessing healthcare and services.

• 2027 Community Partnerships: Identify opportunities to expand services through OlyCAP and other Community Action partners.

8. Recommendations or Follow-Up Items for OlyCAP

- Review follow-up needs, assign responsible people, and identify any recommendations or requests for information to send to OlyCAP.
- Volunteer support: Request help recruiting and training volunteers, especially for Saturday coverage and evening activities.
- Meeting schedule: Submit the committee's recommendation on monthly or quarterly meetings and clarify whether the December 3 meeting will proceed.
- 3D printer donation: Confirm OlyCAP's requirements for accepting the equipment, assigning a steward, and providing training and supplies.
- Digital-literacy classes: Confirm AARP OATS training progress, workshop dates, locations, and publicity.
- Upcoming programs: Confirm preparedness presenters and December choir concert plans, including any support needed.
- Calendar corrections: Verify Thanksgiving hours, Sunday availability, and the November 27 dinner/presentation timing.
- New proposals: Refer to any committee-supported winter, holiday, or teen-program ideas to OlyCAP for review.

9. Next Meeting / Upcoming Dates

- Confirm next meeting date (proposed: December 3, 2026, at 4:30 p.m.)

Thank participants

- End meeting at approximately 5:30 p.m.