



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

OlyCAP Community Center Advisory Committee minutes

Date: May 12, 2026

Time: 9:37 AM – Approximately 11:30 AM

Location: Quilcene Community Center

Recorded By: Richard Fitzgerald

Public Access Information: This meeting is open to the public. Community members may attend in person or via Microsoft Teams.

Community Input and Transparency Note: OlyCAP uses Community Center Advisory Committees to create a transparent, community-centered forum for feedback about community center programming, use, and local needs. These committees are advisory only.

Attendance

Richard Fitzgerald

Ann Ricker

Leslie Bunton

Linda Herzog

Additional community members present intermittently during the meeting

Kirsten Fitzgerald absent due to illness

1. Call to Order

Richard Fitzgerald called the meeting to order at 9:37 AM.

The meeting was recorded and transcribed to assist with accurate recordkeeping and future minute preparation.

The committee reaffirmed that the advisory meetings are open to the public and intended to provide a transparent, community-centered forum.

2. Public Comment

No formal public comments were made during the initial public comment period. Committee members agreed additional public comment opportunities could be provided later in the meeting if needed.

3. Approval of Agenda

The proposed agenda was reviewed and approved by consensus.

4. Review and Approval of Previous Meeting Minutes

The committee reviewed and approved the previous meeting minutes.

Discussion included wage inconsistencies across centers, minute formatting improvements, and public posting of meeting information online.

5. Advisory Committee Structure and Procedures

The committee discussed whether formal parliamentary procedures such as Robert's Rules of Order are necessary for an advisory committee.

Members agreed structure is useful, but excessive formality may discourage open discussion.

6. Limited Use Agreement and Rental Policy Discussion

A major discussion focused on the proposed transition from rental agreements to a standardized Limited Use Agreement across all community centers.

Concerns included increased rental pricing, community accessibility, and maintaining the building as a true community center rather than solely a rental hall.

7. Low-Income Discount Proposal

The committee discussed a proposed 50% low-income discount program requiring proof of eligibility such as SNAP or SSI participation.

Members raised concerns regarding possible misuse and administrative oversight.

8. Free Community Use Clarification

The committee emphasized the need to clearly define free public use versus private paid rental use.

Open-access public activities during operational hours were generally viewed as community use.

9. Community Food Program Updates

The committee discussed the launch of a new OlyCAP soup program planned for Mondays and Fridays.

Members recommended beginning cautiously and evaluating participation before expanding services.

10. Pancake Breakfast Program Review

Attendance and donation variability were discussed.

The committee supported continued community breakfast programming and future reporting of attendance and costs.

11. Food Bank Relocation and Building Reorganization

The food bank relocation will create opportunities for expanded office space, storage, counseling rooms, and additional programming.

12. LIHEAP and Community Service Expansion

Potential expansion of local assistance services through OlyCAP was discussed, including onsite support offices.

13. Staffing and Operational Support

The committee discussed future staffing needs and the possibility of additional operational support positions.

14. Follow-Up Items

Prepare consolidated feedback regarding the draft Limited Use Agreement.

Develop clarification language for free versus paid use.

Track participation in new food programs.

Continue evaluating space utilization and staffing needs.

15. Adjournment

The meeting concluded following additional operational planning discussion.

**Respectfully submitted,
Richard Fitzgerald
Quilcene Community Center Advisory Committee**