

Key Peninsula Civic Center Board Meeting Minutes: February 9, 2023

ATTENDEES							
Audit Committee		Board Members		Affiliates		Guests	
P	Bruce Macdonald - President	P	Holly Baker	P	KPHS, Tim Kezele	Paul Jensen	
P	Tim Kezele – 1st VP		Phil Bauer		CHS, Adrienne Mason		
P	Herb O’Niell - Treasurer		Rena Blalock		FFR Co-op, Karen Olsen		
P	MiKail Palmer - Secretary		Peggy Gablehouse		Seniors, Flo Williams		
P	Ellen Le Vita - At Large	P	Claudia Jones		Boy Scouts, Chris Quill		
P	Caleb Lystad - At Large		Dale Loy		Pentecostals, Roger Roth	Staff	
			Pat Medveckus	P	KPBC, Jenna Halek	P	Pat Bean
		P	Karin Millie	P	Fuchsia Club, Dale Skrivanich	P	Shabadrang Khalsa
			Rachel Newhouse				
		P	John Nichols				
		P	Dale Skrivanich				
Agenda Item/Presenter		Discussion					Motion/ Action
Welcome guests: Public comments: Additions to the agenda:	Call to order: 7:06 p.m. pm by Bruce Macdonald, President Bruce MacDonald will be filling the president position for the remainder of 2023 and Caleb Lystad will be executive committee at-large member. Chuck Davis will be removed from check signing for Civic Center. John Nichols motioned, Claudia Jones seconded. Unanimous pass.						
REPORTS							
President: Bruce Macdonald	<ul style="list-style-type: none"> - Let’s put the past behind us and focus on what is on our plate now. We need to take a few months for transition before moving on to long-term projects. - Herb will be working on computer back-up for office - Crab Feed is on. Spoke with Kristi at Nelson - they have 800 pounds of crab for us to pick up on March 17th - \$6.99 per pound. They are cooked/cleaned/processed/packed in ice. John Nichols motioned and Caleb Lystad seconded for the ticket price to increase from \$45 to \$50. Motion passed. - Metropolitan Development Council - uses an RV around the county to offer financial/fiscal advice for students. They would like to use our parking lot once a week or twice a month. General consensus that Pat can offer that to them based on our schedule. - Roller Derby ladies are now using the gym - they are very excited about using the facility. Shabadrang would like to get their help with skate night since they do look for volunteer hours. 						

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	<ul style="list-style-type: none"> - Mustard Seed Society has asked if the Civic Center can be used as an emergency shelter - Pat let them know we are only a day shelter for now. Emergency prep will need to look into qualifications. Holly asked their contact to research what their requirements are. Perhaps this could be a very specific situation for this facility only. Emergency prep coordinators will do further research. - We as volunteers will need to get ready for April - Shabadrang will be in India - help will be needed with skate night. Also, Pat is taking the last week of April off. Coverage will be needed for that as well. 	
<p>Secretary: MiKail Palmer</p>	<ul style="list-style-type: none"> - Holly Baker motioned to approve January 2023 minutes, Ellen Le Vita seconded. Unanimous pass. - The initial e-newsletter was emailed out on February 1-2. Emailed to approximately 1,100 email addresses - about 120 non-deliverable and several unsubscribe requests. The email list will be cleaned up with those edits prior to the March newsletter being emailed out. - Beginning with the January 2023 minutes, monthly board meeting minutes will be published to the Civic Center's website. Pat will help with this. 	
<p>Treasurer: Herb O'Niell</p>	<ul style="list-style-type: none"> - Financials for 2023 look pretty good. Additional rentals are looking great. Herb will email the report to MiKail to email out to all board members. 	
<p>Operations Manager: Pat Bean</p>	<ul style="list-style-type: none"> - Rental agreements - no Sat/Sun available to rent until the first week of May. - Pat will be reaching out for help with some items in the office. - Tim Hietzman has requested a link to our newsletter for the KP News. They want to advertise our newsletter in the newspaper. - Ben Paganelli was in office today - director of Key Peninsula Healthy Community - he wonders how to help. He will include us in their weekly email. Elevate Health large event in April - their organization has money earmarked for health items - may be able to help with upkeep of something like the elevator lift. - Compost sale ad is in the newspaper. There is also a link on our website to order. There is only one order so far - help is needed from the board to get fliers out and spread the word. The soil order needs to be made by Feb. 25th. Last year, 720 bags were ordered and the sale brought in \$3,500 in revenue. Bruce advised Pat to order the same amount this year. 	
<p>Facilities Tim Kezele</p>	<ul style="list-style-type: none"> - WiFi installation is halfway done. - The water compressor had a leak - Nicholson Plumbing put in a new silent, oilless compressor on Tuesday and recalibrated everything. - Fire extinguishers are being serviced and hood cleaning is being done - Tim and Yukon are working on inspection schedules for everything in the building. - Looking for a new pest control company. 	
<p>Human Resources: Executive Committee</p>	<ul style="list-style-type: none"> - Janel has accepted the position of kitchen manager. - Skate night D.J. has left - Ava Lystad (Caleb's daughter) would be very interested and can do it. She is 15. Shabadrang thinks she can handle it and will work with her on figuring out the job and expectations. - Custodial/maintenance - two applicants interested in the position. Both will be interviewed. 	

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AD HOC & STANDING COMMITTEES		
KP News: Bruce Macdonald	The newspaper is now fully independent. This is the last report in the Civic Center's board meetings for KP News.	
AFFILIATES		
Senior Society:	No report	
KP Historical Society: Tim Kezele	Planned opening on February 18th. Open Tuesdays and Saturdays 1-4 p.m. Pierce County Council gave Vaughn Library Hall historic preservation grant - \$35,000.	
Boy Scouts:	No report	
TWAA:	Event this Saturday 2/11 - Give Your Heart to Art. 15 artists with their own tables to show art. Music program by 1-2 schools.	
Children's Home Society:	No report	
KP Baptist Church: Jena Hanek	The Awana program is still going strong. Having Valentine potluck Sunday after church. Pastor Paul is back and doing really well. Pastor Paul is considering having a speaker come out to speak on racial reconciliation as a community event in the summer.	
Lakebay Fuchsia Club: Dale Skrivanich	Fuchsias have not drowned or frozen - looking good. They will definitely be buying mulch. Currently ordering fuchsias for sale in May.	
Pentecostals:	No report	
Fresh Food Revolution:	No report	
OLD BUSINESS		
WiFi Project	<ul style="list-style-type: none"> - Contractors would like to be paid half of the total now that the job is halfway completed. \$9,000 is half. Caleb motioned to pay half, Jena seconded. Unanimous pass to pay half now. 	
Events Committee Considerations	<ul style="list-style-type: none"> - Dale, Claudia, and Tim currently make up the events committee. A chair is needed, or at least a group willing to work closely with the executive committee. Shabadrang and Holly will help as they can. - Dale has been working with Pat to get dates on the calendar for events. She would like to work with Amy to help find volunteers. - Shabadrang suggested we need an events coordinator to head up the events. - Bruce is heading up crab feed, Tim is heading up Livable Community Fair, someone needs to head up soil sale, and bricks sale. 	

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	<ul style="list-style-type: none"> - First Saturday in August is Family Fun Day - we need to be prepping for that now to make it successful. 	
NEW BUSINESS		
<p>2023 Budget Proposal Review & Discussion</p>	<ul style="list-style-type: none"> - Herb provided a handout to board members with ideas to help with the budget deficit. Highlight of ideas: - Booth fees have been increased to \$50 - Committee would desire to end Legacy and other discounts, but make no changes to our standard 50% non-profit discount. At least 6 months notice to be given prior to this move. - Increase single use rents 10% - Friday Night Skate - increase to \$6 - Private skate party increase by 20% - Increase concession prices by 20% - Herb has always had questions about the numbers the budget is based on. Data got messed up somehow. Quickbooks expert says as of 1/1/2023, data is great. - Herb would like to see the current budget approved, even with the deficit. The budget will be watched closely and revised later in the year if needed. Quickbooks itself has a budgeting function that would allow for a detailed budget to be created for next year. Herb would like to look into that starting now and testing it so that old budget format can be left behind. Request board approval for 2023 budget as it stands with suggested changes. - Shabadrang and Pat both suggested a 20% increase for all single use rentals. - John Nichols stated that single use rentals were increased last year by 10%, but doesn't think private skate parties were increased. - Herb motioned for 2023 budget to be accepted, with deficit, Dale Scrivanich seconded. Unanimous pass. Budget will be revisited in July. 	
ADJOURNMENT		
	<p>Meeting adjourned at 8:44 p.m. by Bruce Macdonald Submitted by MiKail Palmer</p>	