

Gardiner Community Center Board

Minutes: December 12, 2018

Call to Order

The meeting was called to order by President Carol Hansen Hills at 1:00PM. Also present: Vice President Fran Reynolds, Treasurer Trish Warner, Secretary Herb Cook, directors Mark Nebel and Carleton Posey, Caretaker Andrew Watson.

Public Comment / Recognition of Guests

None.

Approval of Minutes

Minutes of the previous Board meeting on November 14, 2018, were approved as amended.

Communications

Fran: Received thanks from the US Navy for use of GCC on Nov.11 (Veterans Day).

Trish: Received invoice from Jefferson County for \$2,180 GCC share of floor refinishing cost.

Facility Reports

- **Maintenance:** Caretaker Andrew Watson
 - GCC Camera: Andrew has not yet purchased a camera. Fran requested that it be stored in a kitchen cabinet.
 - Inspection of Automatic External Defibrillator (AED): Discussion deferred until January 2019 to allow Barbara Reavis to participate.
 - Inspection of Furnace: Carol will check with Jefferson County.
 - Downstairs Bathroom: County facilities supervisor Tom Walker notified Andrew that remodeling is scheduled to begin January 8, 2019, and may take about three weeks. The County will supply a portable toilet; downstairs meeting rooms may continue to be used during construction.
 - Tom Walker supplied Andrew with a Swiffer suitable for dry-mopping the upstairs floor, and with foot protectors for tables and chairs.

- **Rental & Scheduling:** Fran Reynolds
 - All renewal agreements for 2019 have been received except for the bunco group.

- **Landscape:** Trish Warner
 - Trish postponed purchasing additional alder mulch.

Treasurer's Report: Trish Warner

- **Financial Statements:** November receipts \$1,362, expenditures \$1,609. November 30 cash balance \$18,936. **MSA (Fran/Carleton): To approve the Treasurer's Report for November.**

Old Business

- **Exterior Window Washing.** Herb will postpone seeking a firm quote from Cash Struxness until budget priorities have been resolved.
- **Community Potluck:** 1-4PM SUN DEC 16. Herb & Carol split the cost of printing invitations. Joan Bennett will handle entertainment for kids. Carol will supply nametags.
- **GCC Officers**
 - Vice President: Fran reported that she and Joy Posey have agreed to divide GCC scheduling and rental responsibilities. Fran will remain Vice President, manage annual renters, keep track of payments, supervise the Readerboard and prepare quarterly usage reports. Joy, as Rental Coordinator, will handle inquiries and manage new, one-time and occasional renters. After discussion:
MSA (Herb/Mark): To appoint Fran Reynolds as Vice President for 2019.
MSA (Herb/Fran): To appoint Joy Posey as Rental Coordinator.
- **Caretaker Services Agreement for 2019:** Herb reported he had made the revisions discussed at the November GCC Board meeting, including increasing Caretaker compensation from \$1,100 to \$1,150 monthly. **MSA (Trish/Mark): To approve GCC's Independent Contractor Caretaker Services Agreement with Andrew Watson for 2019 as revised.**
- **2019 Budget:** Trish reported a 2018 operating deficit (-\$2,508) through DEC 12, not including \$2,180 payable to Jefferson County for GCC's share of the floor refinishing cost. Although GCC remains in a strong cash position, Board members agreed it would be prudent to reduce the previously projected 2019 Budget deficit (-\$3,607). After discussion, 2019 budgeted revenue was increased from \$18,120 to \$19,120 and budgeted expenses were decreased from \$21,727 to \$20,977, resulting in a revised budgeted deficit of (-\$1,857). **MSA (Herb/Fran): To approve the 2019 Budget as revised.**

New Business

- **Board Term Expiring 2019:** After discussion, **MSA (Herb/Fran): To recommend that the Jefferson County Board of Commissioners reappoint Carol Hansen Hills to the Gardiner Community Center Board of Directors from JAN 25, 2019 through DEC 31, 2021.**
- **2019 Meeting Schedule:** The Board agreed to continue regular meetings at 10:00AM on the third Wednesday of every month, subject to legally noticed changes.

Next Meeting

- **WED JAN 16, 10:00AM**

There being no further business, the meeting was adjourned at 2:25PM.

Respectfully submitted,
Herb Cook / Secretary