

# KEY PENINSULA CIVIC CENTER

## BOARD MEETING MINUTES

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Date: November 9, 2023

Time: 7:06 p.m.

Meeting called to order by: Bruce Macdonald

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### IN ATTENDANCE

#### Executive Committee

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

#### Board Members

John Nichols  
Dale Skrivanich  
Claudia Loy  
Peggy Gablehouse  
Karin Millie  
Holly Baker

#### Affiliates

Tim Kezele, KPHS  
Stephanie Whitt, Sound Refit  
Jena Henak, KP Baptists  
Dale Skrivanich, Fuchsia Club  
Kris O'Niell, TWAA

Staff – Sarah Watkins  
Pat Bean

Guests – Teresa Yost

### APPROVAL OF MINUTES

Caleb Lystad motioned that the October 2023 minutes be approved; Tim Kezele seconded. Unanimous pass.

### REPORTS

#### President – Bruce Macdonald

- No report

#### Treasurer – Herb O'Niell

- An initial 2024 budget was passed out to the board members present for review - it includes the second half of Flavors of Fall 2022 income. Herb and Ellen are continuing to work on the budget - please email questions/concerns to them. John raised question about the Flavors of Fall income - was to be split between 2022/23 or 2023/24?

- Financial reports for October reviewed – included 2 copies of the investment with Greater Tacoma bank for board's review. Please let Herb know of any questions.

#### Operations Manager, Pat Bean

- Last two weeks have been spent mostly digging out from vacation.
- Has spent a good amount of time working on the budget with Herb and Ellen
- Has also been preparing to pay taxes and working with accountant to get financial categories correct from transition of Quickbooks to online.

#### Facilities – Tim Kezele

- Dealing with flooded gutters and water in basement area due to rain – got a good handle on it.
- Some lights have been installed in parking lot
- Treated roof for moss
- Caleb reported on AAA fire report – they have wanted us to update the hood on the kitchen. We are now able to install power shut-offs in area under the hood – on 17<sup>th</sup>, an electrician, AAA, and fire marshal will be present to get that all squared away.
- A recent \$1,000 donation was used to purchase some tools for maintenance
- Sarah said that water is leaking in the sanitizing sink – requested that be looked at.
- Jena said that soap dispenser in ladies restroom needs to be fixed

Skate Night – Caleb Lystad – no report

#### **Affiliates**

KP Baptists – Awana program is going strong – about 44 kids on Wednesday nights. On Dec. 20<sup>th</sup>, there will be a caroling night from 6:30 to 8:30 p.m. – the board is invited. The group will not be here the day before Thanksgiving, so they will not be using the building that night.

KP Historical Society – possible upcoming event or activity of cemetery tours.

Sound ReFit – all is going well – started a new class this month.

Lakebay Fuchsia Society – looking at Fuchsias for livable fair and will be ordered in about 2 weeks.

TWAA – booth at Winter Warm-up will have new artist cards – fall and holiday themed. Open mic on Saturday at Mustard Seed 2-5 p.m.

#### **OLD BUSINESS**

Elections – John Nichols motioned that Teresa Yost, Stephanie Whitt, and Jennifer Bailey be made board members on the schedule A list. Dale Skrivanich seconded the motion. Unanimous pass.

Peggy Gablehouse motioned to accept the ballot for 2024 board as presented. Dale Skrivanich seconded the motion. Unanimous pass.

Winter Warm-Up – NOVEMBER 11<sup>th</sup>

- Sarah needs about 4 people to help in the kitchen. A reminder to those who signed up to assist.
- Civic Center will have a table to promote upcoming events and brick sales.

## **NEW BUSINESS**

### Next Work Party

- Bruce and Tim would like to organize work parties to get different projects done around the Center. Tim will work on putting together a list of those projects to start working on – finish cleaning off balcony and lower closet, painting in gym. This will be for next year.

### Christmas Party Sign-up –

- The sign-up sheet was passed around during the meeting to bring items. The party begins at 6 p.m. on December 14<sup>th</sup>.

### Event Committee and 2024 event calendar

- There are a group of people meeting and working on events (Claudia Loy, Steph, Dale, Sarah) – Bruce would like them to review the events of 2024 with Pat, and introduce plans soon.

## **NEXT MEETING**

Next meeting will be held on Dec. 14, 2023 at 6:00 p.m.  
Meeting was adjourned at 8:11 p.m. by Bruce Macdonald