

KEY PENINSULA CIVIC CENTER

BOARD MEETING MINUTES

Date: May 11, 2023

Time: 7:00 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 Loy
Karin Millie
Rachel Newhouse
John Nichols
Dale Skrivanich
Pat Medveckus

Affiliates

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

Staff – Pat Bean
Bill Elliott

Guests – Stephanie Whitt (Refit), Jen Bailey (Refit), Melissa Eastlick (Refit), Chris O’Niell, Norm Brones

APPROVAL OF MINUTES

The April 2023 board meeting minutes were approved. John Nichols motioned to approve, and Caleb Lystad seconded. Unanimous pass.

REPORTS

President – Bruce Macdonald

- Agreed to put letter together last month for direct mailing to some donors. John and Karin took care of it – probably mailing it out in July. Put ad in newspaper first that we are going in fundraising mode. John brought up that the letter would be better sent out in June – fundraising is more difficult in summer. Need to get donor list – does Stephanie Warren have it, or something in Donor Perfect. Rachel is looking into training and consolidating stuff on Donor Perfect.

Treasurer – Herb O’Niell

- April revenue down somewhat, had to pay ½ of property taxes, along with a couple of other big bills. \$-18,000 in the red. Next month there will be some big bills as well.

Approximately \$121,000 cash in bank currently. Ellen noticed there was no interest listed on the president's fund in Greater Tacoma Community Foundation. Pat reported the statement showed it was up \$4,500 for the quarter.

Operations Manager, Pat Bean

- Livable Community Fair – as of yesterday, \$7,200 brought in for booths and sponsorships, with costs, income was about \$5,100.
- Post Office – currently ten names listed on box. We need to create a list of 2-3 names that should be on the list of receivers.
Names to put on list – Pat Bean, Bruce Macdonald, Tim Kezele, Herb O’Niell. All other users to be deleted from list. John Nichols motioned; Ellen Le Vita seconded.
Unanimous pass.
- Signatures for checks – currently, Herb, Tim, and Bruce can sign. Pat suggested we add a fourth person to the list of signers. Ellen moved that Pat Bean be put in as fourth signer (not position of operations manager, but specifically Pat Bean). Caleb seconded.
Unanimous pass.
- Shabadrang is back from India and ready to resume yoga classes. It is back on M/W mornings and on Monday nights.

Facilities – Tim Kezele

- Last week the fire alarm safety inspection passed.
- Great to have Bill here and working with Yukon – things are looking nice.
- Focusing on general maintenance now.

Human Resources

- Bill was introduced and Bruce and Herb verified that all employment contracts were completed and are in place. Everyone, including Bill, is satisfied so far.

Affiliates

KP Historical Society

- Getting ready to give out PHS scholarships. The library hall is getting ready for paint job. Inside of building looking great. Museum will be open all day during Livable Community Fair.

KP Baptist Church

- Awana program – last night was the final night of the season. Awards ceremony is coming up. 45 kids attended throughout the year.

Lakebay Fuchsia Club

- Fuchsias have been hauled in the last 3-4 days – about 300 of them so far. There is a very good selection for Saturday.

TWAA –

- Doing open mic at LIC – 55-60 people last couple of months. June 13th at 6 p.m. at LIC – Gnosh truck present. May 13th open mic at Mustard Seed from 2-5 p.m. Working on an art walk. Want to coordinate with Evergreen and Red Barn to do art programs. Current membership drive going on. Select two winners for scholarships at PHS.

OLD BUSINESS

WiFi Project

- Bill with company who did install will be coming to event Saturday to check and make sure everything is working well with internet. Final payment has been made for the project.

Livable Community Fair

- Need to verify that Square will work for vendors on that day. Bill will be there that day.
- Tomorrow at 3:30 p.m. is set-up
- Saturday at 7 a.m. vendors can come set up.

NEW BUSINESS

Hugh McMillan Memorial

- Memorial service at PHS. Because of his connection to non-profits, organizers are asking for a flyer/poster at the event on June 18th. Submit a flyer and/or poster for the event.

Family Fun Day/Pioneer Day

- Band from last year no longer available. Claudia suggested a couple of groups.
- Rachel brought up that 2021 event was successful and fun – do we have a list of the vendors from that year that we could reach out to? Perhaps scrap this event for another event in October?
- Perhaps do an Oktoberfest event and link with farm tours? General agreement that this would be better option – October 7th is farm tour. Dale will check with Lisa with farm tours if we can be part of the farm tour.
- Bruce will ask if Whirlies are available for October date.
- There will be no family fun day event this year – focus will be on event in October.

NEXT MEETING

Next meeting will be held on June 8, 2023 at 7:00 p.m.

Meeting was adjourned at 8:20 p.m. by Bruce Macdonald