

Sandy Mush Community Center

Minutes

January 5, 2018

Attending: Peggy Baldwin, Martha Ball, Frank Barbara, Jean Barbara, Vanessa Campbell, Gary Crossey, Donna Diaz, Mark Diaz, Erin Duckett, Kurt Eckel, LuEllen Epstein, Christopher Jayne, Bruce Larson, John Loyd, Frank Ramirez, Glenn Ratcliff, Barbara Wells, Keith Wells, Terri Wells

The meeting was called to order by President Keith Wells at 7 pm.

MINUTES AND FINANCIAL REPORTS

Minutes. The December Minutes were prepared by Secretary Bruce Larson and distributed by email. **The Minutes were approved as submitted.**

Financial Reports. The December Financial Reports were prepared by Treasurer Erin Duckett and distributed by email. Erin noted that Total Income for December was \$9,224 and Total Expenses were \$8,223; Net Income was \$1,001. **The Financial Reports were approved as submitted.**

Erin noted that the pest control bill could be paid on an annual, rather than a quarterly, basis, resulting in a savings of 5% on the bill. **A motion was made, seconded, and approved to pay the bill on an annual basis.**

NEW BUSINESS

2018 Budget Presentation. Terri Wells presented the 2018 Proposed Budget for the Sandy Mush Community Center. The Budget was constructed to line up with the Mission of the Center. In relation to this, **three recommendations were made, seconded, and passed:**

Recommendation 1. Approve the 2018 Budget, with gray areas reflecting the funds that are necessary “have-to_ bills that will be designated as “Board Designated” in QuickBooks/financial reports.

Recommendation 2. Approve specified (highlighted green) program expenses at this time so that these programs may plan accordingly and do not need to seek further board approval to utilize these funds. However, please note that anyone utilizing any funds should always communicate with the SMCC treasurer prior to spending funds.

Recommendation 3. Approve increasing the limit on expenditures not requiring Board approval from \$100 to \$200. Treasurer approval is required for expenditures less than \$200.

In response to a question from John Loyd, Terri noted that unspent kitchen funds from 2017 had moved to Operating Reserves.

Playground Status. Vanessa Campbell, Christopher Jayne, and Terri reported. Vanessa showed slides of the proposed playground (and its location) being developed using Miracle Playground Equipment as made possible by a generous anonymous contribution to the SMCC; all playground equipment is ADA accessible. The current quote stands at approximately \$88,000, with a few things still to be worked out. In response to a question from Peggy Baldwin, it was noted that an approved surface for under the playground is included in the quote.

In discussion, Chris noted that the company being worked with is truly “top of the line,” providing a turnkey project. At this point it is unclear if a building permit will be needed for the project and there may be some potential issues with Buncombe County regarding accessibility in relation to getting to the playground. The ultimate dimensions of the playground and its location will depend upon the necessity of a building permit and any accessibility issues. The outdoor recreation team has been in contact with Buncombe County officials and they have indicated their willingness work with the Center on the project.

Returning to the prospective cost of the project, Terri added that there will likely be some additional costs in the range of \$6,000, bringing the project to an estimated \$94,000. Including 15% more for “just in case” matters, the project total approximates \$108,000.

Mark Diaz asked, “Why not have the playground closer to the building?” Chris replied that parking and noise have been considerations in locating the playground. Frank Barbara noted that parking is an ADA issue, too. Kurt Eckel commented that for safety purposes, it is better to have kids away from cars. As a final comment, Frank Ramirez indicated that it would be good to make parking plans and playground plans at the same time.

In response to a request from Chris, **a motion was made, seconded, and passed to support the Outdoor Recreation Team continuing to proceed with its playground concept as presented.**

Fire Marshall Report/Cold Weather Procedures. Keith reported. He recently spoke to the Fire Marshall on building issues but was referred to the Deputy Fire Marshall, who he expects to hear from during the next week. He will follow up, too, on the question of Center capacity.

Keith noted that caution is necessary during extreme cold to keep pipes from freezing. Frank B indicated that he would be working with Keith in the near future to develop written procedures to deal with extreme cold.

Internet Project. Mark and Terri reported. Terri shared financial information indicating that the Center has been frugal in developing the Project. Mark noted that hardware installation has been completed but some software issues remain.

As of this date, the Center has had 60 users. A lot of this usage is taking place outside the building, for example, people using the Wi-Fi from their vehicles. Terri indicated that when the computer system becomes better established more efforts will be made to promote usage of the Internet capabilities the Center has.

Classes and Rentals. Peggy reported. She is working with Frank B and Betsy Weinschel to develop regular activities on Sunday afternoons. The current plan is for there to be an open gym from 1 to 3 pm, square dancing from 3-4, and an open gym from 4 to 5. This is seen as an experiment that will be continued into early March, after which it will be assessed. The Board strongly supported this activity.

Peggy noted the possibility of all-ages craft activities on Sunday with Marlowe Gates. She will be touching base with him on this possibility. Frank B mentioned that this is a good time to ask for more volunteers.

Buncombe County Strategic Partnership Grant. Terri and Peggy reported. Terri noted that this year's grant would be focused on the Internet and building matters. Peggy commented that the grant will include language related to ADA issues and will be written broadly enough to help address the necessary work on the third floor of the Center.

Third Floor of the Center. Frank B reported. He noted that the Center is a commercial building, so it is prudent to work with commercial vendors when work is done on the building. Work on the third floor should be safety oriented to ensure that we can get people "out of the building" as necessary. Compliance with the standards of the National Fire Protection Association is crucial—the Fire Marshall could shed light on these matters.

Fellow committee members working on the third-floor project are Kurt Eckel, Dave Everett, and Keith. In their discussions they have been primarily concerned with the ceilings of all four classrooms and the hallways on the third floor. At next month's Board meeting, they will come back with more specifics, including quotes, for the repairs. In doing this work, it is essential that it be done with licensed, professional contractors.

REPORTS AND STATUS UPDATES

Food Pantry. Jean Barbara reported. During the last month the regularly scheduled Pantry was postponed for a week due to snow. When it took place, 45 families encompassing 122 people were served. That same two people fell; concern about ADA compliance was also expressed.

Replacing the chest freezer by an upright freezer is being investigated. It is hard to find items in the chest freezer and its temperature is hard to control. A Wi-Fi thermometer might address the control issue.

After Jean's report, Chris asked, "What do we do when someone says, 'I'm hungry'?" Martha Ball shared that concern, indicating that it might be a good idea to provide information to community members about other alternatives when the SMCC Food Pantry is not available. Further discussion ensued, with Peggy noting the importance of adhering to the monthly Food Pantry concept at SMCC.

Building Report. Frank B and Kurt reported. Frank summarized a number of forthcoming projects, including:

- Storm window installation—likely won't be done until mid-February
- Windows in the children's room are being worked on
- Wooden floors need work—sanding, urethane, and curing. Things must be moved before that can take place
- Realistic goals are under development for long-term building projects. ADA issues are important. Furthermore, protocols for a variety of activities must be developed, for example, regarding inspections and maintenance.

Kurt discussed the relationship between parking and the playground, which points to the need to begin working on a Master Site Plan for the Center. To do so, it is advisable to reach out to the appropriate county officials.

In relation to the relationship between parking and the playground, Chris suggested that the Playground Ground and the Building Group talk and bring something back to the Board at the February meeting.

Library Team. John reported. John invited people to come to the Library and see the changes that have taken place. The Eblen program is winding down for the year, but applications for it are available in the Library.

COMMUNITY ANNOUNCEMENTS AND PUBLIC COMMENT

Frank B asked about waste pickup. Erin noted that money for it has been approved. Frank will contact the vendor next week to find out the pickup dates and times.

The meeting was adjourned by Keith at 8:40 pm.