

# **Gardiner Community Center Board**

## **Minutes: April 19, 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.

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

None.

### **Approval of Minutes**

Minutes of the previous Board meeting on March 15, 2017, were approved as presented. Herb Cook said he will ask Tom Carey to post GCC Minutes to the Gardiner website.

### **Communications**

Jefferson County Commissioner Kathleen Kler emailed to thank the GCC Board for its work. Trish Warner emailed Commissioner Kler to thank her for the County's continued attention and good service to the Community Center.

### **Facility Report/Maintenance**

Caretaker Andrew Watson did not attend the meeting. Trish Warner relayed Andrew's concern that the building is sometimes opened in his absence before meetings. Board members agreed that users who have the key code should notify Andrew before opening the building.

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

Fran Reynolds presented the GCC Usage Report for JAN-MAR 2017. Rental revenue totaled \$4,730. Frequent users included community coffee clubs (37 uses), exercise/yoga classes (37) and square dancing clubs (31). Fran said GCC could benefit from an increase in the number of event rentals (8 in the first quarter).

### **Landscape Committee**

Trish Warner reported that about a dozen volunteers participated in the March 23 cleanup. Two pickup loads of branches, cuttings, weeds and plant matter were hauled away. Removal of deteriorating logs along the parking lot berm will be deferred.

### **Treasurer's Report**

Trish Warner reported:

- **Financial Statements:** March receipts were \$1,549, expenditures \$2,269.54. Checking account balance at March 31, 2017 was \$16,633.66.
- **Phone Service:** Ooma Telo service has been installed and activated at a cost of \$130.45, plus \$9.91 for a three-year maintenance agreement. CenturyLink service was canceled on March 27 with a small credit payable to GCC in 45-60 days. Trish offered to pay Ooma's monthly bill (estimate: \$5.39) by charge card if GCC reimburses twice a year. **MSA:** (Fran/Herb) to reimburse Jim & Trish Warner in June and December for paid Ooma bills.

- **April Bills:** Trish presented bills totaling \$1,908.26, including reimbursements of \$141.36 to Trish and Jim Warner for installation & maintenance agreement for Ooma Telo; \$258 to Fran Reynolds for purchase of signage and keys; and \$117 to Andrew Watson for purchase of bathroom motion sensors. **MSA:** (Herb/Fran) to approve the Treasurer's Report and authorize payment of bills.

### Old Business

- **Guidelines for Operation of GCC:** Leslie Locke of the Jefferson County Commissioners staff informed Herb the Commissioners would consider GCC's recommended Guideline amendments on April 24 or May 1.
- **Jefferson County Community Services Grant Agreement:** \$3,120 not yet received.
- **Phone Service:** See Treasurer's Report.
- **Signage:** Fran reported she had purchased 22 signs and necessary frames. Board members thanked Fran for making GCC's signage uniform and consistent.
- **Publication of GCC Meeting Notices:** Herb agreed to contact *The Leader* about meeting notices and to investigate promotion/advertising options through the Next Door website and/or community newspapers.

### New Business

- **Maintenance & Cleaning:** Fran reported she and Carol had walked through the building and made a list of interior maintenance needs, including painting, cleaning and minor repairs. Jefferson County facilities foreman Tom Walker told Fran the County will supply paint and supplies if GCC supplies labor. Fran said she will solicit volunteers. Steve Durupt offered to work with Tom Walker to obtain paint and supplies. Carol said the Board should develop a regular cleaning schedule to replace one last updated in 2011.
- **Window Cleaning:** Herb said he will contact Cash Struxness to obtain a quote for exterior window washing.
- **Storage Areas:** Fran reported that after a March 22 walk-through, unneeded materials had been discarded or donated to Serenity House or the Salvation Army. Steve Durupt offered to remove the old television set and DVD player no longer useful to GCC.
- **Keys:** Fran has numbered all keys and made duplicates as needed. Master keys and keys for storage areas #4 & #5 have been secured. A new lock has been purchased for the Caretaker's storage cabinet.

### Next Meeting

10:00AM Wednesday, May 17.

There being no further business to come before the Board, the meeting was adjourned at 11:35AM.

Respectfully submitted,

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Herb Cook  
Secretary