

# Key Peninsula Civic Center Minutes: November 12, 2009

Executive Committee		Board Members		Affiliates		Guests		
P	Bruce Macdonald		Julie Boardman	P	Jena Henak, KP Baptist	Howard (Smitty) Smith		
P	Loyd Miller	P	Tom Boardman		Leona Britt, KP Historical Society	Christina Smith		
P	Phil Bauer		Kathleen Degginger	P	Claudia Jones, KP Fire Dept.	Stephanie Flintoff		
P	Tim Kezele	P	Peggy Gablehouse	P	Lou & Bob Mauk, Senior Society	Scott Dervaes		
	Doug Austin	P	Sylvia Haase	P	Irene Torres, KP News	Matt Kennedy		
P	Holly Hendrick		Betty Kelley	P	Dan VanderPoel, Boy Scouts	Kim Wiley		
P	Mark Roberts	P	Virginia Liebergesell			<b>Staff</b>		
P	Pat Medveckus	P	Claudia Loy			P	PJ Kezele	
		P	Dale Loy			P	James Allyn	
		P	Sharon Miller					
		P	Jud Morris					
		P	Shirley Olson					
		P	Rick Sorrels					
		P	Ed Taylor					
Topic/Presenter		Discussion					Motion/Action	
<b>CALL TO ORDER at 7:05pm by President, Bruce Macdonald</b>								
Welcome guests: Phil Bauer		New community members interested in joining the Board in attendance include: Smitty, Stephanie Flintoff, Scott Dervaes, and Matt Kennedy, as well as the HR Committee's recommendation for hire, Kim Wiley. Also in attendance is KPCCA Security & Custodial staff, James Allyn.						
HR New Hire: Peggy Gablehouse		Kim Wiley introduced to Board and gave a statement about herself.						
<b>REPORTS</b>								
Secretary: Holly Hendrick		Minutes recorded by Mark Roberts in October were sent out electronically. The motion to approve the October minutes was made and seconded; all approved, none opposed.					MSA	
Marketing/ Facilities Coordinator: PJ Kezele		PJ's report was reviewed. The Winter Warm Up is this weekend. The Halloween Carnival, with Cheryl Ozbirn's help, was very successful this year.						
Treasurer:		Doug is out sick.						
President: Bruce Macdonald		Bruce read a letter from John Biggs regarding the scope of the 2010 KP Community Fair, now renamed to "Key Fest."						
<b>STANDING COMMITTEES</b>								
Budget & Finance:		<p>A draft 2010 Budget has been prepared for review and discussion only tonight. The Board should plan to approve the budget in December with any proposed changes. Discussion about current draft included a concern from Ed about a 12K deficit; recommendation to cut 12K in spending. The Board would like to host Flavors of Fall for 2010 and other events, as fundraisers for the Civic Center. PJ mentioned there no capital improvements in the 2010 budget and that Class income now appears in "rent" category. Discussion concluded with a recommendation to refer the draft budget to the Budget &amp; Fiscal Committee (Bruce, Ed, Mike, Doug and PJ) for revision; Committee will submit 2010 Budget to Board in 2 weeks, for review by Board prior to the December Board meeting.</p> <p>Note: Claudia Loy stated that the 2010 KP Fair Board (Key Fest) is not expecting any profits for 2010, yet they want KPCCA members to offer their volunteer hours to the project.</p>						
Building, Grounds & Maintenance: Loyd Miller		<p>The baseboard in the gym needs to be replaced; Mark Ambler gave a quote to replace for \$1600. In addition, the donated ice machine needs approx \$600 in repairs to function (ice used every week by Skate Night, and would be used for other events). Loyd submitted a grant letter to the Angel Guild to cover both projects and expects to hear back in November or December.</p> <p>The gutters were cleaned by Rob Oreth for \$360; he also swept the annex roof. During the gutter cleaning a large crack was discovered in the gutter. Rufus Clark brought over his boom truck and made the necessary repairs; this coincided with a request from Rufus to host a skate party at the Civic Center. As a thank you, the Skate Party was offered at no charge.</p>						

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<p>Human Resources: Peggy Gablehouse</p>	<p>The HR Committee received 5 applications for the Facilities Coordinator position; three of the candidates were great and the Committee performed two rounds of interviewing. Peggy made the motion to approve "Kimberly Wiley to hire to replace PJ when she leaves and to train with PJ next week"; the motion was seconded. It was confirmed the standard 90 day probation would apply and that the job was only the KPCCA Marketing &amp; Facilities Coordinator position, plus the KPCCA bookkeeping; the KP News bookkeeping is staying with PJ, and is not the KPCCA Board's duty to approve. The question to approve was called and passed, with no opposition.</p> <p>Peggy thanked the HR Committee (Lou, Bruce, and Phil) for their assistance and asked for more volunteers for the future.</p>	<p>MS  A</p>
<p><b>AD HOC COMMITTEES</b></p>		
<p>Events &amp; Programs:  PJ Kezele &amp; Loyd Miller</p>	<p>The Cornucopia dinner brought \$2807 to the Civic Center, in addition to the \$250 to rent the facility for the evening. The Civic Center liquor was inventoried before and after the event, and paid for out of the receipts. The auction was great and brought in \$4500 total.</p> <p>The Halloween Carnival was a great night. About 300 people were in attendance, lots of them were kids! The left over games and donations were gifted to the Civic Center by Cheryl Ozbirn, who chaired the event. Skate Night is selling the leftover candy. Cheryl was gifted a massage gift certificate to say Thanks.</p> <p>Winter Warm up is this weekend. Tim was the Entertainment Chair; the XX Choir and Xylophone Band will be playing. June Mercer offered use of her snow machine. Set-up starts at 7:30am with the Coy Scouts, the Fire Marshall will inspect at 8am, vendors arrive at 8:30am. Volunteers during the day are welcome.</p> <p>Phil wants to buy 10 new plastic tables for the Civic Center. Board previously approved this expenditure. Sylvia Haase and Virginia Liebergesell offered to donate funds to purchase five tables.</p> <p>The Crab Feed Committee has been formed: Loyd, Mark, Pat, Phil &amp; Troy Milles. In 2008, KPCCA bought 500 pounds and had leftovers; in 2009 KPCCA bought 500 pounds, ran out, and oversold the tickets. There is momentum for this to be a good annual event with more people in attendance. The committee will discuss ways to keep crab consumption on the premises only (no take home) and to sell any leftover crab in 2010. Pat will be managing the spaghetti, salad and garlic bread preparation and serving. PJ recommended selling 275 tickets for \$20 and buying 600 pounds of crab.</p>	
<p>Development</p>	<p>The focus of the Development Committee was proposed to be philanthropy and grants, with possible guidance from the Past Presidents group.</p>	
<p><b>AFFILIATES</b></p>		
<p>Senior Society: Lou Mauk</p>	<p>Jud is helping the seniors with more grants.</p>	
<p>Boy Scouts: Dan VanderPoel</p>	<p>The Boy Scouts are hosting a November Food Drive for the KP Community Services/Food Bank. It was suggested a donation box be available during Friday Night Skate.</p>	
<p>KP Lions: Pat Medveckus</p>	<p>No report.</p>	
<p>KP Historical Society</p>	<p>No report.</p>	
<p>Children's Home Society: Jud Morris</p>	<p>CHS will be hosting a Holiday Party for toy and clothing distribution to clients and is accepting donations for the event.</p> <p>Jud asked whether there would be a 5% rent increase for 2010. After a short discussion, it was decided PJ would work on 2010 contracts with no rent increases.</p>	
<p>KP News: Mark Roberts</p>	<p>The KP News repaid the loan to the KPCCA. The photo book has arrived and will be on sale to the public for the first time on Saturday, at the Winter Warm Up, for \$49.95. The paper is still looking for an additional sales rep.</p> <p>Irene stated the Publishing Board is concerned with the lack of Treasurer participation with the KP News. The Treasurer is set by the KPCCA via election to the KPCCA Executive Board. Mark, PJ, Irene and Marsha prepared a 2010 budget for the KP News.</p>	
<p>Skate/Teen Dance: Phil Bauer</p>	<p>Kip &amp; Troy asked for a raise for Kip from \$50/night to \$150/night, back dated to September. At the November Executive Committee meeting, EC members agreed to the increase, but recommended splitting the difference on the back pay request. Since then, Kip has resigned from Friday Night Skate. Troy found a replacement, Will, and Kip is helping him get up to speed.</p>	

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Skate/Teen Dance	<p>Phil suggested paying Will \$75/Skate Night and to go ahead and pay Kip for his 50% back pay. Mark made the motion to pay \$300 to Kip for back pay; motion seconded; no further discussion. The question was called, motion passed, no opposed, no abstained.</p> <p>Phil made a motion to pay the new DJ \$25/hr; motion seconded. Discussion about the cost of other DJs with similar experience resulted in a friendly amendment from Mark that the pay for the new Friday Night Skate DJ be up to \$25/hr; motion seconded. The question was called, all approved, none opposed.</p>	<p>MSA</p> <p>MS</p> <p>AA</p>
<b>OLD BUSINESS</b>		
By-law revision	Request to change the by-laws to add the Human Resources Chair to the Executive Committee was reviewed from last month. Loyd made the motion to accept the by-law change as handed out last month; seconded. A statement noting this made the Executive Committee have an odd number of members. The question was called for approval and passed with none opposed.	MSA
2010 Board Elections	<p>Guests in attendance who would like to join the Board include: Howard (Smitty) Smith, Matt Kennedy, Scott Dervaes, and Stephanie Flintoff. Ed made a motion that these four people be elected now, without a ballot; motion seconded. All in favor, no opposed; motion carries.</p> <p>The ballots for officers of the Executive Committee, as presented at the October meeting, were distributed; ballot also included two sets (Group A &amp; Group B) of KPCCA Board members randomly drawn to reestablish by-law requirement to vote for half the KPCCA Board every year, to two-year terms. Kathleen Degginger was dropped from Group B since no one has been able to contact her in the past several months; also, Claudia Loy stated Shirley Olson would like to relinquish her seat. Group B randomly drawn, by Bruce from a bowl, to vote for two year term; by default, those KPCCA Board members in Group A will be voted on for their two year term in 2010 for the 2011/12 Board.</p> <p>Bruce called for any additional officer nominations. Rick Sorrels nominated himself for the At Large #2 position. Acceptance of Doug Austin's nomination at a previous Board meeting was confirmed via the Minutes. All members present voted on their ballots, which were counted in the kitchen while the meeting continued.</p>	MSA
Background Checks	Background checks are needed for all those 18 and older who work with children, at-risk and developmentally disabled adults.	
<b>NEW BUSINESS</b>		
Board Membership	Bruce would like all the KPCCA Board members to actively participate in committee work at the Civic Center. He suggested a Volunteer Advisory Committee, to keep track of community volunteers at the Civic Center, who are not Board members, and to recruit new volunteers.	
December Board Meeting	The annual Holiday Party will be held before the December 10 <sup>th</sup> meeting. The potluck will start at 6pm, Board family members are invited to attend. The regular meeting will commence at 7pm.	
Election results	<p>Bruce reported the results of the election for 2010 KPCCA Board members. All members of Group B were elected to a two year term (2010/11): Tom Boardman, Rick Sorrels, Bruce Macdonald, Jud Morris, Betty Kelley, Ed Taylor, Virginia Liebergesell, Julie Boardman, and Holly Hendrick, plus new Board members: Howard (Smitty) Smith, Matt Kennedy, Scott Dervaes, and Stephanie Flintoff. Group A Board members are: Sharon Miller, Pat Medveckus, Dale Loy, Claudia Loy, Sylvia Haase, Tim Kezele, Phil Bauer, Mark Roberts, Peggy Gablehouse, Doug Austin, and Loyd Miller.</p> <p>Pat Medveckus retained her seat on the Executive Committee Board, along with all other uncontested Officers: Bruce Macdonald (Pres), Mark Roberts (1<sup>st</sup> VP), Phil Bauer (2<sup>nd</sup> VP), Tim Kezele (Past Pres), Holly Hendrick (Secretary), Doug Austin (Treasurer), Peggy Gablehouse (HR), Loyd Miller (1<sup>st</sup> Member at Large), Pat Medveckus (2<sup>nd</sup> Member at Large).</p>	
<b>ADJOURNMENT</b>		
	Meeting adjourned at 9:15pm.	

Respectively submitted by Holly Hendrick, KPCCA Secretary.