

**CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM  
APPLICATION: ENTITY CERTIFICATION**

Legal Name of Agency / Individual: Medical Equipment Bank  
dba: Thurston County Council on Aging a 501c

Address: 3537 Martin Way E

City, State, Zip: Olympia, WA 98503

Contact Person: Steve Robinson

Title: Vice President of the Board

Tax ID Number: 91-0821977

Date of Application: 9/19/23

Telephone Number: 360-951-2494

E-mail Address: water4fish@comcast.net

Amount of Funding Requested: \$ 2,500

**CERTIFICATIONS:**

I hereby state on behalf of Medical Equipment Bank that:  
 (Name of Organization)

1. Please check the appropriate agency classification. The applicant is:

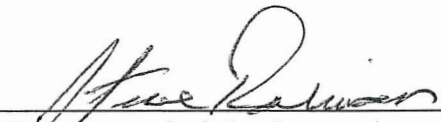
- ☐ a. A unit of local government
- ☐ b. A special purpose unit of government
- ☒ c. A private non-profit corporation registered with the Office of the Secretary of State, State of Washington, and recognized by the Internal Revenue Service as tax exempt.

CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM APPLICATION  
ENTITY CERTIFICATION - PAGE 2

2. The applicant has in effect an affirmative action policy and / or plan governing its personnel practices and a policy prohibiting discriminatory delivery of services; said policy is available to the City of Tumwater at its request.
3. The applicant has, or can obtain, general liability insurance covering no less than \$2,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.
4. The applicant has attached a list of the Board of Directors of the organization with articles of incorporation and by-laws.
5. I understand that this is an application for purchase of a service contract, which, if awarded, will be paid on a reimbursement basis.
6. The applicant has accounting and record-keeping systems, which can:
  - a. Show the purposes for which City of Tumwater funds have been spent; and
  - b. Be opened to inspection by the City of Tumwater or its agents; and
  - c. Be maintained for at least six (6) years following the end of any contract.
7. I understand that the City of Tumwater will conduct public discussions regarding recommendations for funding to any agency making application to the City of Tumwater.
8. I hereby certify that the information contained in this certification and application for funding with the City of Tumwater is a true and accurate statement of activities and financial status of the organization making application.
9. I hereby certify that the person signing this application is duly authorized to execute and deliver this document on behalf of the applicant entity.

Steve Robinson  
Name

Vice President  
Title

  
Signature (original or e-signature)

9/19/23  
Date



**CITY OF TUMWATER  
COMMUNITY HUMAN SERVICES PROGRAM  
APPLICATION OF FUNDS**

LEGAL NAME OF AGENCY: Medical Equipment Bank

1. What is the organization's purpose?

To provide free medical equipment (ie) walker, wheel chairs, knee scooters etc. to seniors & disabled people in need. We serve thousands of people every year.

2. Who are the current officers and management employees of your organization? President - Joyce Wilms Vice President: Steve Robinson  
Treasurer: Nora Hanson Sabrina Pullen - Board Member  
Christy Lowder - Secretary Vivian Eason - Board Member

- a. How are officers selected?

They are elected by a vote of the Board

- b. How many members are there in your organization?

We have 6 active sitting Board Members.  
2 Employees.

- c. What is the number of full-time employees and part-time employees in your organization and what is the total annual payroll for each group?

Charlie Kirry: Executive Director (Full-Time) of Medical Equipment Bank / Editor: Senior News - \$60K  
Antonette Benham (PT) Manager / Medical Equipment Bank.

3. What are your major funding sources? Attach a total budget for your organization and a project specific budget for next year.  
(For the application to be complete, budget materials must be attached.)

Our funding is from grants and donations.  
Mr. Kirry's salary is pd. through advertising in Sr. News.  
Mrs. Benham's salary is pd. through state grant.

4. Do other cities or governmental entities in the county fund your activity? Please specify the jurisdiction and the amount.

Not at this time, but we are working on it.

5. a. For what specific programs or activities will City of Tumwater funds be used? Because of cost we are not currently able to provide Batteries for motorized wheelchairs and scooters. This grant is specifically for that purpose. \$2500 would supply about 6-8 Batteries.

b. How do these programs or activities benefit the Tumwater community? Our Bank benefits citizens who due to age, operation, injury, chronic conditions etc. are in need of equipment to lead normal and independent lives w/out cost or financial hardship.

6. Is the City of Tumwater's financial support expected to be for one year or continually?

One year. However, we might apply again next year.

7. What will result if no City of Tumwater funds are provided?

We will survive of course, but it will take longer and struggling individuals in need will not get the necessary resources that will help them be independent.

8. What would be the cost per unit of service provided in Tumwater?

N/A We have provided a budget through the end of 2023. The 2024 budget is projected towards yr. end, but funds of this grant will be spent on

9. Is there any other information the Council needs to know about your Batteries proposal?

The Medical Equipment Bank has operated in this region for over 40 years. The last 14 yrs. we have been in the <sup>Woodlawn</sup> mortuary. They provided the space /and utilities for free up until this year. They have decided to expand their business so it was necessary for us to secure a new location which we have done. The new address is: 3537 <sup>Martin</sup> Way E Lacey, WA 98503 but we service people all over the county and surrounding areas including TumHao.

☐ Signature on Page 2 – Entity Certification

☐ Attach Organization Total Budget

☐ Attach Project Specific Budget

☐ Attach list of Board of Directors

☐ Attach Bylaws

☐ Articles of Incorporation

We have been moving and will re-open on Nov. 2nd, 2023.

We Now will have to pay rent & utilities which is another challenge, but are blessed to have partners that assist. We will be able to provide Batteries through. Heartbreaking to turn people



APP

**184035**

FILE NUMBER

DOMESTIC



# STATE OF WASHINGTON | DEPARTMENT OF STATE

I, **A. LUDLOW KRAMER**, Secretary of State of the State of Washington and custodian of its seal, hereby certify that

## ARTICLES OF INCORPORATION

of **THURSTON COUNTY COUNCIL ON THE AGING, INC.**  
a domestic corporation of **Olympia,** Washington,

were filed for record in this office at **8:00** o'clock **A.m.** on this date, and  
I further certify that such Articles remain on file in this office.

Filed at request of \_\_\_\_\_  
**Miles and Level, Attys.**  
**National Bank of Commerce**  
**Olympia, Wash.**

**NON PROFIT**  
Filing and recording fee \$ **5.00**  
License to June 30, 19\_\_ \$ \_\_\_\_\_  
Excess pages @ 25¢ \$ \_\_\_\_\_

In witness whereof I have signed and have  
affixed the seal of the State of Washington to  
this certificate at Olympia, the State Capitol,

**March 17, 1967**

Microfilmed, Roll No. **1060**

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**A. LUDLOW KRAMER**  
SECRETARY OF STATE

**836**

EDUCATIONAL, RELIGIOUS, BENEVOLENT, FRATERNAL  
OR CHARITABLE SOCIETIES

ARTICLES OF INCORPORATION OF

THURSTON COUNTY COUNCIL ON THE AGING, INC. MAR 17 1967

APPROVED  
AS TO FORM AND FILED

A. LUDLOW KRAMER  
SECRETARY OF STATE

BY *M. J. Cady*  
SUPERVISOR OF CORPORATIONS

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, each being of lawful age and citizens of the United States and residents of the State of Washington, pursuant to authority granted by the statutes of said State, under Title 24, Chapter 24.08 RCW, for the purposes herein specified, do hereby make and subscribe to the following Articles of Incorporation.

ARTICLE I

The name of this corporation shall be Thurston County Council on the Aging, Inc. and its duration shall be perpetual.

ARTICLE II

The principal place of business of this corporation shall be 414 South Washington, Olympia, Washington.

ARTICLE III

The terms for admission to membership of this council shall consist of persons, societies, associations, or corporations who wish to participate in the activities of the council and whose applications have been approved by the Board of Directors who are current in the payment of the annual membership fee.

ARTICLE IV

The purposes for which this corporation is formed are as follows:

1. Study the basic needs and resources of the community and to serve the best interests of older adults.
2. Improve the life and living conditions of the senior citizens of the community.

3. Provide a council through which citizens of the community can work cooperatively on developing community goals and programs for older adults and establishing priorities for their accomplishments.
4. Promote an awareness of the need for persons of middle age to plan an active, useful life in later years.
5. Provide a central source of information and referral on resources and opportunities for meeting the need of older adults.

#### ARTICLE V

The affairs of this corporation shall be managed by the Board of Directors, of not less than twelve or more than eighteen, namely:

J. Frank Anderson  
George Huber  
James Bohle  
Daniel Lee Soss  
Leslie H. Armstrong,  
Oma A. Weimar  
Ruth B. Gould

Anna Tingstrom  
Amanda Smith  
Ira Eskridge  
C.A. Skinner  
Marcelene Darling  
Nina G. Hermann

elected by the incorporators on March 13, 1967, and such other Directors (not to exceed a total Board Membership of eighteen) as may be elected by the Board of Directors, at its discretion, which directors shall serve until the annual meeting of March, 1968, or until the expiration of their terms, or until their successors are duly elected and qualified.

#### ARTICLE VI

The corporation shall be nonprofit and no capital stock shall be issued to any member.

#### ARTICLE VII

In the event of dissolution, the assets shall be distributed to another non-profit organization serving senior citizens in

MILES & LEVEL  
ATTORNEYS AT LAW  
NATIONAL BANK OF COMMERCE BUILDING  
OLYMPIA, WASHINGTON 98501

(2)

879



accordance with Section 501 (c) (3) of the Internal Revenue Code.  
This corporation shall not conduct any activities not permitted  
by an organization exempt under the above code.

IN WITNESS WHEREOF, we have hereunto set our hands this  
13 day of March, 1967.

Anderson  
Anna Tingstrom  
George Huber  
Amanda Smith  
James Bohle  
Ira Eskridge  
Daniel Lee  
Soss  
C.A. Skinner  
Leslie H. Armstrong  
Marcelere Darling  
Oma A. Weimar  
Nina G. Hermann  
Ruth B. Gould

STATE OF WASHINGTON      }  
County of                    } ss.

This is to certify that on the 13 day of March,  
1967, before me personally appeared J. Frank Anderson, Anna Tingstrom,  
George Huber, Amanda Smith, James Bohle, Ira Eskridge, Daniel Lee  
Soss, C.A. Skinner, Leslie H. Armstrong, Marcelere Darling, Oma A.  
Weimar, Nina G. Hermann, Ruth B. Gould

to me known to be the individuals who executed the foregoing  
instrument, and who acknowledged to me that they signed and executed  
the same as their own free voluntary act and deed for the uses and  
purposes therein mentioned.

Miles  
NOTARY PUBLIC in and for the State  
of Washington, residing at

MILES & LEVEL  
ATTORNEYS AT LAW  
NATIONAL BANK OF COMMERCE BUILDING  
OLYMPIA, WASHINGTON 98501

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U. S. TREASURY DEPARTMENT  
INTERNAL REVENUE SERVICE

DISTRICT DIRECTOR  
NINTH AND LENORA BUILDING  
SEATTLE, WASHINGTON 98121

February 27, 1968

WHENPLY REFER TO  
Form L-178  
Code 414:JVS  
SEA:EQ:68-63

Thurston County Council  
on the Aging, Inc.  
414 S. Washington Street  
Olympia, Washington 98501

PURPOSE	
Charitable	
ADDRESS INQUIRIES & FILE RETURNS WITH DISTRICT DIRECTOR OF INTERNAL REVENUE	
Seattle, Washington	
FORM 990-A RE- QUIRED	ACCOUNTING PERIOD ENDING
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	March 31

Gentlemen:

On the basis of your stated purposes and the understanding that your operations will continue as evidenced to date or will conform to those proposed in your ruling application, we have concluded that you are exempt from Federal income tax as an organization described in section 501(c)(3) of the Internal Revenue Code. Any changes in operation from those described, or in your character or purposes, must be reported immediately to your District Director for consideration of their effect upon your exempt status. You must also report any change in your name or address.

You are not required to file Federal income tax returns so long as you retain an exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code, in which event you are required to file Form 990-T. Our determination as to your liability for filing the annual information return, Form 990-A, is set forth above. That return, if required, must be filed on or before the 15th day of the fifth month after the close of your annual accounting period indicated above.

Contributions made to you are deductible by donors as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to or for your use are deductible for Federal estate and gift tax purposes under the provisions of section 2055, 2106 and 2522 of the Code.

You are not liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes) unless you file a waiver of exemption certificate as provided in such act. You are not liable for the tax imposed under the Federal Unemployment Tax Act. Inquiries about the waiver of exemption certificate for social security taxes should be addressed to this office, as should any questions concerning excise, employment or other Federal taxes.

This is a determination letter.

Very truly yours,

*Neal S. Warren*  
Neal S. Warren  
District Director

## **THURSTON COUNTY COUNCIL ON AGING**

REVISED 2018 BY-LAWS

Adopted December 14, 2018

### **ARTICLE I: Functions**

The functions of the Thurston County Council on Aging shall be to:

1. Study and define the needs, problems, and opportunities of the aging population.
2. Encourage the coordination of existing activities and services and stimulate the expansion of existing services and the development of any additional services which are, or might be, needed.
3. Familiarize the public with the needs of the aging and the purposes of the Council.
4. Initiate a service program or demonstration when such action shall be required.
5. Oversee the direction, personnel, and operations of the Medical Equipment Bank, including all matters pertinent to its core mission of providing a place(s) where those in need may find used or surplus medical equipment and supplies at no cost
6. Advise and assist with the editorial direction, production, and financial success of the Thurston-Mason Senior News.
7. Utilize the Thurston-Mason Senior News as a primary outreach vehicle for senior programs and services deemed of value and/or initiated by the TCCOA in response to any of Functions 1-5, above.

### **ARTICLE II: Advisory Committee: Purpose, Membership, Terms of Appointment**

Section 1: At the discretion of the TCCOA Board of Directors, we may choose to form an Advisory Committee. The Advisory Committee shall consist of those individuals in the area served by TCCOA who have shown an interest in supporting all or part of the functions of the TCCOA and are willing to join the Advisory Committee. The purpose of the Advisory Committee is to advise the Board on matters of direction, resources, and potential challenges and opportunities relating to the functions of the TCCOA in its efforts to address the needs of the aging population.

Section 2: Advisory Committee members are recommended for membership by the President of the TCCOA Board and appointed through a majority vote of the full Board of Directors.

Section 3: Advisory Committee members will be appointed to a two-year term, ending in December. For appointments made in months prior to December, those months constitute full and active participation on the Advisory Committee, but do not count toward the two-year appointment period.

### **ARTICLE III: Board of Directors**

Section 1: The Board of Directors, as the governing body of the Council, shall be composed of no less than five members residing in either Mason or Thurston County. Of the five members, three shall be Officers dividing the duties of President, Treasurer and Secretary, and the remaining two as members-at-large. All Board members wield a single vote.

Section 2: All Board members will serve a term of two years from date of appointment. For Board members already in service longer than two years, new terms consisting of two years will begin, if re-appointed, in December of 2018.

Section 3: New board members may be proposed either by the President of the Board or by a three-member initiative. A vote constituting an endorsement by four Board members is necessary for an appointment to the Board.

Section 4: The Board of Directors shall meet not less than two times a year. Additional meetings may be called by the President or the Directors upon request to the President.

Section 5: Two required annual meetings shall be held during the months of December and April at such hours, dates, and places as the Board of Directors shall designate. Notice of such meetings shall be given to each Board member at least two weeks in advance.

Section 5, Part A: The early December meeting is a luncheon to reward our volunteers, followed by a short session with any Advisory Committee members, if any are in attendance. Remaining time is an end-year meeting for TCCOA Board business.

Section 5, Part B: A timely meeting to review and approve a final revised draft of our year-to-date totals, and final draft of the Corporation's IRS Tax Return to be filed that year.

Section 6: Three members or 3/5 percentage of Board members in attendance shall constitute a quorum.

Section 7: All meetings shall be conducted adhering to Robert's Revised Rules of Order as a general guideline.

### **ARTICLE IV: Officers and Duties**

Section 1: The officers shall be President, Treasurer and Secretary.

Section 2: The duties and powers of the officers of this corporation shall be as follows:

- **President-** The President shall be chairperson of the Board of Directors and shall preside at the regular and special meetings of the Council and the Board of Directors. The President shall perform such other duties as are usual and incidental to the office, and such as are duly

requested by the board of Directors. The President shall have check signing authority with the Corporation.

- **Treasurer-** The Treasurer shall maintain awareness of the financial health and status of the corporation, as well as its revenue generating mechanisms. The Treasurer may at any time inquire as to the status of bank accounts, invoices, checks, salaries, debts, and payments related to the operations of the Corporation and its related businesses. The Treasurer shares check-signing responsibilities with the President of the Board, as well as with the Secretary of the Board.
- **Secretary-** The Secretary shall keep all official minutes of Board meetings and provide copies of such as needed. The Secretary is chiefly responsible for noting future meeting dates and informing the other Board members of upcoming meetings or related obligations. As a back-up safety measure, the Secretary will share check signing privileges if and when both the President and Treasurer are unable or not present to perform that function.

### Section 3: Succession of Officers

If for any reason the office of the President should become vacant, except for the expiration of the term of office, either the Treasurer or Secretary will assume the post, with the first option to assume the post going to the Treasurer. If neither of the Members-at-Large assume the duties vacated by either the Treasurer or Secretary when one of the latter assumes the role of President, then a new Board member shall be appointed who is proficient in the role and duties of the newly vacated Officer's position.

### **ARTICLE V: Amendment to By-Laws**

These by-laws may be altered, amended or repealed by the majority of the Board members of the Thurston County Council on Aging, provided a notice of the proposed action has been given to all members at least three days in advance and that a quorum of members are in attendance at the time of the vote.

### **ARTICLE VI: Dissolution**

The Thurston County Council on Aging may be dissolved by a vote of four (or 4/5 majority vote) of those TCCOA Board members present at any meeting, providing previous notice of intent has been given at least two weeks in advance.

	<u>TMSN</u>	<u>TOTAL</u>
	<u>Jan - Dec 23</u>	<u>Jan - Dec 23</u>
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>MEB Revenue</b>		
<b>Grants</b>		
<b>St Mikes Parrish</b>	2,500.00	2,500.00
<b>Total Grants</b>	2,500.00	2,500.00
<b>SN Clippings Cash CC Ck</b>	7,500.00	7,500.00
<b>Total MEB Revenue</b>	10,000.00	10,000.00
<b>Senior News Revenue</b>		
<b>Advertisements</b>	90,000.00	90,000.00
<b>Credit Card Processing Fee</b>	300.00	300.00
<b>Fundraising Mailer</b>	3,000.00	3,000.00
<b>Grants</b>		
<b>St Michael Parish &amp; School</b>	2,500.00	2,500.00
<b>Thurston Co LMT Grant</b>	72,000.00	72,000.00
<b>Total Grants</b>	74,500.00	74,500.00
<b>Late Fee</b>	50.00	50.00
<b>MEB Advertising</b>	10,000.00	10,000.00
<b>MEB Management</b>	12,000.00	12,000.00
<b>Total Senior News Revenue</b>	189,850.00	189,850.00
<b>Total Income</b>	199,850.00	199,850.00
<b>Gross Profit</b>	199,850.00	199,850.00
<b>Expense</b>		
<b>A - Newspaper</b>		
<b>Newspaper Production</b>		
<b>Articles and Games</b>	1,200.00	1,200.00
<b>Driver's Insurance Coverage</b>	1,500.00	1,500.00
<b>Internet Reimbursement</b>	1,300.00	1,300.00
<b>Mail Preparation</b>	21,600.00	21,600.00
<b>Newspaper Delivery Mileage</b>	7,200.00	7,200.00
<b>Newspaper Printing</b>	34,800.00	34,800.00
<b>Postage</b>	30,000.00	30,000.00
<b>Total Newspaper Production</b>	97,600.00	97,600.00
<b>Total A - Newspaper</b>	97,600.00	97,600.00
<b>B - Web Sites</b>		
<b>Website</b>		
<b>Design</b>	3,500.00	3,500.00
<b>Domain Name</b>	100.00	100.00
<b>HOSTING</b>	350.00	350.00
<b>Updates</b>	500.00	500.00
<b>Total Website</b>	4,450.00	4,450.00
<b>Total B - Web Sites</b>	4,450.00	4,450.00
<b>C -Administrative</b>		
<b>Accounting</b>	8,000.00	8,000.00

Bank Fees	75.00	75.00
Computer / Hardware	500.00	500.00
Computer Programs	800.00	800.00
Credit Card Fee	200.00	200.00
Dues & Subscriptions	200.00	200.00
Grant Administrative	1,000.00	1,000.00
Insurance - E & O	732.00	732.00
Legal	1,000.00	1,000.00
Licenses and Permits	400.00	400.00
Phones and Service	1,000.00	1,000.00
<b>Total C -Administrative</b>	<b>11,907.00</b>	<b>11,907.00</b>
<b>D -Office</b>		
Office Supplies		
Printer Paper	300.00	300.00
Toner	100.00	100.00
<b>Total Office Supplies</b>	<b>400.00</b>	<b>400.00</b>
<b>Total D -Office</b>	<b>400.00</b>	<b>400.00</b>
<b>E -Payroll</b>		
Payroll Expenses		
Fica and Medicare	4,600.00	4,600.00
Health Insurance	4,800.00	4,800.00
Labor and Industries	400.00	400.00
Retirement	12,000.00	12,000.00
SUTA	350.00	350.00
Wages	48,000.00	48,000.00
<b>Total Payroll Expenses</b>	<b>70,150.00</b>	<b>70,150.00</b>
<b>Total E -Payroll</b>	<b>70,150.00</b>	<b>70,150.00</b>
<b>Fundraising Mailer</b>		
Accounting Services	1,500.00	1,500.00
Envelopes	3,000.00	3,000.00
Letters	3,000.00	3,000.00
Mail Preparation	3,600.00	3,600.00
Postage	1,200.00	1,200.00
Printing	2,000.00	2,000.00
Thank You Notes	3,000.00	3,000.00
<b>Total Fundraising Mailer</b>	<b>17,300.00</b>	<b>17,300.00</b>
<b>Total Expense</b>	<b>201,807.00</b>	<b>201,807.00</b>
<b>Net Ordinary Income</b>	<b>-1,957.00</b>	<b>-1,957.00</b>
<b>Other Income/Expense</b>		
Other Income		
Interest Income	5.00	5.00
<b>Total Other Income</b>	<b>5.00</b>	<b>5.00</b>
<b>Net Other Income</b>	<b>5.00</b>	<b>5.00</b>
<b>Net Income</b>	<b>-1,952.00</b>	<b>-1,952.00</b>