



**OlyCAP**

**OLYCAP COMMUNITY CENTER ADVISORY COMMITTEE**  
**Brinnon Community Center Advisory Committee**  
**Meeting Notes**

**Date:** May 7, 2026

**Time:** 4:00pm – 5:00pm

**Location:** 306144 Hwy 101 Brinnon WA, 98320 / Hybrid via Microsoft Teams:

<https://teams.microsoft.com/meet/218031225092165?p=Z0cvAUnYwi952xdiT6>

**1. Attendance**

**Committee Members Present:** **Committee Members Absent:** Jacob Rember, Eli Simmons, Tom Backman, Alicia Simmons, Suzanne Stoll,

**OlyCAP Staff Present:** Jeremy Simmons/Community Center Manager, Robin Pangborn/Outreach and Partnerships Coordinator.

**Guests / Community Members Present:** Hunter Simmons, Lisa Montgomery, Christina Malony

**2. Community Input / Public Comment Summary**

Summarize comments factually and neutrally. None currently

**3. Agenda Review**

- Agenda reviewed and approved
- Any additions / changes noted

**4. Previous Meeting Notes Review**

- Previous meeting notes reviewed
- Corrections noted (if any)

**5.Center Updates**

- **Programs & Activities:**  
The center continues to host regular community activities, including sewing and hobby gatherings, with steady participation and positive feedback.
- **Facility Updates:**  
General maintenance has been completed to keep the center safe, clean, and welcoming for all visitors.

- **Community Engagement:**  
Ongoing efforts are focused on increasing local involvement, with more residents attending events and showing interest in new programming.
- **Upcoming Plans:**  
Additional workshops and community events are being planned to expand offerings and encourage greater participation.
- **Needs & Opportunities:**  
Volunteers and donations remain important to support activities and improve resources for future events.

## 5. Discussion Items

- **Community Center updates & activities:** Overview of upcoming events, ongoing programs, and new initiatives; committee input on logistics and volunteer needs.
- **Upcoming events overview:** Reviewed near-term calendar (game night, dinners, craft fair, Monday soups through June, appreciation dinner, AA, plant sale, Memorial Day service) and confirmed closures during plant sale and Memorial Day observance.
- **Volunteer recruitment & weekend hours:** Discussed expanding weekend hours; noted additional volunteers are needed for Saturday/Sunday coverage and recruiting is underway (senior org, halfway house, etc.).
- **Event advertising & signage (yard signs):** Considered yard signs for visibility; clarified state highway placement restrictions and compliant location options.
- **Facility use—commercial kitchen rentals:** Increased interest from small businesses; reviewed rental pricing and refundable deposit; noted current and potential users.
- **Calendar access (online/print):** Confirmed where the calendar is posted (Olycap.org) and how to share by email; addressed Facebook readability concerns.
- **Advisory Board nominations & roles:** Reviewed board expectations and nominations; nominees introduced themselves and the communities/demographics they represent.
- **Board structure & responsibilities:** Reconfirmed board size (6–8) and purpose (community feedback, identify needs, program discussion, recommendations to OLYCAP) and emphasized feedback vs. decision-making.
- **Meeting scheduling:** Discussed alternate meeting times to better fit member schedules and family obligations; agreed to consider adjustments.
- **Movie night planning (June 5):** Reviewed licensing, equipment needs, and promotion approach once licensed; discussed setup (screen/projector, bring-your-own seating).
- **Donations & supplies for movie night:** Confirmed secured donations and identified remaining needs (serving supplies and popcorn ingredients).
- **Movie selection:** Considered family-friendly options based on youth feedback; group leaned toward “Raya and the Last Dragon.”

- **Licensing & funding for movie night:** Reviewed licensing costs and funding plan; VFW auxiliary covering most with additional donations supporting the balance.
- **Summer programs (YMCA collaboration):** Discussed summer youth program concept with YMCA/school, referencing prior models; reviewed age range, duration, and coordination needs.
- **Weekday lunch/soup program launch:** Announced OLYCAP weekday lunch soup rollout (Tue–Fri initially, expanding after Monday soups end), open by donation.
- **Food assistance & outreach (summer food boxes):** Highlighted availability with no income restrictions; emphasized need for broader awareness and outreach.
- **Scheduling around other summer events:** Coordinated to avoid conflicts with VBS (June 22–26) and Wilderness Northwest (July 13–17).
- **Resource Co-op event (May 20):** Reviewed Resource Co-op at the food bank (10am–1pm) featuring OLYCAP/YMCA/Peninsula College resources, including housing appointment scheduling.
- **Flyer distribution coordination:** Set workflow to send digital flyer to parents via school (Robin → Jeremy → Alicia).
- **Scholarships for graduating students:** Raised question; Robin to investigate and Jeremy to connect with the school scholarship advisor contact.
- **Facility signage for visitor hours:** Address confusion from always-displayed “Information Center Open” sign; add laminated hours sign at the south parking lot entrance.

## **6. Recommendations / Follow-Up Items for OlyCAP**

- Standardized facility signage and wayfinding
- Yard sign compliance plan + approved placement partners
- Formal commercial kitchen rental workflow
- Movie night licensing + operations checklist
- Summer youth program coordination with YMCA/school (avoid conflicts)
- Outreach for summer food boxes + weekday lunch program
- Resource Co-op support + outcome tracking

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## **7. Next Meeting Dates**

- June 4<sup>th</sup>, 2026
- 4:30pm-5:30pm

**Meeting concluded at 5:00pm.**

**Prepared by:** Jeremy Simmons/ Community Center Manager

**Date Prepared:** [Date5/12/2026]

