



QUILCENE COMMUNITY CENTER ADVISORY COMMITTEE

MEETING MINUTES

Date: August 25, 2026

Time: 9:35 a.m.

Location: Quilcene Community Center – Back Room

Meeting Format: In Person with Microsoft Teams option

1. Call to Order

Richard Fitzgerald called the meeting to order at 9:35 a.m.

Richard welcomed everyone and noted that the meeting was open to the public. Community members were able to attend either in person or through Microsoft Teams.

2. Attendance

Present:

Richard Fitzgerald

Blane Lewis

Anne Ricker

Linda Herzog

Leslie Bunton

At the time attendance was taken, no participants were present through Microsoft Teams. It was noted that any online participants joining later would be recognized.

3. Community Input and Transparency

Richard reviewed the purpose of the Community Center Advisory Committee and the meeting's commitment to public participation and transparency.

It was explained that OlyCAP uses Community Center Advisory Committees to provide a transparent, community-centered forum for feedback regarding Community Center programs, uses, services, and local community needs.

The committee was reminded that it serves in an advisory capacity only.

4. Public Comment

The meeting was opened for public comment.

No formal public comments were presented at this time.

5. Community Center Manager Update

Richard provided an update following his return after approximately two weeks away.

He reported that he had returned to the Community Center and had moved into the new office space. The new office arrangement has been working well and provides better visibility and oversight of activities occurring throughout the building.

Richard explained that the office location allows him to monitor multiple areas of the Community Center while still having a private space to meet with individuals when necessary. This has been especially helpful during activities such as game nights and when assisting community members with computer-related needs.

The committee discussed the amount of space available in the new office and its ability to accommodate more than two people when necessary.

6. Assistance Services and LIHEAP

Richard discussed plans to increase access to assistance programs at the Community Center.

An assistance staff member is expected to begin coming to the Community Center on a rotating basis, potentially approximately every two weeks. The services are expected to include LIHEAP and other assistance programs, rather than being limited strictly to energy assistance.

Having an assistance worker physically available at the Community Center will allow community members to receive help with:

- Program interviews and intake

- Assistance applications

- Required documentation

- Scanning paperwork and supporting documents

- Organizing documents needed for applications

- Other available assistance programs

The goal is to make the process easier for residents by allowing more of the application and intake process to be completed directly at the Community Center.

Similar services are expected to rotate through the area, including service availability in Brinnon and Tri area.

7. Office and Shared Workspace

The committee discussed additional uses for the office space.

Richard explained that the space may eventually be made available as a shared or temporary office space when it is not otherwise being used for Community Center services.

For example, an organization or individual needing temporary office space could potentially reserve the office for a specific day or period of time.

The room currently has desk space and internet access can be provided. Additional improvements are planned, including:

- Cleaning and organizing the room

- Minor painting and cosmetic improvements

Setting up approximately two work areas/desks

Ensuring internet availability

Maintaining space that can be used for private or quiet meetings

The Community Center will continue to maintain options for individuals or organizations needing a quiet and appropriate place to conduct meetings or provide services.

8. Food Program Update

Richard reported that the Community Center's food program continues to go well.

Participation has been strong, and a significant number of community members have been utilizing the program.

The committee discussed the continued demand for the program and the positive level of community participation.

9. General Manager Update

Richard stated that he was pleased to be back at the Community Center and able to return his focus to regular Community Center operations and programs.

A brief discussion occurred regarding matters that had previously required his attention. Richard reported that those matters had been resolved.

No committee action was requested or taken regarding this discussion.

10. Additions to the Agenda

Richard asked committee members whether there were any additional items they wished to add to the agenda.

No additional agenda items were identified.

11. Approval of Agenda

The committee reviewed the agenda as presented.

The agenda was approved as presented.

12. Review of Previous Meeting Minutes

Copies of the previous meeting minutes were provided and reviewed.

Richard summarized several subjects discussed during the previous meeting, including:

Public comments received at the previous meeting

Appreciation regarding calendars and information being made available

Funding and community outreach

Continued review of Community Center paperwork

Custodial planning and preparation

Continued work regarding the reader board/sign in front of the Community Center

Communication with Jefferson County regarding potential assistance and funding for the sign

The committee noted that funding and outreach efforts will continue to be discussed and evaluated as the Community Center moves forward.

13. Reader Board / Community Center Sign

The committee had further discussion regarding the sign/reader board located in front of the Quilcene Community Center and the ongoing effort to improve or replace the existing signage.

The sign project has been an ongoing priority because of the importance of having a visible and effective way to communicate Community Center programs, meetings, events, emergency information, and other community announcements to residents traveling through Quilcene.

Previous planning for the reader board project identified approximately \$20,000 in available or identified funding, with an estimated additional \$10,000 still needed to complete the project.

A significant concern discussed by the committee is the December 1, 2026 deadline associated with a portion of the funding already identified for the reader board project. Some of the available funding is time-sensitive and will no longer be available after December 1 if it is not used or committed to the project within the required timeframe.

Because of this deadline, the committee emphasized that there is a limited window to secure the remaining funding and move the reader board project forward. Losing any of the funding that has already been identified could increase the amount that would need to be raised later and could further delay completion of the project.

The committee discussed the need to continue looking at multiple funding possibilities rather than relying on a single source. This has included grant opportunities, community fundraising, and potential assistance through Jefferson County.

A significant part of the discussion involved continuing communication with the County regarding the project and determining what funding or support may be available to help close the remaining funding gap before the December 1 deadline.

The committee also discussed the paperwork and correspondence being prepared in connection with the project, including communication intended for the Jefferson County Commissioners. The purpose is to clearly communicate the Community Center's need for the sign, the community benefit of the project, the funding that has already been identified, the amount that remains necessary, and the urgency created by the December 1 funding deadline.

The committee emphasized that the reader board would benefit more than the Community Center itself. Because the Center serves as a location for programs, public meetings, assistance services, food programs, community events, and other activities, improved signage would provide another way to keep the broader Quilcene community informed.

The committee agreed that work on the project should continue, including:

Following up with Jefferson County regarding potential funding or assistance

Continuing communication with the Jefferson County Commissioners

Clearly communicating the December 1, 2026 funding deadline

Completing and submitting necessary paperwork or correspondence as soon as possible

Identifying additional grant opportunities

Exploring community fundraising opportunities

Continuing to determine the final cost and remaining funding requirements

Working to secure the remaining funding before existing funds expire

Keeping the reader board/sign project as an active and time-sensitive Community Center priority

The committee will continue to review the project's progress, any response or funding information received from Jefferson County, and the steps necessary to prevent the loss of currently available reader-board funding.

14. Custodian and Facility Planning

The committee discussed preparation for the Community Center's custodian, who was expected to begin work on the first of the month.

Richard discussed the importance of having clearly defined responsibilities and expectations for the position.

A task list is being developed to identify duties that should be completed on a:

Daily basis

Weekly basis

Monthly basis

The purpose of the list is to provide clear expectations, improve consistency in facility maintenance, and ensure that necessary Community Center cleaning and maintenance responsibilities are regularly completed.

15. Continuing Business

The committee will continue monitoring and discussing:

Community Center programs and services

Reader board/sign funding and development

December 1, 2026 reader-board funding deadline

Follow-up with Jefferson County regarding the sign

Communication with the Jefferson County Commissioners

Funding and grant opportunities

Community outreach

Assistance and LIHEAP services

Food program participation

Office and shared workspace development

Custodial responsibilities

Facility needs

Opportunities to expand access to services for residents of Quilcene and surrounding communities

16. Adjournment

Adjournment time: 10:45

Minutes Prepared By:

Richard Fitzgerald

Date: 8/25/26