

KEY PENINSULA CIVIC CENTER

BOARD MEETING MINUTES

Date: April 13, 2023

Time: 7:05 p.m.

Meeting called to order by: Bruce Macdonald

IN ATTENDANCE

Executive Committee

Bruce Macdonald, President
Tim Kezele, 1st VP
Herb O’Niell, Treasurer
MiKail Palmer, Secretary
Ellen Le Vita, At-Large
Caleb Lystad, At-Large

Board Members

Claudia Jones
Karin Millie
Rachel Newhouse
John Nichols
Dale Skrivanich

Affiliates

Tim Kezele, KPHS
Jena Henak, KPBC
Dale Skrivanich, Fuchsia Club

Staff – Pat Bean

APPROVAL OF MINUTES

The March 2023 board meeting minutes were approved. John Nichols motioned to approve, and Claudia Jones seconded. Unanimous pass.

REPORTS

President – Bruce Macdonald

- Letter received from Children’s Home Society – they want us to consider suspending rental charges for two-day back to school camp in August. Pat will reach out to them to discuss options.
- The four-day event for Backpack4Kids is the following week in August – Pat will also reach out to them about options.
- Several board members felt that, while no rent has been charged for these events in the past, there should be some charge for multi-day events – perhaps non-profit rate? Willing to negotiate based on Pat’s discussions with both groups.
- Carpet cleaning for the apartment is scheduled. Currently looking for someone to install new carpet.
- Reminder to board of open position on executive committee for an at-large member. The position needs to be filled – please consider.

Treasurer – Herb O’Niell

- March was a very good month financially for the Civic Center. The successful Crab Feed really contributed to that.

Operations Manager, Pat Bean

- Recognition of Rachel Newhouse, who has continued to help with the occasional HR questions that come up.
- Approximately \$7,400 income from Crab Feed – very successful. Two local business owners asked about potentially being sponsors in future.
- Approximately \$2,800 income from soil/compost sale. Too much product was initially ordered, so one pallet was sent back. There are about 30 bags of soil left for sale.
- Key Peninsula Partnership for Healthy Community, along with Elevate Health, contributed \$1,000 to the elevator/lift, as well as \$1,000 toward annual maintenance and \$150 for first aid kits.
- The WiFi project is about 95% completed. Around \$8,500 due at completion.
- A few large bills are coming up, including first half of property taxes.
- Pat will be on vacation from 4/20-4/28. Amy will be covering the office for 2-3 days. Board volunteers are needed to help out on other days. Rachel can do either or both Fridays. Karin can also take a partial day.
- Caleb will take care of skate night funds while Pat is gone.

Facilities – Tim Kezele

- Another fire alarm bell was installed in the office last week. Testing will be done the first week of May.
- Tree service was done last week on large tree out front
- Yukon celebrated his one-year anniversary of employment on April 1st
- Shabadrang's husband stepped in and has been working around the facility to help out while she is gone
- WiFi worked really well for the Elevate Health event last week
- The Livable Community Fair is May 13th from 10 a.m. to 3 p.m. There are 35 non-profit groups signed up so far. Stephanie Warren has been heading up this project, and has obtained quite a few sponsorships. She is also putting together a resource guide. Volunteers will be needed to help out at the event. Janel will be in the kitchen. Karin mentioned that an editable volunteer sheet would be helpful again, like was done for Crab Feed.

Human Resources

- Bruce reported that Kristin as on-site custodian is not moving forward. She was given a trial run and it did not work out.
- The first person who interviewed for the position (Bill) initially passed on the job, but has since let the hiring committee know that he is again interested. The committee met with him earlier this week and offered him the custodial job. He will live on-site in the apartment. The plan is to begin work on the 24th, and may be moving into the apartment on the 22nd if it is ready to go.
- Tim mentioned that Bill previously worked in a janitorial role at the YMCA in Port Angeles. Most of his work career has been centered around custodial work.
- Bruce reached out to an attorney about an updated employment and apartment contract – waiting to hear back. Herb sent the attorney the documents we have last Friday.

Affiliates

KP Historical Society

- Tim reported that they are open Tuesdays and Saturdays from 1-4 p.m. Attendance and interest is up. They are working on remaining building permit items and looking at offering scholarship programs.

KP Baptist Church

- Jena reported that there was a spaghetti dinner last night to raise funds for kids going to camp. Church is going strong. She had a question about WiFi in the VFW room – Pat will check with the company doing the WiFi project to make sure the broadcast distance to that area is good.

Lakebay Fuchsia Club

- Dale reported that this is the 34th or 35th year of selling plants out on the lawn. Event will run from 10 a.m. to 3 p.m.

OLD BUSINESS

WiFi Project

- Caleb requested a heat map from vendor to show extent of signal and where it is. That should be delivered by completion. He also asked for cable testing results.

NEW BUSINESS

Family Fun Day/Pioneer Day

- This event is set to be on August 5, 2023. Help is needed from all board members to plan and execute this event. Ideas and planning need to begin now – we need an event that is going to be fun and enticing for members of the community.

Events & Fundraising

- At the May meeting, Bruce requested that we take some time to go over the events list again that was proposed late last year. We also need to brainstorm some additional ideas.
- John said that a direct mail solicitation is in the budget – perhaps do one in May or June? We could also put an ad in the KP News. John is willing to be involved with the mailing and Karin volunteered to write the letter and Ellen will edit it.

NEXT MEETING

Next meeting will be held on May 11, 2023 at 7:00 p.m.

Meeting was adjourned at 8:32 p.m. by Bruce Macdonald