

MESA COMMUNITY CLUB BOARD MEETING MARCH 3, 2015 @ 6pm

Board Members in attendance: Melinda Roberts, Mo Crowe, Dari Alexander, and Steven Bryson

Guests in attendance: Jim French, Demi Garner, Becky Strong

Minutes: Discussion of the minutes from the February Board meeting. It was understood by members present that there was a discussion about the purchase of toilet paper, paper towels, and basic cleaning supplies from Club funds vs PID funds, but that no “decision” was made. The minutes were accepted with the change that it was “proposed” to make one purchase with PID funds annually for general facility upkeep, additional purchases throughout the year to be made with club funds. Steven made a motion to accept the minutes with the above change, Mo seconded, motion carried.

Treasurers Report: Mo reiterates that in his experience, as a former IRS employee, as long as everything is traceable to source documents, a single general ledger entry system is considered a “GAP” (generally accepted principles) method for accounting.

Steven presents two documents monthly. The first is the PID Authorization which compares two months of utilities that he has to authorize the PID to pay. The second is a breakdown of Club Account activity. There were 4 deposits and one check written for the 2015 lease payment for the MCC. Steven spoke with the County for explanation of the Revenue and Expenditure by Fund Report that he receives from the County. There are sixteen pay periods in a fiscal year and the current report is for period one, adjustments can be made at any time during the fiscal year.

Dari made a motion to accept the report which was seconded by Mo, report accepted.

Rental Report: Loretta not in attendance, see attached report. Basketball and yoga are ongoing and the basketball folks have been asked to sweep before and after practice. There are ditch meetings and Easter activities, computer classes, Hope West fundraiser, PV Safe Prom Party, and several private rentals coming up in April, May and June.

The rental sub-committee did not meet due to scheduling conflict and will be rescheduled. New paper towel and soap dispensers were installed in the kitchen and both restrooms. Spindles and keys were ordered for the toilet paper dispensers.

Loretta received a suggestion for putting a baby changing table in the ladies room. The Board unanimously agreed that this should be provided and Mo will check with the County regarding cost, Loretta to check with Central Distributing.

Maintenance Report: Mo has asked the County to look for a light for the flag, no response as of now. Steven has changed the light in the foyer, purchased a ladder, and repaired the wobbly kid's tables.

Becky has researched renting a buffing machine to shine the floors. It is recommended that the floors be stripped first, then buffed with a new application of product. Mo will ask the County for their recommendation for a product to use to shine up the floors in the kitchen, bathrooms and hallway. She is hoping to do it this month. Becky will work it out with Melinda to pick up and return the machine. Becky reports that Jeahnene has offered to let Becky wash mops etc... at the RV Park.

Melinda is doing the walk through this month to ensure the facility is clean and well maintained.

Request for discussion from community member

Jim French addressed the Board regarding the use of Club funds and PID funds. His main concern is that the County is following the lease agreement and paying for the things that they are required to pay for as the Lessor. The Board explained that the PID pays for utilities, lawn and temp services for cleaning, repairs and facility fixtures such as the new water fountain. Discussion around whether the electrical improvement that we requested was a safety issue or an upgrade for convenience for larger events so that they do not have to install the spool to accommodate electrical needs. The Board expressed their thinking that it was done primarily for the ability to allow large functions to operate without the extra spool. Jim French states he thinks the County should pay for that since it is their building and they are required to maintain it in a way that creates safety for the community as the Lessor. He stated that he did not agree with Andrea Clark in her concern that PID funds should not be used to pay for supplies such as toilet paper. He stated that he feels the Club funds collected from rental fees should go towards Club sponsored events/parties and projects.

Jim French suggests that the Board needs to make a formal decision on which expenses come out of PID funds and what Club funds are to be used for so that it is clear. He offers his services in negotiation with the County for issues that could arise with the County when it comes to paying for the things that, per our lease agreement, they are required to provide and pay for, but which they might ask the PID to pay for.

Regarding the new system of accounting, Jim French cautions that if an audit were to be performed, for our own protection we should have a program that makes it easy to prove where Club funds have been used and managed.

Old Business

Lease/Document Location: Confirmation that Dari is keeping a copy of the lease agreement with the minutes notebook to have at hand as needed.

Snow Removal: Mo reports that Snowbuster's is in agreement with a three year contract. The statement of work includes the handicapped parking area and ramp, the sidewalks, the front of the old gym, the sidewalk to the side door of the gym, but not the basketball court. Dari made a motion to award the contract to Snowbuster's, this was seconded by Mo and carried.

Website: Regarding the web designer/manager's request to allow advertising, it was unanimous that the MCC will not allow advertising on the MCC website. Discussion about a maintenance contract for the website resulted in Mo making a motion to enter a one year contract, the amount of \$119.40 being de minimis. This was seconded by Steven and approved.

Easter Egg Hunt: The annual event sponsored by the MCC will be held April 4th. Rebecca is getting the candy and eggs filled. Steven offered he and his wife's help on the day of the event.

Newsletters and Email Blast: Melinda will get a notice about the need for Board members to the PV Times as well as a notice of the upcoming Easter Egg Hunt.

Board Member Recruiting: Melinda will ask Rebecca to follow up with Suzie Smith. There is some confusion whether or not she is on the Board.

Community Garden Report: Demi Garner attended to report on the garden activity. There was a meeting on March 10th, six people attended. They have \$245.00 in their funds, collected from the \$20.00 fee to participate. This money will go for seeds, plants, soil, fertilizer, tools etc...

Last year there were eight persons participating. The group is trying to get more people involved and plan to set up a face book group. They express that the designated space is not big enough to support a large number of people and they are looking at other community gardens and CSA's in the area for ideas on structuring and maximizing growing space. They plan to add beds along the fence.

The goal for the Community Garden group is to build community and provide education about gardening and harvest, ie: ways to use the items harvested.

Dari expressed concern that it has largely been Board members participating, but that is no longer the case. There is \$700.00 remaining from the initial approval of Club funds. \$2454.00 has been paid out since the project began.

Mo will check with the landscaping company regarding getting water to the garden. Water usage was discussed as it was originally discussed that the garden club would pay for additional water used after the first year. Steven reports that since he took over the Treasurer's office, we have not exceeded the allotment of water included in the monthly fee of \$71.75, hence the garden did not use a large amount of water that we have to pay for. It was noted that he took over in September, with the August water bill being the first one he authorized. There were two weeks in August where due to the pressure pump failure, the sprinkler system was not working therefore may not be an accurate look at water usage. There is great difficulty in determining water usage by the garden due to weather and watering needs because there is not a separate meter.

New Business

Chinking and Staining: Jean Davis from the County has suggested to Rebecca that we apply for a grant to pay for all or part of the project. She asked the PID to pay for the grant writer that the County has used and been successful with obtaining grants previously. The Board has many questions around this idea, such as how much is the anticipated cost, is this project being bundled with other County projects, and what was discussed at the meeting the day after Jean's email to Rebecca. These questions need to be addressed before a decision can be made.

The County has received bids for the project of \$30,000.00. Previous bids that the Club obtained were for \$15,000.00. The Board questions why the current bids are so much higher. Mo will ask the County for copies of the bids they received. Steven had received information that the project was on the CIP list for the county and already scheduled.

The history of this building is that the County was planning to tear it down when the new facility was built, but the local community spoke out and wanted to keep it. The question arises, are we as the PID, somewhat responsible for upkeep to ensure that we get to keep the building?

Mo made a motion to adjourn. Steven seconded and meeting adjourned at 7:50 pm.

Submitted by Dari Alexander, Secretary for the Mesa Community Club