



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

OlyCAP Community Center Advisory Committee minutes Meeting Minutes

Date: July 14, 2026

Time: 9:37 AM – 11:00 AM

Location: Quilcene Community Center and Microsoft Teams

1. Call to Order

Chair Richard Fitzgerald called the meeting to order at 9:37 AM. Prior to beginning the meeting, a brief microphone check was completed to ensure that virtual participants could hear the proceedings clearly.

2. Welcome and Introductions

Richard Fitzgerald welcomed everyone attending both in person and virtually and thanked members for their continued commitment to supporting the Quilcene Community Center.

Attendees

Richard Fitzgerald – Chair

Linda Herzog

Blaine Lewis

Ann Ricker

Leslie Bunton

Shelly (attending virtually via Microsoft Teams)

Additional community members may have been present but were not identifiable in the transcript.

3. Public Meeting Statement

Richard reminded attendees that Advisory Committee meetings are open to the public and may be attended in person or remotely through Microsoft Teams. He reviewed

OlyCAP's commitment to transparency and community engagement, explaining that the Advisory Committee serves as a community-centered forum for feedback regarding Community Center programming, facility use, and local needs. He also reminded attendees that the committee serves in an advisory capacity only and does not take formal action.

Old Business

Funding Outreach

Richard provided an update on ongoing funding outreach efforts. He shared that communication with potential funding partners continues and that requests will remain active until definitive responses are received. The committee agreed that this item should remain on future agendas until funding opportunities have either been approved or formally declined.

Members discussed the importance of maintaining regular communication with funding organizations and continuing to pursue opportunities that support Community Center programming and long-term sustainability.

Paperwork and Documentation

Richard informed the committee that several documents requiring committee review and signatures were completed during the meeting. Members reviewed the paperwork, discussed its purpose, and signed the necessary forms before they would be submitted as part of ongoing Community Center business.

The committee emphasized the importance of maintaining accurate documentation, ensuring transparency, and completing required paperwork promptly to support future funding opportunities and Community Center initiatives.

New Business

Facility Heating and Ventilation

The committee discussed ways to improve comfort inside the Community Center during periods of higher occupancy and warmer weather.

Richard explained several methods currently used to regulate temperatures within the building, including:

Closing hallway doors to better retain conditioned air.

Operating circulation fans throughout the facility.

Utilizing the kitchen exhaust system to remove accumulated heat.

Operating the front-room ventilation system during larger gatherings.

Continuing routine maintenance of the HVAC equipment.

Members discussed these practices and agreed they have been effective during community events and should continue to be used throughout the summer months.

Reader Board

Richard led a discussion regarding the Community Center reader board and its importance as a communication tool for the community.

Discussion included:

Keeping the reader board updated with current Community Center events.

Advertising upcoming meetings and community programs.

Promoting special events and activities hosted at the Community Center.

Increasing public awareness of available resources and services.

Using the reader board as an additional outreach tool to encourage greater community participation.

Committee members agreed that maintaining current and timely information on the reader board would strengthen communication with residents and visitors while helping increase attendance at Community Center programs.

Volunteer Recruitment

Richard provided an update regarding volunteer recruitment efforts.

Jeremy and Ronnie continue coordinating volunteer opportunities, and several volunteer applications are currently being processed. Richard expressed optimism that additional volunteers will soon begin assisting with Community Center operations and future events.

Committee members discussed the importance of continuing volunteer recruitment to support expanding programs and increasing community involvement.

Custodial Services Update

Richard reported that a new custodial arrangement has been approved for the Community Center.

He explained that Jeremy will serve as the custodian's direct supervisor, ensuring transparency and eliminating any appearance of nepotism. Richard described the accountability measures that will accompany the position, including the creation of laminated daily, weekly, and monthly cleaning checklists. Completed work will be documented and available for review to ensure consistency and accountability.

Committee members appreciated the transparent approach and agreed that the procedures provide clear expectations while ensuring the Community Center remains clean and well maintained.

Future Staffing

Richard explained that the new custodian will initially work limited hours while gaining experience and securing reliable transportation.

Future plans include:

Additional work hours shared between the Quilcene and Tri-Area Community Centers.

**Assisting with Community Center event setup.
Supporting weekend programming and special events.
Providing additional assistance as Community Center activities continue to expand.**

Members supported the plan and recognized the value of developing local staffing while expanding Community Center services.

Future Programming

Richard discussed opportunities for future programming, including expanded community breakfasts, increased volunteer participation, additional public activities, and continued development of community partnerships. Committee members expressed enthusiasm for continuing to expand services as staffing and volunteer capacity increase.

Next Meeting

The next Advisory Committee meeting will be held on:

Tuesday, August 18, 2026

Richard explained that the date was selected because he will be unavailable during the first two weeks of August.

Closing Remarks

Richard thanked everyone for their continued dedication, thoughtful participation, and willingness to collaborate in supporting the Quilcene Community Center.

He reminded members that the Advisory Committee exists to encourage discussion, transparency, and community engagement while providing recommendations to OlyCAP. Members were encouraged to submit agenda items prior to the next meeting so they can be included in future discussions.

Richard expressed appreciation for everyone's commitment to ensuring the Community Center remains a welcoming, accessible, and vibrant resource for the Quilcene community.

Adjournment

There being no further business, Richard thanked everyone for their participation and adjourned the meeting at 11:00 AM.

Respectfully Submitted,

**Richard Fitzgerald
Chair, Quilcene Community Center Advisory Committee
Community Center Manager, OlyCAP**