



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

OlyCAP Community Center Advisory Committee

Standard Meeting Minutes

Center: Brinnon Community Center

Date: September 3, 2026

Time: Approximately 4:30 PM – 5:30 PM

Location: 306144 Hwy 101 Brinnon, WA 98320

1. Call to Order

The meeting was called to order at approximately 4:30 PM by Jeremy Simmons, Community Center Manager.

2. Attendance

Committee Participants Present: Jacob Remberg, Susan Stoll, Alicia Simmons, Tom Beckman

Committee Participants Absent: None identified in the transcript.

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

Guests / Community Members Present: None.

3. Public Comment Summary

No public comment was received.

4. Agenda Review

The agenda was reviewed. No changes were made. The committee briefly noted that meeting frequency, including a possible move to quarterly meetings, could be discussed later.

5. Review of Prior Meeting Minutes

The prior meeting minutes were reviewed. A motion was made and seconded to accept the minutes. The motion passed unanimously.

6. Center Manager Report

The Community Center Manager provided updates on current operations, programming, volunteer coverage, rentals, and upcoming events.

Program and Activity Updates

- Summer Soup Social averaged approximately 40–50 participants per week. Feedback on the soup was positive. The committee discussed possible improvements for next summer, including stronger outreach and possible coordination with a summer meal program.
- Senior Monday meals are resuming after the holiday. Soup support will continue for other programming as available.
- Brinnon Community Choir has launched, with sign-ups and flyers distributed. The first session is scheduled for Sunday, September 20, from 4:30–5:45 PM.
- Monthly emergency-preparedness presentations are being coordinated with county emergency management following the community dinner. September's presentation will focus on "Preparedness in 12 Easy Steps," beginning around 6:00–6:15 PM.
- Makerspace is being promoted as an open creative space rather than a club. A possible 3D-printer donation and the need for a responsible equipment steward were discussed.
- OlyCAP has signed a license agreement to become an AARP OATS learning center. Staff training is planned during October and November, with digital-literacy classes expected to begin later in the year.

Facility / Operations Updates

- Volunteer coverage improved with Jerry Curry joining to help cover Mondays and Fridays. Tom Hempel, Esther, and Alicia Simmons were also identified as September volunteers. Saturday coverage remains limited.
- The volunteer calendar identifies manager hours, volunteer-covered hours, and closure periods when no volunteer is available.
- Rentals and community use remain active, including HOA meetings, Chamber of Commerce use, South County Task Force activities, WISE family-support services, and EDC small-business assistance.
- Foot Care is scheduled to restart September 8, with the new provider available approximately 9:30 AM–2:00 PM for appointments and possible drop-ins.

Upcoming Events / Announcements

- September 13: Senior organization community concert, with additional Makerspace and journaling activities occurring that day.
- September 20: First Brinnon Community Choir session, 4:30–5:45 PM.
- Late September: Emergency-preparedness presentation after the community dinner.

- No Family Game Nights are planned in September because of scheduling conflicts.
- October: Quilcene Community Center Halloween event, Brinnon Trunk-or-Treat activities, and Brinnon School fall/open-house activities were discussed.
- Brinnon Community Center will serve as a diaper-drive drop-box location.
- Robin Pangborn reported that LIHEAP startup was expected around October 16 rather than October 1 due to OlyCAP office moves.

7. Discussion Items

Item 1: Meeting Frequency

Summary: The committee discussed the difficulty of maintaining monthly attendance, particularly during summer, and considered moving toward quarterly meetings. The group agreed to skip October, meet in November, and revisit the quarterly schedule at that time.

Item 2: Makerspace and 3D Printer

Summary: Members discussed growing interest in Makerspace activities and a possible donated 3D printer. The group noted that the equipment would need a designated person to oversee its use and care, with possible instruction or mini-classes.

Item 3: Community Resource Outreach

Summary: Robin Pangborn suggested identifying future dates for a resource fair or resource co-op, including possible participation by Peninsula College. The group also discussed outreach opportunities connected with school events and community activities.

8. Follow-Up Items / Next Steps

- Jeremy Simmons will continue recruiting volunteers, especially for uncovered Saturdays.
- Explore summer 2027 partnership opportunities with the youth summer meal program and related activities.
- Continue coordinating the monthly emergency-preparedness presentation schedule and publicity.
- Follow up on stewardship and training needs before accepting or deploying a donated 3D printer.
- Confirm Bookmobile plans for September 19.
- Jeremy Simmons and Robin Pangborn will discuss possible dates for a future resource fair/pop-up event.

- Revisit moving the advisory committee to a quarterly meeting schedule at the November meeting.

9. Next Meeting

Date: November 5, 2026

Time: 4:30pm

Location: Brinnon Community Center / Hybrid via Microsoft Teams, if applicable

10. Adjournment

The meeting adjourned at approximately 5:37 PM.

Prepared by: Jeremy Simmons, Community Center Manager

Date Prepared: September 9, 2026