

KCC

Kíawanda Community Center



...the place to be...

ANNUAL REPORT

2016

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OUR MISSION

The mission of the Kiawanda Community Center is to promote community participation and support through intergenerational activities, programs and projects that meet the needs and interests of the citizens of South Tillamook County.

OUR HISTORY

The Kiawanda Community Center came into existence through a grass roots effort of local citizens in South Tillamook County communities who saw a need for a facility to provide services to a rural, low income and growing senior population. The process began with the donation of three residential lots which were sold and the proceeds dedicated for design and preliminary costs. The donation of an acre of land for the site of the Center and receipt of a grant for construction costs from the Oregon Economic Development Department brought the building to completion. Support for the Center has come from fund raising by committed volunteers, grants and contributions from the community for furnishings, operations and maintenance since June of 1997.

After fulfilling the terms of the Economic Development Grant in 2002, the Center was no longer designated as a "Senior Center", but as a Center of activity designed to serve the entire community. It is now called the Kiawanda Community Center.

The Center is a registered Oregon non-profit and receives no government subsidies or tax base. Operations and maintenance costs are paid through rentals, donations and fund raisers. The Center is run by many gracious volunteers and a fifteen-member Board and team of Officers, all unpaid. Numerous committees are established to carry out the work of the Center. In a typical year, these committees and their dedicated volunteers log over 5,700 hours to keep the Center running and open six days a week.

With the growth of programs and need for expertise in accounting and rental procedures the Board contracted for a Bookkeeper in 2008, a Facilities Coordinator in 2009, and replaced the Facilities Coordinator with a Administrator in 2013.

OUR FACILITY

The Center is very proud of its facility and the surrounding property. The interior of the building is open and airy with the Great Hall offering 1800 square feet of space for meetings and events. An adjacent room can be opened to add another 500 square feet. Capacity is 300 people or 144 people when seated with round tables. A professional commercial kitchen equipped with a gas oven and 2 convection ovens, freezers and a dishwasher is in frequent use for the senior daily meal site and special events on evenings and weekends. Through a contractual agreement with Northwest Senior and Disability Services low-cost, nutritionally balanced meals are served to senior citizens Monday through Friday. We have most of the items needed to host a banquet such as formal table settings for 144, punch bowls, serving utensils and dishware, and napkins. A coffee counter with bar sink and coffee makers is frequently used for meetings. Outside, a partially covered 60' x 20' patio offers additional space for seating and camaraderie in sunny weather. A public address system, five disk CD changer, IPOD hook up, big screen TV, portable screen and stage area are available for use. For dances we have an 18' x 21' portable dance floor and a piano. We maintain a list of disk jockeys and bands in the area along with a list of caterers for those who do not wish to prepare their own food, local lodging contacts, florists, rental centers and contact numbers for those who need permits for the local parks and beaches. Parking is available for 65 cars and we are fully handicapped accessible.

A major source of funding for the Center comes from the temporary rentals of the building for weddings, meetings, seminars, receptions, retreats, special events, reunions and dances. Rates are very reasonable and we try to maintain a rate below facilities in the surrounding area to accommodate organizations and persons of all financial means. In the case of public service and community

meetings no fee is charged. We have also put in place a fee schedule offering reduced rates for non-profit organizations.

For the public, we offer one computer with word processing and internet connection, as well as access to wireless internet. A fax and copier are also available for a small fee. A drop-in lounge with a gas fireplace offers warmth, coffee, and conversation six days a week. Our facility is available for visitors who would like to chat, do a jig-saw puzzle, play games or read.

Our goal is to maintain and preserve this facility for the community to enjoy and utilize as a resource for years to come.

OUR FUTURE

In the past 20 years, the community has grown considerably and the programs and activities at the Center have also grown and evolved to serve a larger and more intergenerational community within South Tillamook County. In 2008 our mission statement was amended to reflect this evolution. Our goal is to continue to bring needed programs and activities to the area through preservation and enhancement of our facility.

In fact, our physical facility is what makes us who we are; a resource for the entire community, for public meetings, a designated Red Cross emergency center, a senior meal site, and home to the Nestucca Neskowin and Sand Lake Watersheds Council. We are a gathering place for education, for fun activities and for socializing. Our building is our pride and joy and it is also our greatest source of concern. The harsh coastal weather and blowing sands and rain have aged our nineteen-year old building beyond what would be expected in a different environment. This year with the help of a PUD grant of \$5000.00 we replaced 4 of our aging heat pumps. The building is currently in need of replacement of some of the commercial kitchen equipment and flooring throughout the building.

In order to meet the demand for additional storage space to accommodate our needs and the community at large the Board continues to set aside funds for an additional 2,000 square feet of meeting and storage space to be added to the South side of the building. Preliminary drawings have set an estimate of \$446,548.00. This additional space will allow some events to take place simultaneously and serve a greater number of people. The Board has finalized plans for the building addition and obtained bids for the work to be performed. In May 2016 The Kiawanda Community Center received \$339,148.00 through the

TLT (Tillamook Co. Transient Lodging Tax) Grant. With the Building fund, In Kind donations, and the TLT Grant, the Community Centers expansion will break ground February 2017. The expansion should be completed the second week of June 2017.

BOARD OF DIRECTORS 2016

Gary Carlson(Resigned December 2016)

Otis Kunz

Verne Mobley

Michelle Hughes

Jim Oeder

Jim Oleson

Bill Hite

Debra Mazur

OFFICERS 2016

Chair

Gary Carlson

Vice Chair

Verne Mobley

Secretary

Jim Oleson

Treasurer

Michelle Hughes

Ex Officer: Nettie Casiano, Administrator/Bookkeeper

KCC PROGRAMS & SERVICES 2016

The Center strives to meet the needs of community members, seniors, teens, low income and at-risk individuals. A number of services and programs are offered - some on a regular basis and others through referral or by special arrangement.

HEALTH SCREENINGS

In cooperation with Tillamook County Hospital services were offered to the Community which included a series of Diabetic Classes. Flu and pneumonia shots are offered every fall.

FOOT CARE Nurse

Once a month a licensed foot care Nurse provides nail care and conducts foot screenings for individuals at risk such as those with diabetes. Individuals are seen by appointment.

ASSISTANCE PROGRAMS

We display current brochures and information about many services for families, the elderly and disabled and are happy to pass on information about the various programs.

THE WAVE

The Kiawanda Community Center is a designated pick-up and drop-off site for the "WAVE". The bus runs between Tillamook and Neskowin 6 days a week, 4 times a day, connecting with the Lincoln City Bus. The cost is \$1.50 for each of three zones, each way. Information and schedules are available at the Center.

OFFICE SERVICES

The Center has one computer for public use which are connected to the internet as well as a wireless system for those bringing their own laptop computers. We have also added a Magnifying Reading Machine (CCTV) for people with Macular Degenerative Disease and other eye diseases. This machine allows people to read, write checks, view pictures, write letters. We offer a fax machine and copier for a small fee.

DIAL-A-RIDE

This is a service provided by Tillamook County Transportation District and serviced by volunteers from our locale. Community residents are picked up at their homes and taken to various destinations, the Community Center, shopping, doctor appointments, etc at a very low boarding fee of \$1.50 each way. The service is also used by Nestucca Valley High School students to get to jobs and community volunteer work.

SENIOR MEAL SITE

The meal site is a state program under the auspices of Northwest Senior and Disability Services. Through a contractual agreement between the Center, Northwest Senior and Disability Services and Bateman Services we employ a meal site manager and a cook. Nutritionally balanced meals are prepared in Salem and trucked to our facility for Monday, Wednesday and Friday meals. Tuesday and Thursday meals are prepared in our kitchen. There is a suggested \$3 donation. Those under 60 must pay \$6.25 for their meals. The meal site served approximately 5540 meals in the year 2016. The site is prepared to serve between 22 and 28 persons a day. Home delivery by Meals-on-Wheels is approximately 5 per day. The menu is determined well in advance and is available as a handout at the Center, is published in our Kapers paper, and on our

website and Facebook pages. Monies collected for the meals are deposited to NWSDS to help defray the cost for food and preparation. The Community Center Volunteers provide over 1285 hours of service per year to the meal site, setting tables, serving, bussing and washing dishes.

MEALS ON WHEELS

Approximately 7 to 10 people receive home delivered meals three times a week, with frozen meals provided for days when hot meals are not delivered or in the event of bad weather. These individuals may be elderly or disabled and live in the South County area from Neskowin to Beaver and Blaine. Volunteer drivers use their own vehicle and may be reimbursed for mileage by NWSDS. At times there is also a vehicle available for use, provided by Northwest Senior and Disability Services.

2017 PROGRAM & SERVICE GOALS

Our goal for 2017 is to maintain the number of seniors using the meal site while reaching out to others in the community who may be in need of services offered. We continue to seek volunteers for all our programs and services as this is an ever-changing list of people and programs. The Center has developed a venue for the Arts through usage and promotion from Pacific City Arts Association, Community Arts Project, Nestucca Valley Artisans and an informal Stitchers and painter groups.

The Community Arts Project utilizes the Center once a year for its annual fundraiser, Your Art's Desire: A celebration of Chocolate, Wine, and Art. The proceeds from the fundraiser are used for various art projects at Nestucca Valley Elementary. The Nestucca Valley Artisans hold an annual art show at the Center, promoting local artisans and their art work. The Stitchers use the facility every Tuesday as well as some Monday evenings for sewing classes. The Stitchers act as volunteers donating their work to KCC fund raisers and provide quilts to children suffering from Cancer who visit the Care Cabin in Woods. They also give care quilts to adults in the community who are terminally ill or convalescing. The Painting group use the facility every Thursday. They also act as volunteers donating their time to KCC operations and fundraisers.

The Year of Wellness through Tillamook County was adopted in 2016. Their vision is: That all Tillamook County residents, will improve their nutrition and movement habits creation the conditions for an improved quality of life. The Kiawanda Community Center has promoted two exercise classes. Yoga held on Monday and Wednesday nights and Fit n Fabulous held on Tuesday and Thursday mornings. Walking groups are also a part of this program.

The partnership with the Kiawanda Community Center and the Nestucca Valley High began in 2006. This started with a joint purchase of a portable dance floor. It was agreed that the dance floor be stored at the Center and the students hold dances free of charge. Our goal is to hold more fundraising with the students to benefit both the Center and NHS. Our wedding business has grown in the past year. We have linen rentals and do more wedding planning with our renters. Our goal is to have an internship with the Jr. and Seniors to help learn the wedding business. As it is important for the youth to be involved in our community.

COMMITTEES 2016

Executive Committee, Budget & Finance: Chair: Gary Carlson
Others: Michelle Hughes, Verne Mobley, Jim Oleson

Building & Lands Addition: Chair: Gary Carlson
Others: Michelle Hughes Otis Kunz

Building, Maintenance, Landscape: Chair: Gary Carlson
Others: Greg Rentz (landscaping)

Fund Raising Events: Co-Chairs :Otis Kunz
Others: Nettie Casiano

Publicity& Public Relations: Chair: Nettie Casiano
Others: Gary Carlson

Operations: Volunteer & Free Community Events: Chair: Gary Carlson, Nettie Casiano
Coordinator: Gary Carlson
Others: Jim Oeder

Operations: Office Management: Chair:
Others: Michelle Hughes, Gary Carlson

COMMITTEE REPORTS ACCOMPLISHMENTS 2016 AND GOALS 2017

EXECUTIVE/BUDGET&FINANCE COMMITTEE

2016: The committee performed an overall review of all licenses, insurance policies and contracts. Solicitation Letters for donations was sent in March & November. As of year-end \$16,155.00 was received in donations.

2017 *PLANNED*: Solicitation letters for donations will be mailed in April and November.

The budget will be reviewed and a proposed budget presented no later than January 2017.

BUILDING AND LANDS ADDITION

2016: As of yearend, we have \$78,499.38 in our Building Fund. The need for a geo hazard report and addition of a sprinkler system will be added to the projected costs of the addition. The Board has finalized the building plans and requests for bids have been sent out. The TLT Grant was received in May

2017 *PLANNED*: This group will work with the Executive Committee to pursue the building addition to be completed in June 2017

BUILDING & MAINTENANCE & LANDSCAPING

2016: This year we were able to replace our heat pumps, replaced exterior lights outside

2017 *PLANNED*: New Kitchen, Hobby room, and Bathroom Flooring, and replacement of the Electrical room door. Install washer and dryer for linen rentals in Hobby Room.

PUBLICITY & PUBLIC RELATIONS

2016: A website, www.kiawanda.com, has aided in advertising and information disbursement for the Community Center. Kiawanda Kapers continues to be distributed in the community monthly with news and information from the Center. Our Facebook page continues to be used to announce upcoming events, weekly activities, and advertising.

2017 *PLANNED*: A committee has been assembled to brainstorm new ideas to bring the community together here at the Center via fun and entertaining programs with an emphasis on education, art and community awareness. A Strategic Planning meeting to be held January 18, 2017

FREE COMMUNITY EVENTS

2016: In November the Center sponsored a Veteran's Day Brunch, bringing in over 35 people and The Thanksgiving Potluck Dinner drew over 130 people on Thursday.

2017 *PLANNED*: Add free community events geared to families when possible and continue established events. Partnership with NHS school to have more kids activities.

FUND RAISING

2016: The following fund raisers were held and netted:

| | |
|-----------------------|------------|
| Flea Market Sales: | \$561.45 |
| The Christmas Bazaar: | \$341.50 |
| Weekly Bingo: | \$4,981.00 |
| Brick Sales: | \$120.00 |
| Thanksgiving: | \$100.00 |
| Veterans Day Brunch: | \$0 |
| Gun & Knife Show: | \$1056.37 |
| PC Oktoberfest: | \$8369.70 |

2017: *PLANNED*: Continue with the same fund raisers which go toward Building Fund. Add new fund raisers to help increase the Operations and Building Fund.

OPERATIONS - VOLUNTEERS

2016: Over 70 volunteers contributed 12,500 hours . Volunteer Appreciation Party was held in April with approximately 30 volunteers in attendance. Volunteer Meetings for planning and scheduling were held monthly.

2017 *PLANNED*: Campaign to add to Volunteer pool. Hold Volunteer Appreciation Dinner in April. Hold monthly Volunteer meetings.

OPERATIONS - KITCHEN

2016: The Center's professionally equipped kitchen is an important rental selling point for the many wedding and community events booked at KCC. On weekdays the kitchen is used as a Senior Meal Site through a contractual arrangement with the Northwest Senior and Disability Services (NWSDS). Each day on average 10 senior citizens are served nutritionally balanced meals and enjoy socializing with others in the community. A Meal Site Manager is employed through NWSDS

2017: *PLANNED*: Reach out and encourage seniors to attend the meal site

utilizing Dial-A-Ride when necessary.

OPERATIONS - OFFICE

2016: Purged remaining files retaining all income tax returns and property details from the outset of Incorporation of KCC. Updated file folders, updated binders with current yearly information. Shredded old files

2017: *PLANNED*. Implement new procedures for Volunteers and Kitchen use.

OPERATIONS - FACILITIES

2016: Employed a part-time Administrator/Bookkeeper to manage building usage, rentals, volunteers and some of the main office operations duties. The small office was converted to make an office space for a rental. Board office for Administrator

2017 *PLANNED*: Evaluate hours and duties with Administrator. Evaluate hours and duties of the custodian. Appoint a new Volunteer Coordinator to relieve the Administrator. Monthly education sessions held at volunteer meeting.

STATISTICAL REPORTS

NUMBER OF DAYS FACILITY WAS USED IN 2016

The following details show the use of the building throughout the year. It is the policy of the Center to provide the facility at no charge for community and public meetings held in the evening. During open hours on weekdays, community members may conduct activities and interest groups without charge if space is available. During closed hours, all groups will be asked to make a small donation to help with costs of heat, lights and restroom supplies.

Community Use:

| | |
|--------------------------------------|-----|
| Public Meetings | 66 |
| Medical Clinics and Screenings | 16 |
| Senior Meal Site | 194 |
| School Functions | 5 |

KCC Use:

| | |
|------------------------------|----|
| Board Meetings..... | 12 |
| KCC Volunteer Meetings | 12 |
| KCC Volunteer Dinner..... | 1 |
| Fundraising Events | 12 |
| Weekly Bingo..... | 46 |
| Free Community Events | 12 |

Interest Groups:

| | |
|--------------------------|----|
| Fit n Fabulous | 24 |
| Stitchers | 64 |
| Exercise Groups..... | 12 |
| Non-Profit Rentals | 8 |
| Private Rentals..... | 27 |
| Paint Group..... | 40 |