

# **Gardiner Community Center Board**

## **Minutes: March 15, 2017**

### **Call to Order**

The meeting was called to order by President Carol Hansen Hills at 10:00AM. Present: President Hills, Vice President Fran Reynolds, Treasurer Trish Warner, Secretary Herb Cook, directors Steve Durupt, Carleton Posey and Barbara Reavis; caretaker Andrew Watson.

### **Public Comment / Recognition of Guests**

Jim Warner provided additional information and answered Board members' questions about the proposed replacement of CenturyLink's wired telephone service with Ooma Telo's wireless VoIP service, as initially discussed at the February 15 Board meeting. (*See details of the discussion and Board action under Old Business.*)

### **Approval of Minutes**

Minutes of the previous Board meeting on February 15, 2017, were approved as corrected.

### **Communications**

Steve Durupt delivered receipts to the Treasurer for purchase and installation of flooring for the downstairs meeting room from Strait Floors.

### **Facility Report/Maintenance**

Caretaker Andrew Watson reported:

- Downstairs flooring installation has been completed.
- Because bathroom lights are often left on, Andrew recommended purchasing motion sensors (available through Amazon for approximately \$18 each) to turn bathroom lights on and off automatically. After discussion it was moved (Steve), seconded (Carleton) and approved (6-1) to authorize purchase of four motion sensors at a total cost not to exceed \$100. Fran explained that she voted No because she does not like the fan turning on automatically when someone enters a bathroom.

### **Facility Report/Rental & Scheduling**

Fran Reynolds reported:

- GCC's missing public address microphone has been found and will be kept secured. Steve suggested a \$10 charge for using the public address system. (*No action.*)
- Fran, Trish and Barbara cleaned and reorganized the GCC kitchen. (*Board members expressed their thanks.*)
- Fran requested that Board members inspect GCC's storage areas and decide what to do with stored items. (*Trish and Carleton volunteered to assist Fran.*)
- Bathroom trash containers were purchased by Steve and installed.
- Fran will contact Tom Walker (Jefferson County Facilities Maintenance) about GCC's painting needs.
- Steve suggested buying floor mats for exterior and meeting room doorways. Andrew said he will look into it.

## Landscape Committee

Trish Warner reported:

- Jefferson County has swept the parking lot.
- Grounds cleanup is scheduled for March 23.
- Trish talked with Mike West about removing deteriorating logs along the parking lot berm. (*No action.*)

## Treasurer's Report

Trish Warner reported:

- **Financial Statements:** February receipts were \$1,701, expenditures \$4,875.64 (including \$3,340.18 to Strait Floors for GCC's share of the cost of new downstairs flooring). Checking account balance at February 28, 2017 was \$16,849.20. Board members discussed the possibility of establishing a reserve fund. (*No action.*)
- **February Bills:** Trish presented bills totaling \$1,869.44, including reimbursement of \$86 to Steve for purchase of bathroom trash cans. **MSA:** (Carleton/Steve) to approve the Treasurer's Report and authorize payment of bills.

## Old Business

- **Downstairs Flooring.** Strait Floors ran short during installation but supplied an additional box of Mohawk flooring at no extra cost. Leftover flooring will be stored in the attic. Strait Floors will level and seal the edges. Board members agreed the new floor looks excellent.
- **LED Lighting:** Trish purchased eight additional tubes for \$90.99. She and Tom Walker checked all lights after installation.
- **Guidelines for Operation of the Gardiner Community Center:** The Board reviewed suggested revisions to the Guidelines. **MSA:** (Fran/Barbara) to approve revisions as agreed, and to authorize the Secretary to submit the proposed revisions for consideration by the Jefferson County Board of Commissioners.
- **Jefferson County Community Services Grant Agreement:** \$3,120 not yet received.
- **Phone Service:** Jim Warner estimated GCC would recoup the \$250-\$300 purchase and installation cost of Ooma Telo's wireless VoIP service in five or six months because Ooma's monthly cost (~\$6) is well below CenturyLink's monthly rate (~\$50). A Diamond Point resident will handle installation for about \$100 and work with Ooma to resolve any service problems. Trish said she and Jim are willing to charge GCC's Ooma bills to their credit card and be reimbursed by GCC. **MSA:** (Herb/Fran) to authorize Trish and Jim Warner to purchase and install the Ooma Telo wireless VoIP system in GCC at an initial cost not to exceed \$400.
- **Signage:** Fran presented proposals for creating uniform and consistent signage throughout the GCC building. After discussion, it was **MSA:** (Herb/Carleton) to authorize the Vice President to purchase new signs at a total cost not to exceed \$250.
- **Publication of GCC Meeting Notices:** Fran reported she had sent *The Leader* a request to publish monthly notices in advance of GCC Board meetings. Herb agreed to follow up if *The Leader* does not begin publishing the notices.

**New Business**

None

**Next Meeting**

10:00AM Wednesday, April 19.

There being no further business to come before the Board, the meeting was adjourned at 11:55AM.

Respectfully submitted,

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Herb Cook  
Secretary