OlyCAP

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2120 W. Sims Way
Port Townsend, WA 98368

OlyCAP Community Center Advisory Committee

Standard Meeting Minutes

Center: Brinnon Community Center

Date: November 5, 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 Rember, Susan Stoll, Alicia Simmons, Tom Beckman, Seth Simmons, Gideon Simmons

Committee Participants Absent:

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

Guests / Community Members Present: Andrew Schwartz, Shelie Yarnel, Mark Rose, Burt

3. Public Comment Summary

Andrew Schwartz outlined plans for the holiday “Sparkle” decorating partnership among the Chamber, Emerald Towns Alliance, and OlyCAP. Decorating at Brinnon was planned for December 6; volunteer assistance was requested. Potential activities included refreshments, wreath-making and a Sasquatch Santa appearance. Times and details remained pending.

4. Agenda Review

The agenda was reviewed. The Brinnon Cookie Exchange date was corrected from November 8 to November 15. A motion and second were recorded; the agenda was approved by voice vote.

5. Review of Prior Meeting Minutes

The September 3, 2026 meeting notes were reviewed. A motion and second were recorded, followed by approval by voice vote without stated corrections. The transcript identifies Tom as a seconder but does not clearly identify the mover.

6. Center Manager Report

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

Program and Activity Updates

- Family Game Nights: November 6 and 20, 5–8 p.m.; Maker Space: November 8 and 15, 1–4 p.m.; Community Choir: Sundays.
- Cookie Exchange: corrected to November 15. Foot Care was held November 3. SHIBA assistance was scheduled November 12 and 19, 10 a.m.–1 p.m.
- Community Dinner was moved from November 27 to December 4. Emergency preparedness presentations were on pause for November and December.
- The senior organization resumed Monday Soup & Social, 11 a.m.–1 p.m. The Resource Co-op's next Brinnon pop-up is expected after the new year; dates were not confirmed.
- AARP OATS: staff training was largely completed, with one qualifying presentation remaining. Two presentations are planned before the end of 2026; dates and times are to be determined. Classes are intended to be accessible to interested people of all ages

Facility / Operations Updates

- Two new volunteers were recruited for weekend coverage. The center expects Saturday and Sunday opening from 10 a.m.–2 p.m., subject to volunteer availability.
- Program attendance tracking remains inconsistent for some users and events. The manager discussed improving sign-in records, renter reporting, visitor counts, and phone-service tracking to support county reporting.

Upcoming Events / Announcements

December 4: Community Dinner; December 6: Brinnon holiday decorating/Sparkle event, with exact schedule pending.

- Community choir may participate in a holiday sing-along or local holiday market; arrangements were not finalized.

7. Discussion Items

Item: Emergency preparedness and winter readiness

Summary: Members discussed restarting preparedness talks in January, potentially on a Sunday midday to reduce nighttime winter driving. Family-friendly preparedness crafts and

refreshments were suggested. Winter access, heating, emergency supplies and closures were also raised.

Item: Volunteer recognition

Summary: A volunteer appreciation luncheon was proposed for January 24, 2027. A participant offered to help co-lead planning; the transcript does not clearly identify that person.

Item: Youth activities and Magic: The Gathering

Summary: Attendance at the center's Monday Magic program has declined. The manager discussed supporting an existing after-school program with donated Magic Kids cards and possibly bringing activities to the center during summer.

Item: 2027 priorities and facility improvements

Summary: Potential priorities included expanding OATS digital-literacy instruction and pursuing equipment funding, sustaining preparedness programming, developing Maker Space/3D-printer support, and organizing volunteer painting days. A local-art or mural program was suggested. The manager stated that no relocation or replacement of the building is currently planned.

Item: Movie night

Summary: A future family movie night during a school break was proposed. Planning would require advance approval, licensing and fundraising; an approximate prior cost of $700 was discussed, not adopted as a budget.

Item: Rural transportation and community garden

Summary: Members discussed asking Jefferson Transit to consider a stop at the community center, noting the need to assess a suitable location and state-highway considerations. The community garden remained a potential 2027 topic.

Item: Community needs assessment

Summary: Mark Rose asked about surveying residents. Robin Pangborn described plans for a community needs assessment in 2027 and opportunities to collect local input.

8. Follow-Up Items / Next Steps

- Jeremy / Chamber partners: coordinate volunteer recruitment and public details for the December 6 decorating event.
- Jeremy: update calendars and publicity for the November 15 Cookie Exchange and December 4 Community Dinner; verify remaining event details.

- Jeremy / OlyCAP: complete OATS presenter qualification, schedule and publicize two presentations before year-end, and continue exploring digital-equipment funding.
- Jeremy / volunteers: improve event attendance and facility-use reporting.
- Committee / staff: explore January preparedness presentation timing and possible family activities.
- Committee / staff: develop volunteer appreciation luncheon plans for January 24, subject to confirmation.
- Jeremy / partners: explore 2027 movie-night licensing, funding, youth activities, building refresh, and transportation-stop outreach.
- Robin / OlyCAP: share future Brinnon Resource Co-op pop-up dates and community-needs-assessment opportunities when available.

9. Next Meeting

Date: December 3, 2026

Time: 4:30pm

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

10. Adjournment

The meeting adjourned at approximately 5:40 PM.

Prepared by: Jeremy Simmons, Community Center Manager

Date Prepared: November 6, 2026