



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

OlyCAP Community Center Advisory Committee minutes Meeting Minutes

Date: June 9, 2026

Time: 10:00 AM – 11:30 AM

Location: Quilcene Community Center / Microsoft Teams

Chair: Richard Fitzgerald

Recorder: Richard Fitzgerald (Meeting recorded and transcribed)

Members Present

Richard Fitzgerald

Kirsten Fitzgerald

Leslie Bunton

Anne Ricker

Linda Herzog

Members Absent

Blaine (unable to attend due to technical difficulties)

Public Attendance

No members of the public were present at the start of the meeting. Public comment was held open should attendees join later.

1. Call to Order

Chair Richard Fitzgerald called the meeting to order and welcomed attendees.

Meeting procedures, public access information, and transparency expectations were reviewed.

2. Approval of Previous Minutes

The committee reviewed the previous meeting minutes. Due to technical difficulties, copies were not immediately available; however, members indicated no concerns or corrections.

Consensus: Previous meeting minutes accepted as presented.

3. Looking Forward / Community Center Developments

Recyclery Building Transition

The building behind the Community Center has been emptied.

Several rooms will be repurposed as storage areas.

Additional space will allow better organization of equipment, signage, and supplies.

Lions Club materials and other stored items will be relocated to improve functionality of the facility.

Facility Improvements

Office spaces are being reorganized.

New storage and workspace arrangements are expected to improve efficiency.

Furniture, desks, and office equipment are being evaluated for replacement or upgrades through OlyCAP resources.

Future Programming

Committee discussed upcoming programs and activities, including:

Additional game nights

Magic: The Gathering card nights

Expanded community programming opportunities

Continued growth of social and recreational activities at the center.

4. Community Center Updates

New Office Configuration

Richard provided an update on office restructuring:

Manager's office will move into the larger office space.

Current office space may become a dedicated quiet room.

A separate office will be established for LIHEAP and housing services staff.

Community members will be able to complete interviews and receive assistance locally instead of traveling to Port Townsend.

OlyCAP Operations

Updates included:

Reorganization of storage and office space throughout OlyCAP facilities.

A new director has been hired for the Tri-Area Community Center.

Continued efforts to streamline operations and improve service delivery.

5. Soup and Social Program Update

Richard reported that the Soup and Social program continues to grow.

Program Highlights

Average attendance is approximately 12 participants per session.

Community feedback has been positive.

Cards and games were added after participant suggestions.

Donations have begun to offset program costs.

OlyCAP grant funding continues to support food purchases and supplies.

Discussion

Committee members expressed support for the program and appreciated its role in building community connections.

6. Janitorial Support Position

Richard updated the committee regarding the possibility of hiring a part-time janitorial employee.

Discussion Points

Candidate has already volunteered extensively at the center.

Employment eligibility is being reviewed due to family relationship disclosure requirements.

Advisory Committee members generally agreed that the family relationship should not prevent employment if hiring procedures are followed appropriately.

Position would assist with:

Event cleanup

General maintenance

Facility upkeep

Special projects and facility transitions.

7. Discussion Item – Community Reader Board / Electronic Sign

The committee reviewed a draft proposal seeking county support for an electronic community reader board.

Key Benefits Identified

Public safety announcements

Scheduled road and bridge closures

Emergency information

Burn bans

Community events

County program announcements

Tourism promotion

Community Center programming updates.

Committee Discussion

Members discussed:

Emphasizing countywide benefits rather than only Community Center benefits.

Using the sign as a communications tool for Jefferson County agencies.

Potential future funding sources, including LTAC grants if direct county funding is not available.

Estimated project cost of approximately \$7,000–\$10,000.

Direction Given

Committee supported continuing development of the proposal and refining language to emphasize countywide impact and public benefit.

8. Limited Use Agreement and Rental Fee Updates

Richard presented OlyCAP's updated rental fee structure.

Changes Discussed

Public Service Use

Meeting Room: remains \$10/hour

Front Room: increased from \$10/hour to \$12/hour

Private Use

Increased to \$15/hour

For-Profit Use

Increased to \$25/hour

Full Facility Rental

Increased from \$100 to \$150 for a four-hour block.

Discussion

Committee members discussed:

Definitions of public service, private use, nonprofit use, and for-profit activities.

Concerns regarding interpretation and consistency.

Removal of previous no-cost nonprofit use provisions.

Need for clear communication regarding rental classifications.

Action Item

Richard will continue discussions with OlyCAP regarding clarification of rental categories and implementation procedures.

9. Future Agenda Items

Committee members requested discussion of the following topics at future meetings:

Future community events

Karaoke and cookout programs

Paint-and-sip events

Additional social activities

Aging Mastery Program updates

Continued community engagement opportunities.

10. Announcements

Richard reported discussions with health program leadership regarding restarting the Aging Mastery Program.

Quilcene previously had one of the strongest participation rates in the program. Additional information is expected as planning progresses.

11. Adjournment

The meeting was adjourned at 11:30 AM.

Next Meeting

Date: July 14, 2026

Time: 10:00 AM

Location: Quilcene Community Center / Microsoft Teams

Respectfully Submitted,

Richard Fitzgerald

Community Center Manager