



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

OlyCAP Community Center Advisory Committee

Meeting Minutes

Center: Brinnon Community Center

Date: August 6, 2026

Time: 4:30 p.m. - 5:27 p.m. (approx.)

Location: 306144 Hwy 101 Brinnon, WA 98320

1. Call to Order

The meeting was called to order at approximately 4:30 p.m. by Jeremy Simmons.

2. Attendance

Committee Participants Present: Alicia Simmons; Tom Beckman; Suzanne Stoll; Jacob Rember; Eli Simmons

Committee Participants Absent:

OlyCAP Staff Present: Jeremy Simmons, Community Center Manager; Holly Morgan, Operations Director; Robin Pangborn, Outreach Coordinator

Guests / Community Members Present: Gretta Harley, Hunter Simmons, Gideon Simmons, Seth Simmons

3. Public Comment Summary

A community member thanked the Center for hosting the recent KPL reunion art club activity, noting that the children had an enjoyable time and that the event helped families connect.

4. Agenda Review

The agenda was reviewed.

- No changes were made, and the agenda was approved.

5. Review of Prior Meeting Minutes

The prior meeting minutes were reviewed. Jeremy noted that agendas and meeting notes are available on the OlyCAP Brinnon Community Center webpage.

- The prior meeting minutes were approved as presented following a motion, second, and affirmative vote.

6. Center Manager Report

The Community Center Manager provided updates on current operations, programming, facility use, and volunteer coverage.

Program and Activity Updates

- Soup & Social was scheduled on weekdays from 11:00 a.m. to 1:00 p.m. through early September. Attendance near the end of August would be reviewed before deciding whether to continue the program into September.
- Yoga continued four times each week, averaging four to eight participants per session. AA meetings continued Tuesdays and Saturdays from noon to 1:00 p.m.; the Bookmobile visited Tuesdays and Saturdays from 10:30 a.m. to noon; and Magic Monday continued Mondays from 4:00 to 8:00 p.m.
- Community Game Night continued on the first and third Fridays. The YMCA summer food-box program continued to serve enrolled families, and WISE/Discovery Behavioral Health continued scheduling counseling services for families at the Center.

Facility / Operations Updates

- The online calendar was being updated as programs, room rentals, and cancellations changed. The senior organization's ice cream social was added for August 20 from 1:00 to 3:00 p.m., and its public meal remained scheduled for the last Friday of the month with a suggested \$10 donation.
- Volunteer coverage remained a concern for several August and September shifts, including Saturdays and late-afternoon coverage when football season begins. The September 4 Game Night may need to be canceled if no volunteer is available to open and staff the Center.

Upcoming Events / Announcements

- The Brinnon Community Choir was scheduled to begin September 20, meeting Sundays from 4:30 to 5:45 p.m. for ten weeks. Participation would cost \$5 per person per month, with scholarships available. A December concert date remained to be confirmed.
- A recurring emergency-preparedness presentation series was being coordinated with local and county emergency-preparedness partners. Proposed topics

included wildfire readiness, go-bags, pet preparedness, and emotional preparedness during disasters.

7. Discussion Items

Item 1: Maker Space Program Name

Summary: Participants supported trying the name “Maker Space” instead of “Maker Club” because it may sound more open and welcoming. Advertising should explain that the space is open to the community and free to attend.

Item 2: Emergency-Preparedness Presentation Schedule

Summary: The committee discussed holding a monthly preparedness presentation at a consistent time. Friday evening after the senior/community meal was favored as the best way to reach both seniors and working families, although daytime weekend options were also discussed. Jeremy will confirm partner availability before finalizing the schedule.

Item 3: Brinnon Community Choir

Summary: Gretta Harley described a welcoming, old-time community music program open to singers and instrumentalists. The group discussed registration, outreach to local schools and musicians, the \$5 monthly fee and scholarships, grant and sponsorship opportunities, and possible concert dates of December 13 or December 20.

8. Follow-Up Items / Next Steps

- Jeremy will send additional volunteer requests for the uncovered August and September shifts and determine whether the September 4 Game Night can remain open.
- Jeremy will coordinate with Keppie and emergency-preparedness partners to confirm a consistent monthly presentation date, beginning with a possible wildfire-preparedness topic.
- Gretta will send Jeremy proposed choir registration questions. Jeremy will prepare and distribute the registration process, continue grant and sponsorship outreach, and confirm the December concert date with Gretta.

9. Next Meeting

Date: September 3, 2026

Time: 4:30 p.m.

Location: Brinnon Community Center / Hybrid via Microsoft Teams

10. Adjournment

The meeting adjourned at approximately 5:27 p.m.

Prepared by: Jeremy Simmons, Community Center Manager

Date Prepared: August 24, 2026