

Key Peninsula Civic Center Minutes: Jan. 8, 2009

ATTENDEES							
Executive Committee		Board Members		Affiliates		Guests	
P	Bruce Macdonald		Julie Boardman		Gloria Bowman, KP Baptist	Jena Henak, KP Baptist	
P	Loyd Miller	P	Tom Boardman		Leona Britt, KP Historical Society		
P	Phil Bauer		Claudia Loy		Claudia Jones, KP Fire Dept.		
	Ben Thompson		Dale Loy	P	Lou & Bob Mauk, Senior Society		
P	Doug Austin		Kathleen Degginger	P	Irene Torres, KP News		
P	Holly Hendrick	P	Peggy Gablehouse	P	Dan Vanderpoel, Boy Scouts		
P	Mark Roberts		Sylvia Haase				
	Pat Medveckus		Betty Kelley				
		P	Tim Kezele				
		P	Sharon Miller				
		P	Jud Morris				
			Shirley Olson				
		P	Mike Salatino				
		P	Rick Sorrels				
			Ed Taylor				
Topic/Presenter		Discussion					Action
CALL TO ORDER							
Welcome guests: Bruce Macdonald		Meeting called to order at 7:08pm. Loyd stated need to re-elect Tim Kezele to the KPCCA Board. Bruce stated Tim agreed that due to his marriage to PJ, to refrain from voting on any items related to personnel/HR. Sharon nominated Tim Kezele to join the KPCCA Board, Doug 2 nd , no discussion, all approved, no opposed.					MSA
Public comments:		None.					
Additions to agenda:		Mike Salatino's correspondence Mike Salatino's tabled discussion from last meeting about a KPCCA liaison to the KP News.					
REPORTS							
Secretary: Holly Hendrick		Request to change December 2008 minutes to include "501©3" in <i>Grounds & Maintenance</i> report. December 2008 minutes approved, with correction. Read thank you letter from Mike Salatino regarding successful Christmas Dinner and request to reserve the CC again for 2009. Passed around Thank You note for Jeff Charboneau for plowing the CC's parking lot during the Dec. snows. Passed around a meal donation sign-up sheet for Rodika Tollefson's family, due to her mother's recovery from surgery.					MSA
Marketing/Facilities Coordinator: PJ Kezele		All the annual contracts have had the annual 5% increase applied; documentation is signed & in the files. All accounts are up to date.					
Treasurer: Doug Austin		Doug has been reviewing open banking accounts for the KPCCA and hopes, by the end of January, to figure out which can be closed if the association does not need them. The 2009 budget was reviewed and a 10K deficit was noted due to a lack of upcoming fundraising events. Also, the repayment from the KP News is not reflected. There are enough reserved funds to cover expenses; however, the hope is to not tap into them. More events should be planned. Phil moved to approve the 2009 budget, Tim 2 nd , some discussion about Flavor of Fall not happening and losing Comprehensive Mental Health rent; all approved, no opposed. A reporting of the KP News budget and P&L were not available for review. PJ will email both to the KPCCA Board per Irene Torres' approval. The KP News is expecting a positive trend in their finances. Per recommendations from the Publishing Board, the KP News will hold off on resuming repayment to the KPCCA for six months to make sure their finances are stable. Possible lump sum payment to the KPCCA in six months. Related to the KP News repayment, a reduction in their debt was cleared from the KPCCA repayment schedule equal to the quote for the tree removals in along the West side of the annex building. In exchange for cutting down two trees, the KP News will give the					MSA

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Treasurer: Doug Austin, <i>continued</i>	contractor, Archon, 2K worth of free advertising in the newspaper. Then, the Boy Scouts will cut and split the wood, sell it, and split the proceeds 50/50 with the KPCCA.	
President: Bruce Macdonald	<p>Bruce noted that his goals as President include working for the Civic Center and he would like to revitalize the committee system. He noted there would be fewer committees than in the past, so the board members don't get overworked. The committees will fall into three categories: Standing, Ad Hoc & Affiliates. Standing Committees include: Budget & Finance (Chair: Doug Austin), Building, Grounds & Maint. (Chair: Loyd Miller), Human Resources (Chair: Peggy Gablehouse), Events & Programming (Chair: vacant), and Development & Fundraising (Chair: vacant). Ad Hoc and Affiliate committees remain as before: KP News, KP Fair, Liveable Community Fair, Skate Night/Teen Dance and Boy Scouts, KP Lions, Seniors, KP Historical Society, Children's Home Society, and KP Baptist Church, respectively.</p> <p>Goals for this year include several deferred maintenance projects: parking lot striping, repairing wheelchair ramp, repairing heating units, painting the inside & outside of the building.</p> <p>Small holiday bonuses were given to PJ, Alethea & Lori, totaling \$200. Executive Committee approved the expenditure as the gifts fell below the \$500 minimum needing Board approval.</p>	
STANDING COMMITTEES		
Budget & Finance: Doug Austin	See above	
Building, Grounds & Maint.: Loyd Miller	<p>Mark Ambler bid \$6070 to replace the breezeway floor and railing. Per previous discussion, Loyd provided Claudia Loy with a materials list for her to solicit donations for the project to help defray the cost. There was discussion of volunteer labor to help demo, and reduce the cost. Loyd submitted a proposal to the Angel Guild regarding the project; a 6K Angel Guild grant was offered. Loyd wants to schedule the work after the Crab Feed (Feb 21st).</p> <p>The blower motor on the Trane heaters blew out; the repairperson is expected shortly to fix.</p>	
Human Resources: Peggy Gablehouse	Background checks for the current KPCCA employees are almost done; just a credit check for office personnel remains. A basic screening is done for all employees and a credit check is done for employees who handle the KPCCA's finances. In the future, there will also be a basic background check for all occasional volunteers, including Skate Night volunteers, done through the Washington State Patrol.	
AD HOC COMMITTEES		
KP News: Mark Roberts	<p>Discussion with the KP News Publishing Board revealed recommendation for requests to cover KPCCA events in the newspaper need to be submitted on a press release form. Event chairs can work with PJ to develop press releases; all press releases should be submitted to PJ who will communicate with the KP News. KP News Editor will determine which stories the newspaper publishes. Press releases can also be submitted to other area newspapers, such as the Gateway and the TNT. Mike Salatino is still concerned that policy changes and other significant items decided at the KPCCA meetings need to be communicated to the KP News Editor.</p> <p>The coffee table book is still being worked on, although the staff is on their 3rd graphic designer. The hope is to have the book ready for sale at the Liveable Fair.</p> <p>The paper has put a halt to classified ads in the paper due to the loss in revenue every year (same space for business card ads would generate 3K) and the amount of time and labor needed to maintain them (receiving & editing the ad, plus bookkeeper handling of the payments). The KP News is open to suggestions for ways to keep the classified section in the paper; discussion included increasing the cost of the ads, reducing the size of the font, and creating a service directory instead.</p> <p>The new KP News Board was elected for 2009 and includes Irene Torres as President and Mark Roberts as Secretary.</p>	

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<p>KP Fair: Tom Boardman</p>	<p>A meeting in the Whitmore Room on January 15th at 6:30pm will decide who the next KP Fair President will be, which will, in turn, decide whether there is a fair this year. If Tom Boardman wins, there will be a fair in 2009; if John Biggs wins, the KP Fair will not happen in 2009. The whole community is welcome to attend the meeting. It was noted that the Civic Center's position regarding the KP Fair has not changed.</p>	
<p>Livable Community Fair: Tim Kezele</p>	<p>LCF had their first meeting already; the second meeting is scheduled for January 13th from 12-1pm. This year's date is Saturday, May 9th from 10am – 3pm.</p>	
<p>Skate Night/Teen Dance: Tom Boardman</p>	<p>The next Teen Dance, "Sound Byte," is on Sat., Jan 17th. Skate Night resumes this week after being closed due to weather issues. Skate Night didn't get to have a KPFD Santa visit this year due to weather.</p>	
<p>AFFILIATES</p>		
<p>Boy Scouts: Dan Vanderpoel</p>	<p>Dan would like to have everyone report to him organizations' events for the year for which Boy Scout assistance is requested. For the Civic Center, the board confirmed participation in the yearly Easter Egg Hunt, organization of the Firework sales (the trailer needs a bit of repair), and a Halloween party. Per Jena's suggestion, planning for the Halloween event should begin no later than June.</p>	
<p>KP Lions:</p>	<p>PJ mentioned the Lions are currently accepting nominations for Citizen of the Year; send them to Hugh McMillan. The Citizen of the Year banquet is scheduled for March 21st.</p>	
<p>Senior Society: Lou Mauk</p>	<p>The seniors are happy to be meeting again after all the snow. Lou mentioned the metal cart is still missing. Mark made a motion to buy a new cart, Tom 2nd. During the discussion it was decided that Mike Salatino would pick up a new one from Bargreen Ellingson and should cost about \$60-80. All approved, no opposed.</p>	<p>MSA</p>
<p>KP Historical Society: Leona Britt</p>	<p>Per PJ, the KPHS sign is finished and will be brought in to be hung.</p>	
<p>Children's Home Society: Jud Morris</p>	<p>"Holiday Helpers" this year was able to give presents and clothing to 265 children from low-income families. Jud read two thank you notes.</p> <p>Jud would is planning to host an Open House in the newly remodeled CHS offices, now that the work is complete, on Wednesday, February 18th from 4:30-6:30pm. Invitations will go out to local political leaders who helped secure the funding, and others involved in the project; there will be an announcement in the KP News "Community Works" section. The KPCCA will be helping by providing a mailing list and invitations.</p>	
<p>KP Baptist Church: Gloria Bowman</p>	<p>Jena Henak was present to announce the church's activities, including the Grand Prix at the end of January. The dates for Vacation Bible School have been decided for June/July. Also, the status of the church's new building is currently in the county's hands. She also mentioned the gym is still chilly in the mornings.</p>	
<p>OLD BUSINESS</p>		
<p>Fee Policy</p>	<p>TWAA Spring Fling is scheduled for March 7th. Fee to rent is \$1190; last year they paid \$500; 50% of fee is \$595. Phil Bauer made a motion to allow TWAA use of the Civic Center for their Spring Fling at a reduction of the fees by 50%, Jud 2nd, no further discussion; all approved, no opposed.</p> <p>Need for "reduced fee" policy for non-profits due to amount of time spent at every board meeting to decide who gets how much of a reduction. A consistent policy is needed to aid the Board in making quicker decisions in the future. Mark Roberts offered to review the current files and make a recommendation to the Board for such a policy.</p>	<p>MSA</p>
<p>Civic Center Expansion</p>	<p>Per a request to the EC from Ben Thompson, Dave Freeman will be making a presentation to the EC & KPCCA in February to discuss the possible Civic Center expansion based on the "Master Plan" he compiled in 2007. Rick Sorrels brought up the need to check with the Community Plan guidelines regarding frontage and signage restrictions.</p>	
<p>Crab Feed</p>	<p>Lloyd needs some volunteers for this event. He's hoping the Seniors can help with serving (they have food handlers cards), the Boy Scouts to help set-up tables & chairs around 3pm, and possibly let the Cub Scouts bus tables again. Jena offered to help serve food. The event coordinators are expecting a Health Department inspection during the event.</p>	
<p>NEW BUSINESS</p>		
<p>Inclément Weather</p>	<p>Due to recent snowstorms, Friday Night Skate was canceled. Discussion of need to have a standard policy, or review issues on a case-by case basis. No official decision was made, however, the problems of how to communicate a change Civic Center events (like Skate</p>	

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Inclement Weather <i>continued</i>	Night) was brought up as a potential problem. Signs on the front doors & an announcement was made on the website regarding Skate Night.	
Good of the Order	Rick Sorrels mentioned that Zoning changed in 1992 and the Civic Center is R10 now. Any plans to expand will need to be checked against these regulations, or, the KPCCA could pursue commercial zoning. For any kitchen or other equipment needed for the Civic Center, the annual Clover Park auction in late summer and the King County auctions in the Spring & Fall are great places to pick up items inexpensively.	
Mike Salatino's Annual Christmas Dinner 2009	Request to use the facility on December 25, 2009, free of charge. Loyd made the motion, Mark 2 nd , all approved, no opposed.	MSA
Adjournment	Meeting adjourned at 9:05pm.	

Respectively submitted by Holly Hendrick, KPCCA Secretary.