

Key Peninsula Civic Center Board Meeting Minutes: January 12, 2023

ATTENDEES											
Audit Committee		Board Members		Affiliates		Guests					
P	Chuck Davis - President	P	Holly Baker	P	KPHS, Tim Kezele	Teresa Yost					
P	Bruce Macdonald - Past Pres.		Phil Bauer	A	CHS, Adrienne Mason						
P	Tim Kezele – 1st VP		Rena Blalock	A	FFR Co-op, Karen Olsen	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cfe2f3;"> <th colspan="2" style="text-align: left; padding: 5px;">Staff</th> </tr> </thead> <tbody> <tr> <td style="width: 5%; padding: 5px;">P</td> <td style="padding: 5px;">Pat Bean</td> </tr> </tbody> </table>		Staff		P	Pat Bean
Staff											
P	Pat Bean										
P	Herb O’Niell - Treasurer	P	Peggy Gablehouse	A	Seniors, Flo Williams						
P	MiKail Palmer - Secretary	P	Claudia Jones	A	Boy Scouts, Chris Quill						
P	Rachel Newhouse - At Large		Claudia Loy	A	Pentecostals, Roger Roth						
P	Ellen Le Vita - At Large	P	Dale Loy	P	TWAA, Pat Medveckus						
		P	Caleb Lystad	P	KPBC, Jenna Halek						
			Tom Macpherson	P	Fuchsia Club, Dale Skrivanich						
			Pat Medveckus								
		P	Karin Millie								
		P	John Nichols								
		P	Dale Skrivanich								
Agenda Item/Presenter		Discussion				Motion/ Action					
Welcome guests: Public comments: Additions to the agenda:	Call to order: 7:09 p.m. pm by Chuck Davis, President										
REPORTS											
President: Chuck Davis	<p>-The Wifi project upgrade is well under way. Thank you to Tim for helping with access. The installing company will be out weekly or bi-weekly to install in segments so service is as uninterrupted as possible.</p> <p>-2022 ended with the highest bank balance in the history of Civic Center - way to go!</p> <p>We will need to be more financially responsible due to various factors including employment, increased costs, inflation, etc. Looking for ways to increase donor options.</p> <p>-Chuck read a personal statement to be referenced in the minutes. That statement is a separate document. Chuck resigned as president of the board effective at the end of this meeting.</p>										
Secretary: MiKail Palmer	<ul style="list-style-type: none"> - November 2022 minutes approved - motioned by Bruce, seconded by Ellen. Unanimous pass. - No minutes were taken in December due to it being the potluck. The only order of business was that the results of the board election were announced - all board members listed on that ballot were re-elected. 										

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	<ul style="list-style-type: none"> - New e-newsletter update - planned to be emailed out this week. Board members can print and make copies as they desire to leave in public places. 	
<p>Treasurer: Herb O’Niell</p>	<ul style="list-style-type: none"> - Reviewed January financials - everything looks normal. Copy of January financials was provided to attendees. - Draft budget for 2023 shows us \$59,000 in red. No budget for approval today because there is still work to be done. - Ideas discussed to reduce deficit - annual tenants - reducing or eliminating legacy or other (non-profit) discounts (not immediately, but soon), increase annual tenant rates, increase single use rental rates after market survey, eliminate single use discounts (not non-profit). - Need to work together with the events committee to come up with a plan for events. Further ideas: increase booth rentals to \$75, increase private skate party fees, increase Friday night skate to \$6, increase concessions and trinkets, and look for grants. Hopefully a budget proposal next month. 	
<p>Operations Manager: Pat Bean</p>	<ul style="list-style-type: none"> - Currently working on annual State/county requirements, banking, dealing with new year requirements such as L&I, new employment law updates. - Would like to make more use of DonorPerfect in getting out thank-you letters to donors. - Working with Tim and Yukon on a new maintenance schedule for the Civic Center. - Private skate party ad was placed in KeyPen news - quite a few private skate parties have been booked because of that ad. - What should we put in the newspaper for next month’s ad? A suggestion of a bullet-point list of what rentals we offer, as well as volunteer opportunities. Skate party ad will be relisted as well. 	
<p>Facilities Tim Kezele</p>	<ul style="list-style-type: none"> - Carpets were cleaned yesterday - they are done on a quarterly basis. - Leak in well - that is being worked on. Nicholson came out, did not have all parts, so they will be coming back. Tim would like the well checked quarterly. - Working on lighting - making sure all are working and have current bulbs. Looking for fixtures that do LED bulbs instead of specialty bulbs. - Working on bid for window frames on annex building - should have bid soon - possible funding through Angel Guild or another source in Tacoma. - Working with Yukon and Shabadrang to clean out extra areas, including the upper balcony. - Holly asked when we can paint the wall in the gym so pictures can be taken to advertise as a wedding venue. General consensus to do a paint party or ask the Boy Scouts to help. A paint party would need to probably be in the evening. - Jena brought up that lights should be turned off more consistently - maybe a sign by the light switch to turn off lights when leaving (at least in rooms not in the main area). 	
<p>Human Resources: Executive Committee</p>	<ul style="list-style-type: none"> - Rachel read a personal statement to be noted in the minutes. That statement is a separate document. Rachel is resigning from the executive committee, but will remain on the general board. - There are currently two open roles for employment at Civic Center - kitchen manager and custodian. Need to post a job description for the caretaker position - Rachel will work with Pat to post that. Option for on-site/off-site will be left open for the interview process. - Claudia suggested we have an interim person as back-up for when main people are out. General agreement for that idea. - Caleb, Tim, Ellen, Karin, and Bruce agreed to be on the hiring committee. 	

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	<ul style="list-style-type: none"> - Kitchen manager is 10-15 hours per week - includes shopping time. Mainly focused on skate night, but also covering other events as requested. 	
Events and Programs:		
AD HOC & STANDING COMMITTEES		
KP News: Bruce Macdonald	<ul style="list-style-type: none"> - - Another successful edition - slightly light - typical for January. There is a newspaper board meeting on Tuesday - Tim Heisman reported on finances - set new records for ad sales, web revenue, and donations. - There are currently two newspaper boards - one to fine-tune each edition, and one is a governing board that will be working on additional paperwork. Waiting 4-6 months for IRS designation - once that happens, separation can happen. 	
AFFILIATES		
Senior Society:		
KP Historical Society: Tim Kezele	They are in their last year of building permit for library hall. All the HVAC done - there is now heating and air conditioning. No insulation in the roof, but has been approved to be done in walls and ceilings. Outside is nearly done. Looking for other ways to fund to finish up everything. Membership is at 173. Annual meeting next month - in 56th year as organization.	
Boy Scouts:	No report	
TWAA:	Give your heart to art event in February	
Children's Home Society:	Report via Tim - they are doing great. They just posted a job listing for a new director here. Two days a week they have an indoor toddler playground. They like their rental spot and being involved in the community.	
KP Baptist Church:	Church is doing really well. Pinewood Derby car race is happening Saturday. Church gave a \$500 donation to Civic Center for new security or wifi, whichever is preferred.	
Lakebay Fuchsia Club: Dale Skrivanich	All fuchsias are above ground and have not drowned. Lights help people to not go in there at night.	
Pentecostals:		
Fresh Food Revolution:		
OASIS Youth Center:		
OLD BUSINESS		

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Skate Night Claudia Jones	<ul style="list-style-type: none"> - Claudia asked if kitchen manager position can be offered to Janel. - Would it be possible to pay something to Cole? He has been helping with skate security for 10 years. Possibly \$50 per skate night? No decision was made at this meeting. - Back up cleaning - Claudia & Julia can help with back-up cleaning. Julia would like to be paid. - MiKail asked what help is needed with board attendance rotation at skate night. Will reach out to Shabadrang on what is needed. - In Claudia's opinion, the whole skate night needs to be revamped. 	
Ham Radio Update	<ul style="list-style-type: none"> - The antenna was not giving a good signal. Upgraded to dual band x50a. Installed right before Christmas. Tests done two days ago - radio reprogrammed. Working 85% better than it was. All updates from last month for Pierce County emergency contacts. Talked to local repeaters really well. Scratchy talk with Enumclaw. A new radio would be really nice, but expensive. The one we have is very basic, but it does the job we need it to do. 	
Bylaws	<ul style="list-style-type: none"> - No update 	
Events Dale Skrivanich	<ul style="list-style-type: none"> - 2023 event ideas discussed: - Bricks - a big brick has been sold. Events committee will get a report from the company who did the brick sale. - Soil is being sold starting late March - the Saturday or Sunday before Easter. - Makers Market - Memorial Day through Labor Day - Saturdays and possibly some Fridays - vendors who make arts and crafts. 10 am - 2 p.m. No permit needed if no food/drink served as part of the event. - March 18th is scheduled for CrabFeed. What is status? Bruce reported that prospects for crab season - price pretty good compared to past. But the state of WA will not open the season on February 1st. Cannot make a commitment to that date due to the season being up in the air. - Thank you for coming to board and staff potluck in December. Special thank-you to Herb for working with the events committee on budget. Rena, Dale, Claudia Loy on the events committee - Chuck will continue to assist with some items as needed. 	
NEW BUSINESS		
	<ul style="list-style-type: none"> - Bruce is going to take the rest of Chuck's term as president for 2023. Tim will be assisting. 	
ADJOURNMENT		
	Meeting adjourned at 8:47 p.m. by Chuck Davis Submitted by MiKail Palmer	

*Special Note: The statements read by both Chuck Davis and Rachel Newhouse as referenced in these minutes are available upon request. Please email the board secretary at secretary@kpciviccenter.org or the operations manager at office@kpciviccenter.org if you would like a copy of those statements.