

# Key Peninsula Civic Center Minutes: August 13, 2009

ATTENDEES								
Executive Committee		Board Members		Affiliates		Guests		
X	Bruce Macdonald		Julie Boardman		Jena Henak, KP Baptist	Tim Calhoun, Cub Scouts		
X	Loyd Miller		Tom Boardman		Leona Britt, KP Historical Society	Hanna Petersen, Cub Scouts		
X	Phil Bauer		Kathleen Degginger	X	Claudia Jones, KP Fire Dept.	John O'dell, Boy Scouts		
X	Tim Kezele	X	Peggy Gablehouse		Lou & Bob Mauk, Senior Society			
E	Doug Austin		Sylvia Haase	X	Irene Torres, KP News			
E	Holly Hendrick		Betty Kelley	X	Dan Vanderpoel, Boy Scouts			
X	Mark Roberts		Virginia Liebergesell					
	Pat Medveckus		Claudia Loy					
			Dale Loy					
			Sharon Miller					
		X	Jud Morris					
			Shirley Olson					
		X	Rick Sorrels					
			Ed Taylor					
<b>Topic/Presenter</b>		<b>Discussion</b>					<b>Motion/ Action</b>	
<b>CALL TO ORDER</b>								
Welcome guests: Bruce Macdonald		Meeting called to order at 7:05 PM. . James and Kim Allyn, new security personnel, were warmly welcomed.						
Public Comments		A letter of appreciation from Lori Colbo, former security employee, was passed around for information and read into the record.						
<b>REPORTS</b>								
Secretary: Holly Hendrick		Torres will record minutes for Aug. and Sept.; but someone else will need to record October's minutes in Holly's absence.					Minutes of the July meeting were approved	
Marketing/ Facilities Coordinator: PJ Kezele		PJ's written report was reviewed.						
Treasurer: Doug Austin		Austin's absence was excused for health reasons.						
President: Bruce Macdonald		Macdonald will be absent from the Sept. meeting. Between them, Bauer and Miller will decide who chairs that meeting. Tonight is the last time paper copy packet will be available. All board members have email, so agenda packets and financial reports will be distributed electronically prior to the meetings. Macdonald called for suggestions to honor Jeff Charboneau's contributions over the past year. Event tickets such as Crab Feed, Cornucopia dinner, New Year's Eve dance were suggested, or a public acknowledgement in the KP News, using house ad space. Other ideas?						
<b>STANDING COMMITTEES</b>								
Budget & Finance: Doug Austin		No report due to Austin's absence.						
Building, Grounds & Maintenance: Loyd Miller		The Building Development Committee will meet in September. New security personnel have moved into the apartment. Miller recounted the details of an incident that resulted in injury to James Allyn, his second week on the job. Miller expressed his confidence in Allyn's maintenance and custodial expertise. Painting is planned when Allyn's arm has healed. The suggestion was made to offer a reimbursement to Allyn for any out-of-pocket expenses. Miller said the incident is covered under L&I and Worker's Comp.						
Human Resources: Peggy Gablehouse		No report.						

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Events & Programs:	Macdonald called for a volunteer to chair the events committee – to act as a coordinator. Planning for Cornucopia Dinner and Winter Warm-Up events is underway. There is an open call for volunteers for all events.	
Development & Fundraising:	There is always a need to do fundraising for KPCCA. A review of governance and best practices will be undertaken. The Executive Committee will conduct the preliminary review, than present findings to the broader board for input.	
<b>AD HOC COMMITTEES</b>		
KP News: Mark Roberts	<p>KP News voluntary subscription donations have netted \$5,500 to date. Thanks to PJ, who identified the need for the fundraiser, acquired envelopes and processing receipts.</p> <p>The 2009 budget was prepared in a better economic time, so hitting budget projections has not been possible throughout the first half of the year. The absence of the treasurer has left the newspaper without a thorough financial analysis in considering a budget revision.</p> <p>The coffee table book should be ready by October. Proceeds from those sales will bolster the newspaper's bottom line.</p> <p>Recruiting for a third advertising representative is ongoing. A freelance writer has been hired.</p>	
KP Fair: Tom Boardman	<p>Reports from the Krazy Key Parade and Family Fun Day were very positive. The parade was 22-23 minutes long. It was a successful event with a lot of community involvement and a good service opportunity. Thanks to PJ's work on getting sponsorships, the event was profitable. Commendation for Roberts, who refurbished and operated the fish pond, and to all the volunteers who helped.</p> <p>Comments: Great fun! Let's do it again next year!</p> <p>The KP Fair Committee will hold its next meeting on August 20.</p>	
Tennis Committee: Phil Bauer	Bauer announced the driveway behind the building would be closed for a day while a trench is dug to accommodate a 220 electrical line, water access, and a drinking fountain for the tennis courts.	
Livable Community Fair: Tim Kezele	No report.	
Skate Night/Teen Dance: Tom Boardman	Skate Night starts again Sept. 11. There is a call for volunteers throughout the year. Macdonald will circulate a signup list.	
<b>AFFILIATES</b>		
Boy Scouts: Dan Vanderpoel	<p>Vanderpoel reported the scouts plan a Court of Honor on Aug. 29 at Noon. They appreciate the use of the civic center facilities for the picnic and family fun games. Miller said the scouts can put the wood back inside the fireworks stand.</p> <p>Four boy scouts are on a 50-mile canoe trip this week. Cub scouts will start meeting again in Sept. after a summer break.</p>	
KP Lions: Pat Medveckus	No report.	
Senior Society: Lou Mauk	No report.	
KP Historical Society: Leona Britt	No report. There was a question about storage that went unanswered.	
Children's Home Society: Jud Morris	<p>Summer Fun program just concluded. 130 kids participated. The CHS appreciates the reduced contract price for its non-profit events held at the Civic Center.</p> <p>Morris announced hat the KP Business Association will sponsor a candidate forum on Oct. 15 in the Whitmore Room. Park Board and Fire District commissioner candidates will participate – 7 of 8 candidates have confirmed. The public is invited from 7 pm to 9 pm.</p>	
KP Baptist Church: Jena Henak	No report.	
<b>OLD BUSINESS</b>		
	The Anti-Discrimination Policy was tabled at the July meeting. The board decided to leave it tabled because of the need to compare the draft to existing language and to clarify the context of usage. Sorrels inquired if such a policy would apply to all activities of the civic center, tenants, directors, etc. The board agreed Hendrick should be present when this topic is addressed, as she originally proposed the policy change.	

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	<p>Washington State Patrol volunteer background checks: PJ has started the process, and has encountered some questions, some concerns. Macdonald brought a sample to demonstrate the kind of information needed to conduct the query, and what information is provided when the results are received. The reports are for arrest and conviction in crimes of violence against children, disabled persons and vulnerable adults. There was discussion of a 'statute of limitations' – which does not appear to apply.</p> <p>The reports are being secured in the office, and are required by the civic center's insurance carrier, to limit risk exposure. Macdonald has delegated PJ to handle the queries, and requested board members to obtain the forms from PJ so she can file them electronically. The HR Committee will handle background checks for employment matters.</p>	
<b>NEW BUSINESS</b>		
	<p>The Executive Committee Retreat will be held on Sept. 19 for 4-6 hours. Names of possible facilitators were suggested: Danna Webster, Scott Gallacher.</p> <p>The Nominating Committee needs a chair. Macdonald said the job is not onerous—basically following a time schedule and keeping on track.</p> <p>The open-to-the public election will be held in November for board members and officers, who will be installed at the December meeting. It was suggested that an ad be placed in the October KP News, announcing the election and open positions. Half of the board runs for election each year. Reducing the number of board members would require a bylaws change. Some favor keeping 30 board members to increase visibility of, and add credibility to the organization. Both Macdonald and Bauer plan to run again.</p> <p>Flavor of Fall 2010? There has been discussion of resurrecting this traditional fundraiser. A successful event will require a number of dedicated volunteers and a committed chairperson. Partnering with another organization, such as Two Waters Arts Alliance was suggested. In 2007, the event netted \$48,000, which was split between TWAA and KPCCA.</p> <p>Executive Committee will meet Sept. 8 due to Labor Day, and the Board will meet Sept. 10.</p>	
<b>ADJOURNMENT</b>		
	Meeting adjourned at 8:33 pm	

Respectively submitted by Irene Torres, on behalf of  
Holly Hendrick, KPCCA Secretary.