

# Sandy Mush Community Center

## Minutes

December 18, 2020

**Attending:** Amanda Barnes, Vanessa Campbell, Al Davis, Kurt Eckel, Christopher Jayne, Bruce Larson, John Loyd. *Seven people attended.*

The meeting was called to order by President Christopher Jayne at 7:02 pm. He noted that the Center had been awarded a Buncombe County Recreation Grant for \$6,000.

### MINUTES AND FINANCIAL REPORTS

**Minutes.** The November Minutes were prepared by Secretary Bruce Larson and distributed by email. He noted that the distributed Minutes should be amended to include the following passage before the Financial Reports heading:

Prior to the November meeting, the Board met from 6 to 7 pm to discuss Board expectations and a Board orientation. A summary of the discussion will be placed in the Written Reports.

**The Minutes were approved as amended.**

**Financial Reports.** The November financial reports were prepared by bookkeeper Christine Magnarella Ray of Do Good Books, LLC with input from and oversight by Treasurer Bruce Larson, and distributed by email. **The financial reports were approved as submitted.**

### NEW BUSINESS

**2021 SMCC Budget.** Bruce provided an overview of the 2021 Budget as revised in light of input from the November Board meeting. The budget was presented, with Total Income = Total Expenses = \$24,205. He suggested that action on the budget wait until after Kurt Eckel discussed a proposal to hire administrative support for the Board. Given that, Christopher indicated that we should take up the proposal brought by Kurt.

**Hiring administrative support for the Board.** Kurt reported. He spoke of the need of administrative support for the Board, to enhance the impact of the Center. It was suggested that a current volunteer might given a stipend to make this happen. An example of something such a person might do is clarify the funds for the 2021 Strategic Partnership Grant might be spent. In addition, this person might help ensure that things that are not being done or done slowly, get done.

Al Davis suggested that this person would be along the lines of a go-to person. Volunteer Coordinator is one possible title. This position would report to the Executive Committee, i.e., the SMCC officers. Vanessa Campbell indicated that would like to see a written job description for such a position before proceeding.

At this point, Christopher indicated that it would be good to develop a written job description, something that Kurt agreed to do. Bruce will communicate with our Bookkeeper, Christine Magnarella Ray, to learn more about considerations related to compensation and job classification. As Kurt noted, it matters whether a position is for a volunteer with a stipend, a contract worker, or an employee.

Bruce distributed a handout "How to Finance an Executive Assistant." Assuming that the new position would receive \$300/month over 10 months, beginning in March, it showed adjustments to revenues and expenditures that would allow for paying the new position. With \$3,000 in new expenses and a reduction of \$400 in already budgeted expenses, the 2021 budget, still balanced, would have Total Income = Total Expenses = \$26,605. **These new adjustments being incorporated into the 2021 Budget, it was moved, seconded, and approved.** The budget with these adjustments will be distributed to the Board of Directors.

**Gym Floor Update.** Vanessa reported. She noted that a \$6,000 Recreation Grant to refinish the gym floor had been received from Buncombe County. She noted that in order for cake walk numbers to be included in the project, an additional \$850 would be required, bringing the overall project to \$10,400. The Recreation Team has agreed to provide the remaining \$4,400 by drawing upon the Health and Wellness Fund (a restricted fund that aims to enhance recreational opportunities at the Center). **It was moved, seconded, and approved to increase the overall project to \$10,400 to include cake walk number in the project.**

Since the Recreation Grant funds have not been received at this time and a \$5,200 down payment is required to proceed with refinishing the gym floor, **it was moved, seconded, and approved to loan \$800 from unrestricted funds to make the down payment. The loan will be repaid when the Recreation Grant funds come through.**

**Coal Room Development.** Al Davis reported. He noted that due to space limitations, there is some interest in developing the Coal Room for other uses. After discussion, **it was moved, seconded, and approved that Al discuss the development of the room with Buncombe County.**

Christopher noted that we already have some resources that are likely useful for that purpose, e.g., a topographic map, a site plan, and an accessibility study. Kurt asked about the likely use of the room, noting that it would be a good idea to run this by the Food Pantry, the Building Team, and the Capital Improvement Team. This might have relevance for the forthcoming 2022 Strategic Partnership Grant. Bruce noted that the extension of the current SMCC lease with Buncombe County is another thing to consider. John Loyd indicated that Steve Duckett might be a good resource to learn about lease extension.

**By-Law Changes.** John reported. He presented material relating to two changes: (1) Action without meeting and (2) Steering Team.

*Action without meeting.* The current Bylaws provide, in Article III, section 6, for action without meeting. In its present form, the Bylaws state that action without meeting may be taken “if the action is taken by all members of the Board.” This has been understood that all Board members must vote and they must vote for the action. This provision can prevent timely action and is at variance with other voting practices of the Center, which require a majority or two-thirds vote. John moved that Article III, Section 6 of the current Bylaws be replaced by the following:

In case of a situation where the SMCC board has to make a decision outside of a regular scheduled board meeting the board will be advised in writing of the situation as much in advance as possible, according to the essence of the issue to be voted on. A two thirds majority vote of the members of the board is required to authorize what is requested. The board will not conduct what would be known as regular business in this manner. An example of the need for a hasty decision would be our heat failing and hiring it repaired.

**It was moved, seconded, and approved to place this Bylaw revision on the Agenda for the meeting of January 2021.**

*Steering Team.* Many organizations have an Executive Committee made up of its officers. Such a committee may concern itself with a variety of authorized activities. Given the language of the Center, Steering Team may be a better name. Some examples of authorized activities are: preparation of meeting agendas, making recommendations to the full Board, and make decisions on matters that cannot wait. Some activities would not be authorized. Some examples of unauthorized activities are: elect or remove board members; amend Bylaws, hire or fire staff, change the budget, and make structural decisions like program changes.

Discussion indicated that further clarification of the nature of the Steering Team is needed. Bruce volunteered to work with the material presented for discussion at the January 2021 Board meeting.

**Monday Playgroup.** Vanessa reported on behalf of Peggy Baldwin. In the written Youth Report two items are put forward for discussion: (A) the resumption of weekly Monday Playgroup from 10 to noon beginning January 4th and (B) the use of the gym, mezzanine, and Youth Room for indoor activities given winter weather. Upon discussion, the Board stated the following principle: **Programs can continue to meet so long as they meet local and state guidelines. Volunteers are not obligated to provide activities if they are put at risk in doing so.**

## ORAL REPORTS AND STATUS UPDATES

**Board Nominations.** Amanda Barnes and John reported in their role as the nominations committee for the 2021 Board of Directors. They moved seven new BOD members for three-year terms--Kevin Campbell, Steve Duckett, Diana Gates, Amy Sue Moore, Ilsa Myers, Frank Ramirez, and Amy McMahan Surrett—and Kurt Eckel for a one-year term. **The motion was seconded and approved.** Many thanks to all. Amanda and John moved the following for one-year officer positions: President, Christopher Jayne; Vice President, Amanda Barnes; Secretary and Treasurer, Bruce Larson. **The motion was seconded and approved.**

## WRITTEN REPORTS AND STATUS UPDATES

The following reports were received:

- Youth Report—Peggy Baldwin
- Pantry Report—Jean Barbara

## COMMUNITY ANNOUNCEMENTS AND PUBLIC COMMENT

There are plans for the Council on Aging to provide food at the Community Center. A handout was distributed.

It has been learned via Terri Wells that French Broad EMC has received a grant to provide fiber-optic internet to the Sandy Mush area. There is no specific information about who will receive service and when it will be available.

The Merrie Mountain Rug Hookers made donations to the Food Pantry to purchase turkey and hams for the Christmas holiday. Sandy Mush Mutual Aid made gift bags of treats and school supplies and handed them out at the Food Pantry.

John indicated that he will be working with Frank Ramirez on the Spring Fling. He will also be developing a schedule of events for the year. Some events may be modified due to the pandemic.

Vanessa raised Betsy Weinschel's concern about the state of the entrance to the parking lot. There is a drop off on each side and could easily damage a vehicle. Who should deal with this? Al indicated that he would speak with the Building Team lead to see how to proceed.

There being no more announcements or comment, the meeting was adjourned by Christopher at 9:12 pm.