

Earlham Community Center Board Meeting Minutes:

2/8/2023

Meeting was called to order at 6:02 pm. Present was Jeannine Pacholski, Colleen Peterson, Heather McLaughlin, Theresa Carrillo, Eva Helps, Michele McDaniel and Absent: Dotty Faux. Dotty was present beginning at 6:06pm.

Meeting Agenda: Colleen moved to approve the Meeting Agenda, Michele seconded. All approved.

Meeting Minutes: Michele moved to approve Meeting Minutes for 1/5/2023, 1/11/2023 and 1/25/2023, Jeannine seconded. All approved.

Treasurer's report: Colleen gave overview of the monthly Treasurer's Report. Michele moved to approve the Treasurer's Report, Theresa seconded. All approved.

Custodian report: Inventory of storage room taken, Labels taken off in kitchen and cabinets deep cleaned, Received Custodian's Report, all approved.

Financial Report:

- Question to City in regards to \$200.00 return of deposit for 1-3&4 rental.
- Concerns of Mid American bill being so high
- Can we bundle phone line and internet through Mediacom to save here? Jeannine to investigate.

Michele made a motion to approve, Theresa seconded. All approved.

Old Business

- *Cleaning Contract Update* - tabled to next meeting
- *Website Update* - Board satisfied with City of Earlham's website has ECC info on it. Need to direct to ECC Facebook page for now, and change title to Earlham Community Center rather than Earlham Community Building.
- *Wi-Fi Update* - no update, Jeannine bringing more information to the next meeting.
- *BINGO Update* - Michele researching doobers, dry erase boards and dry erase markers. First Bingo Mar 9th - Crystal with Legion to do a scholarship dinner for their own donations and have volunteers to help with night of Bingo. Heather to get a hold of the Post Office for adding Bingo notification in mailer and talk to other advertisements. Jeannine to work on flyers for Bingo. Colleen donated two boxes, one for donations and one for suggestions. Will print papers for boxes with logos.

New Business

- *Audit update* - Colleen presented the Audit report that was provided to everyone prior to meeting, including going over recommendations in the Audit Report.
- *Contract Pricing* - Local vs. Non Resident - all approved both resident and non resident should be equivalent.
- *Rental Agreement Checklist* - dollar values/update list - to find sample lists, break down checklist to bullet points, then create dollar value for main value, not each bullet point. Continue discussion next meeting.
- *Facebook Page Discussion* - Eva to put page up, add pictures sent by Board Members with access for photo gallery, invite everyone to facebook page, and create Bingo image for Cover photo.

- *National Register of Historic Places (Colleen Peterson)* - asking to donate space of community center for meetings, put on March or April meeting.
- *Summer and Future Events*
 - roller skating to be researched by Jeannine.
 - open for walking in the evenings.

Other Comments/Concerns:

- *Create an outline for the City for clear protocols on Rentals. Board in agreement not to put events on calendar unless they've paid.*
- *Calendar- Eva to ensure edit permissions and talk to Kristie about calendar, get it up and running.*
- *Bathroom fund request noted as a possible grant request.*
- *Giving meals on wheels lockable cabinets and drawers in then kitchen and meeting room. Heather to set up a meeting with Meals on Wheels, and then the City to put the locks on.*
- *Colleen suggested the Board to have bylaws. She will provide bylaws with notes for everyone to review.*
- *Heather to get original letters and dates of everyone's terms.*
- *Is there a first aid kit at Earlham Community Center?*

Next meeting is scheduled for Wednesday, March 1st, 2023

Adjourn: Theresa moved to adjourn the meeting at 7:49 pm, Colleen seconded. All approved.