

KEY PENINSULA CIVIC CENTER

BOARD MEETING MINUTES

Date: September 14, 2023

Time: 7:05 p.m.

Meeting called to order by: Bruce Macdonald

IN ATTENDANCE

Executive Committee

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

Board Members

John Nichols
Dale Skrivanich
Peggy Gablehouse
Holly Baker
Karin Millie
Pat Medveckus

Affiliates

Tim Kezele, KPHS
Jen Bailey, Sound Refit
Jena Henak, KP Baptists
Dale Skrivanich, Fuchsia Club

Staff – Bill Elliott

Shabadrang Khalsa
Sarah Watkins

APPROVAL OF MINUTES

Peggy Gablehouse motioned that the August 2023 minutes be approved; John Nichols seconded. Unanimous pass.

REPORTS

President – Bruce Macdonald

- Sarah Watkins has been hired as the new kitchen manager. Welcome!

Treasurer – Herb O’Niell

- Herb was not in attendance at the meeting, but he emailed the following financial report:

“The Statement of Activity Comparison report shows -\$8616.75 net revenue for August, which appears to be significantly higher than the July net revenue of -\$409.87. The reasons for the disparity include \$2527.92 in Special Event Expense charges in August which reduced our revenue for the month. These charges consist of (1) payment of a \$2300 bill from Cedar Grove for soil that Cedar Grove neglected to submit until last

month and (2) payment of an advance deposit of \$227.92 for Rythym & Blues, Brats and Blues expenses. Another reason for the disparity is a higher than expected Nonprofit Discount was applied against our rentals in August, reducing our revenue numbers. Pat and I are looking into the reason Quickbooks did this. It appears this could be that our accounting software is counting time donated to CHS and Backpacks 4 Kids for events in august is being treated as lost income in the form of "nonprofit discount". This would account for possibly around \$2000 of the disparity. Finally, we need to remember that revenue in July was bolstered by \$6500 in "grant funds" that increased the July revenue in that amount.. "

There were no questions or concerns from the board regarding this report.

Operations Manager, Pat Bean

- Pat was not in attendance, so no report was given from him. Bruce mentioned that preparations are being made for Rhythm & Blues, Brats & Brews.

Facilities – Tim Kezele

- Fire suppression system inspected.
- Yesterday, the windows in the gym were washed and cleaned.
- Over Labor Day weekend, the gym storage area was cleaned up by several board members. Thank you!
- The ice machine has been a bit problematic – dripping again. It was repaired last year, but is having problems again. Water from leak is going into CHS storage rooms.
- Yesterday, the IT contractor that set up wi-fi system came and reconnected cameras to system.
- Yukon is out for six weeks. Some extra help will be needed from the board to cover for him on openings/closings/special events.

Affiliates

KP Baptists – Awana program started last week – 40 kids enrolled at this time, ranging from pre-K to high school.

KP Historical Society – final stretch of library hall – trim wood being installed on stage, floors painted, 4 finished rooms. Should be open to the public in December.

Sound ReFit – Jenn reported there have been new attendees and feedback on Facebook. Many people were not even aware of Civic Center, so they are getting word out.

Lakebay Fuchsia Society – the fuchsias have recovered from pruning – putting on last bloom of year. Added gravel to path. Starting to winterize.

TWAA – Pat in attendance, but no report at this time.

OLD BUSINESS

Rhythm & Blues, Brats & Brews – OCTOBER 7th

- Thanks to PJ, there is a checklist of items that need to be done or have been done, which was passed around. It was also emailed out to the board members prior to the meeting. Help will be needed throughout the event. Doors open at 5:30, dance goes from 7-10 p.m. We will also be providing hot dogs and drinks as a stopping point for those on the farm tour.

Winter Warm-Up – NOVEMBER 11th

- There are volunteer needs for this event as well. Sign-up sheet was also emailed out.
- Holly asked where the Christmas décor was for decorating the stage for Santa. We are also on the lookout for a Santa. There will be more to talk about for this event at the October meeting.

Grant for Exterior Restoration –

- Through further research, it was discovered that the grant through the county only covers half of the cost of a specific project. The other half we must pay. The grant will be awarded to the winner in March 2024, and the project must be completed by December 2024.
- A \$17,000 bid was received for prepping and painting annex building. Bruce wonders if we should repaint the entire complex and not just annex building.
- Caleb has a proposal for security camera upgrade beyond what has been done so far to get them working. It would be approximately \$6,200 to install the cabling. We would also need to pay for our own cameras, but we could buy cameras as we can afford them. The system is cloud-based. We would be able to afford higher quality cameras than what we have now.
- Tim, Pat, Herb, Bruce will be meeting on Monday at 9:30 a.m. to go over the grant and start working on it.
- Bruce proposed a motion to commit to putting forward \$10,000 for one or both of these projects, to be potentially matched by the grant. Caleb motioned, Dale seconded. Unanimous pass.

NEW BUSINESS

Pat's Vacation – going on vacation Oct. 19 - 27. Coverage needed for at least 4 days. Bruce will cover for a day, Shabadrang will cover for a day, John available to take a day.

Elections in November – A or B list up for re-election, as well as executive board roles – for sure secretary role. We also need additional board members.

Additions to Agenda:

Shabadrang – Caleb has proposed starting a skate night sub-committee. It will be chaired by Caleb and Shabadrang. A sign-up sheet for the committee was passed around at the meeting. The committee will have a say in what happens at skate night, and volunteering at some skate nights is expected if on this committee. Meetings will be once a month.

Shabadrang brought up a possible need for some more lights and referee shirts – will talk to Pat. She also brought up the idea of community skate nights, father/daughter dance, etc. as community events.

Dale was in attendance at the Wednesday candidate's night – it was quite successful, if sparsely attended. Remarks were made on the improvements made at Civic Center. Very interesting candidates and discussions. There was a film crew filming it, and so the video should be available somewhere. Perhaps Key Peninsula Community Council or county may have information.

NEXT MEETING

Next meeting will be held on October 12, 2023 at 7:00 p.m.

Meeting was adjourned at 8:25 p.m. by Bruce Macdonald