

Earlham Community Center Board Meeting Minutes

7/12/2023

Meeting was called to order at 6:00 pm. Present were Colleen Peterson, Heather McLaughlin, Theresa Carrillo, Michele McDaniel.

Michelle moved to approved the Meeting Agenda, Theresa seconded. All approved.

Theresa moved to approve Meeting Minutes 6/7/2023, 6/26/202 seconded Michelle All approved.

Theresa moved to approve Meeting Minutes 4/12/2023, Michele seconded. All approved.

Michelle moved to approve Treasurer's Report Theresa seconded. All approved.

Custodian's report included the following items

Police called for a noise violation at a baptism and the issue was resolved.

Refrigerator not working over 4th of July Heather approved repairs of roughly \$350 to be paid from the budget.

Vacuum not working well – Heather to get estimate for new commercial grade vacuum for the next meeting.

Michele moved to approve Financials, Dotty seconded. All approved.

Old Business

- Wi-fi Update – tabled – Jeanine not present
- Calendar Update tabled - Eva Not present
- Brass kick plates/door stoppers/plexiglass/ coatracks – Heather to order 19 kickplates, 12 door stoppers and coat rack shelves plus one smaller kickplate for the office from EBC. Heather to ask boy scouts to install kickplates and door stoppers. Plexiglass - Heather to ask boy scouts about cleaning up the great room doors next to the storage room. Need to see if the plexiglass can be removed, cleaned, polished and reinstalled as well as the doors sanded, repaired, stained and cleaned.

Michelle moved to approve and Theresa seconded – all approved

- Meals on Wheels- contract signed by the city and mailed and cleaning contract is signed and filed. – Checklist for rental agreement is in effect.
- Bingo Update – The American Legion needed daubers and highlighters for Bingo on the 4th and Heather provided from our supply. The Legion sold 13 daubers and 22 highlighters and would like to pay us for providing them. Our cost for daubers was \$1.225 each which were sold for \$3.00. We will ask for \$1.50 each with the Legion retaining \$1.50 profit. Our cost for the highlighters was \$.526 each which were sold for \$1.00. We will ask for \$.50 with the Legion retaining \$.50 profit. Breakdown as follows:

Daubers	
Gross sales	\$39.00
Payment from the Legion	19.50
Profit to the Legion	19.50

Our Cost	\$15.925
Payment from the Legion	\$19.50
Difference	\$3.575

Highlighters	
Gross sales	\$22.00
Payment from the Legion	\$11.00
Profit to the Legion	\$11.00

Our Cost	\$11.58
Payment from the Legion	\$11.00
Difference	\$ 0.58

Total Net Profit to the Legion for both \$ 30.50
 Profit to the Community Center for both \$ 4.155

Heather will ask the Legion for payment of \$30.50

Michelle moved to approve the Legion to keep the profit for their event and request a payment to cover our cost. Theresa seconded. All approved.

We will now need daubers and highlighters for Bingo in August.

Theresa moved to have Michelle order 36 highlighters and 48 daubers for August bingo and pay Michelle for the total order of \$77.61. Colleen seconded. All approved. Michelle ordered and provided receipts and a check was issued.

Discussion was had about starting progressive Bingo and how it might be handled. Decision was made to start progressive Bingo in August with a starting payout of \$200 for Blackout in 50 and a payout of \$50 in 60. If no winner in 50 each proceeding payout will increase by \$50. When there is a winner in 50, the payout will start over at \$200 and will be allowed to grow by \$50 each month until there is another winner. Winners of blackout will be issued a check for the winnings for the purposes of record keeping and not keeping large sums of cash on hand.

Theresa moved to approve and Michelle seconded. All approved.

New Business

- Bathroom Update – Colleen requested bids from all three contractors with a deadline of 7/11 so the board could choose a contractor. Hammer construction declined to submit a revised bid due insufficient time for him to do the job before June of 2024 and our request to include FRP. EBC suggested Joe Viser as an additional contractor so we would have three bids to consider. Legacy Construction suggested we get a bid for the moving and/or addition of plumbing for some of the items we have requested. A request for

a bid for the separate plumbing was made to Lillie Plumbing and the bid was received. All three contractors were unable to meet the 7/11 deadline due to difficulty obtaining pricing from suppliers.

A motion was made by Theresa to schedule a special meeting to make a final decision on the contractor and on items we want to update when all of the bids are received. Michelle seconded. All approved.

- Change in the date of the regular meeting – Heather suggested that we move our regular meeting to the second Wednesday of the month so we can also setup for Bingo at that time. This happened in June due to the way the dates fell and was found to be more efficient and relieve board members of dedicating a third night to board business.

Michelle moved to approve the change in dates and Theresa seconded. All approved.

- Conversation around requirements of Off Duty Officer required when a rental involves alcohol.

A decision was made not to add this as a requirement to the rental agreement. The need for a police officer does not occur with any frequency and is handled well by our police department. Also, it was felt that this addition to the rental agreement could dissuade potential renters due to the additional cost. All agreed that there is no need to address this again until and/or unless it becomes an issue.

- Summer and Future events – tabled until other business is completed.

Next meeting is scheduled for Wednesday, August 9th, 2023

Adjourn: Heather moved to adjourn the meeting at 7:39 pm Michelle seconded. All approved.