

Key Peninsula Civic Center Minutes: April 9, 2009

ATTENDEES							
Executive Committee		Board Members		Affiliates		Guests	
P	Bruce Macdonald		Julie Boardman		Gloria Bowman, KP Baptist	Mark Burris, BSA #220	
P	Loyd Miller		Tom Boardman	P	Leona Britt, KP Historical Society		
P	Phil Bauer	P	Claudia Loy		Claudia Jones, KP Fire Dept.	Staff P PJ Kezele	
	Ben Thompson	P	Dale Loy	P	Lou & Bob Mauk, Senior Society		
P	Doug Austin		Kathleen Degginger	P	Irene Torres, KP News		
P	Holly Hendrick	P	Peggy Gablehouse		Dan Vanderpoel, Boy Scouts		
P	Mark Roberts		Sylvia Haase				
P	Pat Medveckus		Betty Kelley				
		P	Tim Kezele				
			Sharon Miller				
		P	Jud Morris				
			Shirley Olson				
		P	Mike Salatino				
			Rick Sorrels				
		P	Ed Taylor				
Topic/Presenter		Discussion				Motion/Action	
CALL TO ORDER							
Welcome guests: Bruce Macdonald		Meeting called to order at 7:15pm. Mark Burris is in attendance in lieu of Dan Vanderpoel for Boy Scout Troop #220.					
Additions to agenda:		Ed Taylor would like to add "Past Presidents Committee" to the agenda.					
REPORTS							
Secretary: Holly Hendrick		Minutes reviewed. Loyd made the motion to approve the minutes, Peggy 2 nd , all in favor, none opposed. Letter from Port Orchard Church of Christ read; request to use facility for a fundraiser to send youth member abroad for charitable trip. Discussion posed a question regarding the area serviced by the KPCCA and whether an organization in Port Orchard should receive a discount for using the Civic Center. Way Point Church thank you note, regarding discount for use of the Civic Center for vacation bible school, read.				MSA	
Marketing/ Facilities Coordinator: PJ Kezele		The credit card processing was switched from Key Bank to processing through Sound Credit Union; switch will save a lot in fees for use (Key bank was 9% fees, new service is 2% fee). The Key Bank account will be closed once the TWAA money in the account is disbursed. Doug Collier has the 990 form for the KPCCA tax filing. The over-due KP News advertising accounts have been reduced greatly; there used to be 80 delinquent accounts, now there are only 10, with less than 3K owed. The cost of utilities is down for this month. The Historical Society donated a wireless router; it is located in the office and provides service only to the Annex building at this time (due to the thick walls).					
Treasurer: Doug Austin		KP News is still a little under forecasted income, due to lack of advertising for planned February Special Edition. Toni Gibbs, one of the new ad reps gave her notice recently; the KP News is looking for a rep to fill her place. Jud commented that with the loss of ad revenue the size of the paper is reduced, which gives the perception that the paper is shrinking. The KP News has an intern on staff, named Sarah Kehoe. Jud moved to approve the Treasurer's report, Dale 2 nd ; all in favor, no opposed.				MSA	
President: Bruce Macdonald		Thanks to a report researched by PJ, we now know it costs \$250/day to keep the doors of the Civic Center open. Jud & Bruce and Mike S. & Holly have adjustments they would like to see made to the KPCCA Bylaws. Resolutions will be presented at the next Executive Committee for discussion. Executive Committee will bring resolution to the next General Board meeting for a vote. Jud & Bruce would like to reduce the KPCCA Mission Statement to 2-3 sentences suitable for grant applications. Mike S & Holly would to correct a past revision of					

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President: Bruce Macdonald	<p>the non-discrimination policy.</p> <p>The Key Peninsula Community Council is still using the KPCC initials for their group despite being asked in the past to not use those initials, since the KP Civic Center and Association has long used the initials and they are registered trade names with the State of Washington. Recommend approaching the Community Council to stop using the KPCC initials as well as inform local media outlets (KP News, Gateway) that use of KPCC should be reserved for Civic Center activities.</p>	
STANDING COMMITTEES		
Budget & Finance: Doug Austin	No meeting, no report. It was suggested there should be a quarterly report.	
Building, Grounds & Maintenance: Loyd Miller	<p>Betty Kelley, Claudia Jones & Loyd stripped and refinished the Whitmore Room & Kitchen floors.</p> <p>Parks Appreciation Day is Sat, April 18th from 9am – 12pm. Civic Center activities include raking cones, limbs, mowing, weeding, pressure washing pad, stairs, and heating unit area, remove the plant in front of the Historical Society/VFM rooms, and move the poles in the parking lot. Claudia objected to the large plant being removed.</p> <p>The Breezeway project is scheduled for the week of June 1. Mark Burriss & Boy Scout Troop #220 will demo the breezeway on May 30th. Mike Salatino has donated 2x2 & 2x4 from trees taken down on his property.</p> <p>The Fire Suppression system upgrade needs to be complete by June 1, 2009. Loyd received four bids ranging in price from \$2400-\$4800. He recommends RT Hood's \$2483 bid that includes a new Class A fire extinguisher. Loyd has the most confidence in this vendor, based on the time the vendor spent with Loyd looking at the issue. The Civic Center will need to get a bid from an electrician to hook the upgraded fire suppression system to the stove. Doug moved that the KPCCA accept the bid from RT Hood to go forward with the Fire Suppression project, Ed 2nd. Discussion about how to pay for the service followed. Question was called: all in favor, none opposed. Bruce stated that if the project benefits children and seniors, the Geneva Funds could be used.</p>	MSA
Human Resources: Peggy Gablehouse	<p>HR is looking to revise the security position responsibilities to include Civic Center maintenance, to help Loyd maintain the Civic Center, and would include duties such as mowing, minor repairs, replacing light bulbs, etc. Lori has been spoken to about the changes to the job description/direction of the position. In consideration of new responsibilities for this new position and the value of the two bedroom, on-site apartment, it was suggested that between 50-60 hours of work per month at the Civic Center should be completed by the new person.</p> <p>Other responsibilities can include meeting & greeting visitors to the Center on weekends and, possibly being allowed to earn extra income from renters of the facility to set up or tear down after events. PJ suggested the hours spent working on the facility every day be recorded on a time card/sheet. The Civic Center Association will be required to file workman's compensation coverage for all hours new person works on-site.</p> <p>The HR committee will develop a new job description and advertisement to place in the KP News. Phil wanted it noted that he was reluctant to kick out our current security personnel, as Lori has a long history of loyalty to the Civic Center. Lori asked to be allowed to host a garage sale to help her earn the necessary funds to move. Although there was no official motion by the Board, all were in favor, none mentioned any opposition to the request, provided the date did not conflict with any other events happening at the Civic Center</p>	
Events & Programs:	<p>A Chairperson needs to be chosen for this committee.</p> <p>Tom Boardman was not present to give an update on the August "Pioneer Days" event.</p>	
Development & Fundraising:	No report.	
Past Presidents Committee	Ed noted that there is 12K in the Past Presidents' fund, currently, although there may be much more money coming to the account from pledges made in wills. Ed suggested reactivation of the Past Presidents Committee was needed.	
AD HOC COMMITTEES		
KP News: Mark Roberts	The KP News staff has a meeting at the end of April. Issues from the KPCCA were	

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<p>KP News: Mark Roberts</p>	<p>discussed at the meeting. It was noted that the only control the KPCCA has over the KP News is to approve their budget and the hiring of the Editor. What the KP News reports is up to the editor. Full confidence in the Editor of the KP News was noted in the KP News Publishing Board minutes. The best way to make any individual concerns regarding the coverage (or not) of events and information in the KP News is to write a letter to the editor. All KPCCA articles and ads submitted to the paper were in the April edition.</p> <p>There is no resolution regarding the classified ads, as the users of the section have adjusted to the change and are using other advertising options.</p>	
<p>KP Fair:</p>	<p>No fair this year; KP Fair board meetings are open to the public.</p>	
<p>Livable Community Fair: Tim Kezele</p>	<p>The Department of Corrections is not available to help with the set up, parking & tear down of the event; volunteers are needed. The event has received \$1200 in sponsorship.</p>	
<p>Tennis Committee: Phil Bauer</p>	<p>A Tennis Court rental/use policy has been created. Although the Tennis Committee has a budget separate from the KPCCA, they would like for the KPCCA Board approve all expenditures over \$250. A question of whether the tennis courts can be used for something besides tennis will be taken back to the committee for discussion.</p>	
<p>Skate Night/Teen Dance: Tom Boardman</p>	<p>Phil reported he needs someone to cover the door tomorrow night; Dale signed up. On April 11th there will be an all ages skate night fundraiser for Brian Rutz.</p> <p>The next Sound Byte/teen dance is scheduled for April 25th. Kip, the DJ from skate night and the teen dance, will do a promotion at Peninsula High School on April 16th by playing music during the lunch hour.</p>	
<p>AFFILIATES</p>		
<p>Boy Scouts: Mark Burris</p>	<p>The Easter Egg Hunt is ready to go for Saturday, April 11th.</p>	
<p>KP Lions:</p>	<p>No report.</p>	
<p>Senior Society: Lou Mauk</p>	<p>Lou commented that the refinished floors in the Whitmore Room were great. Also, Jud is helping the Seniors apply for a grant to pay the Civic Center fees for their rental of the Whitmore on Thursdays.</p>	
<p>KP Historical Society: Leona Britt</p>	<p>The new sign is hanging at the entrance to the main parking lot, thanks to Loyd for installing it. There is a new exhibit in the museum; "Now & Then Baseball." Also, the Historical Society donated a new wireless router, so that members of their association could check email in the museum. The Historical Society is also ready to move forward with using photos from their collection to decorate the KP Civic Center.</p>	
<p>Children's Home Society: Jud Morris</p>	<p>This branch of the CHS is expanding to a small office in Bremerton to assist with after-adoption transitions for families, through Kitsap United Way. Neither services nor staff will be reduced at the KP location.</p>	
<p>KP Baptist Church:</p>	<p>No report.</p>	
<p>OLD BUSINESS</p>		
<p>Summer/Fall Fundraising</p>	<p>August 8th chosen for the summer/fall event; Tom Boardman is chairing the committee. In Tom's absence, Claudia Loy recommends he call a planning meeting within the next week, or drop the idea for the event.</p> <p>Aside from this small event, the Civic Center still needs a big fundraiser to generate 1-3K. Per Claudia L., Cornucopia will be returning in October and will include a silent auction and other fundraising activities.</p>	
<p>Single Use policy</p>	<p>Members of the Board should review the policy, found in the meeting packet, and be prepared to discuss it at the next Board meeting.</p>	
<p>NEW BUSINESS</p>		
<p>Vacation Coverage</p>	<p>PJ will be on vacation May 11th – 15th; office will be open from 1-3pm for the purposes of logging phone calls and taking messages only. Volunteers from the Board are needed to cover the desk duty; Bruce, Phil, Loyd, Lou & Mark offered time.</p>	
<p>Good of the Order</p>	<p>Tim called Norm Dick's office and ordered a flag, flown over the US Capitol, for \$22. A new American flag was discovered in the office and is currently being flown, despite being a little smaller than the previous flag.</p>	
<p>MEETING ADJOURNED @ 9:00pm</p>		

Respectfully submitted by Holly Hendrick, KPCCA Secretary