

Sandy Mush Community Center
Board of Directors

Agenda

Tuesday, April 19, 2022

Call to Order and Welcome – President (6:00 pm)

Introductions – All (5 minutes)

Opening Comments – Steering Team (10 minutes)

Minutes and Financial Reports: 15 minutes

- Addendum to February Minutes – Steering Team (5 minutes)
- Minutes – Amysue Moore (5 minutes)
- Financial Reports – Bruce Larson (5 minutes)

New Business: 15 minutes

- Site Master Plan – Steering Team (15 minutes)

Oral Reports and Status Updates: 10 minutes

- Spring Fling – John Loyd/Frank Ramirez (10 minutes)

Written Reports and Status Updates: 15 minutes

- Conflict Resolution Documents – Peggy Baldwin
- Capital Improvement Report – Bruce Larson
- Youth Report – Peggy Baldwin
- Food Pantry Report – Peggy Baldwin

Community Announcements and Public Comment: 10 minutes

Adjournment – President (7:20 pm)

Addendum

Discussion from questions and answers about the site plan

Gary Crossey, Business Principal of IrishGuy Design Studio, residing 85 School Road, read a statement about his business being impacted, and his client having had their access to the Wi-Fi and the right of way impeded on a Food Pantry day. His client was forced to leave, missing an important scheduled appointment. Photos were provided.

In response, it was suggested that his business notify the pantry with client scheduling in order to facilitate passage along the right of way as needed.

In further discussion, it was noted that the site Master Plan would make use of the School Road right of way during Food Pantry dates and times. That same right of way would be used to access the proposed ADA parking lot in the back of the building. This would be the primary ADA access to SMCC. It was further said that the site plan committee consulted with an attorney to check if the School Road right of way could be legally used for the ADA parking lot and the coal room food pantry project.

In further discussion, two adjoining property owners indicated that they had not been notified of the site planning process, and its possible impact on the right of way, during its four-year life. A number of those attending expressed their regrets and apologized for not being intentional about soliciting input from adjoining property owners. Contact information from neighbors was solicited in order to enable future contact.

Capital Improvement Report

April 2022

Capital improvement activities since the March Community Meeting have involved the following:

- Let Ken Sanders Heating & Cooling know that SMCC will be proceeding with the quoted work for the Coal Room. Materials have been ordered and the work will be performed upon their arrival. The cost has not changed since the most recent quote: \$1,880.86.
- Obtained a revised quote on electrical work for the coal room. The electrical work previously specified for the Coal Room Project has risen to \$11,986 (3/28/2022) from \$9,840 (6/2/2021). This electrical quote was developed under the assumption that the Food Pantry would be housed in this area. In the event that it is not, the electrical work would likely be scaled back.
- Obtained a quote to replace the overhead lights in the gym: \$3,420 (3/30/2022). This quote was used as the basis for the 2022 Buncombe County Recreation Grant application.
- Clarified the coverage of the Asheville Window & Door quote (2/21/2022). It turns out that the quote *did not* include interior steel bracing for the passage between the two parts of the Coal Room. Since this bracing is essential for the safe use of the Coal Room, someone was identified to provide a quote for the work. This quote is under development.
- Recognized that wall clean-up and painting of the Coal Room was essential for its use and that this work is beyond that reasonably expected of volunteers. A spray-wash company visited the site and a painter was brought-in to survey the site. A quote from the painter is under development.

It is intended to arrange for all of the 2022 Strategic Partnership Grant funds to be committed/spent by June 30, 2022.

Prepared by Bruce Larson on April 18, 2022

Sandy Mush Community Center Board of Directors Code of Conduct

The Board and volunteers at SMCC are committed to problem solving strategies that emphasize openness, transparency and accountability. As Board members, we must all be committed to swift, direct and honest approaches to resolving conflict, with one overriding objective: work it out and move on.

As a member of the SMCC leadership, I _____
commit to:

1. I will see that SMCC is operated in a manner that upholds the Center's integrity and merits the trust and support of the community.
2. I will uphold all applicable laws and regulations, going beyond the letter of the law to protect and/or enhance SMCC's ability to accomplish its mission.
3. I will treat others with respect, doing for and to others as I would have done for and to me in similar circumstances.
4. I will be a responsible and transparent steward of SMCC's resources.
5. I will take no actions that could benefit me personally at the unwarranted expense of SMCC, avoiding even the appearance of conflict of interest.
6. I will carefully consider the public perception of my personal actions, and the effect my actions could have, positively or negatively, on SMCC's reputation in my community and elsewhere.
7. I will commit to resolve conflicts that may arise in my work as a Board member, remaining flexible to a variety of view points and solutions.
8. I will commit to a problem solving approach when conflict arises including using respectful language with fellow Board members and the community while participating in developing solutions and a way forward.
9. I will keep my communications concerning SMCC Board out of the public arena, including email groups and social media. When conflict arises, I will refrain from discussing issues via email and instead follow the process adopted by the SMCC Board of Directors for conflict resolution.

SMCC Process for Conflict Resolution

- 1. Understand the Issue:** Board members and volunteers at SMCC are asked to commit to swift, direct and honest problem solving with the goal of finding a solution and moving on.
- 2. Process In Motion:** As soon as conflict or perceived conflict arises, those involved will speak with a member of the Steering Team. Within thirty days, the conflict resolution process will be set in motion. This is usually best accomplished in a private meeting between those involved in the disputed discussion and one or two volunteer mediators from the current Board members who are approved by the Steering Team. In some cases, an outside mediator may be engaged instead by the Steering Team. All parties will meet to understand the issue and identify the nature of the conflict.
- 3. Set a vision:** What are we trying to accomplish? All parties will look from this vantage point to set an ideal vision for how the dispute can be resolved to address the needs of the organization, community and the volunteers or Board members involved.
- 4. Explore Alternatives:** What are the needed elements of any proposal to move forward? All parties will work together to generate ideas for a plan of action.
- 5. Agree on Action:** How will we meet the needs of the organization, community and the volunteers or Board members involved? This working group will choose a plan of action together. It may be multi-faceted or require proposing change to the Board to accomplish the vision. A timeline for resolution will be established by the working group.
- 6. Communicate and Monitor:** Create simple mechanisms for monitoring and feedback so that proposed plan of action and completion of the plan is communicated to the Board and entered into the minutes.

Signature:

Date:

Food Pantry Report
April, 2022

April Pantry served 108 families and 331 community members.

The Food Pantry Team ran the April pantry and all went smoothly. The number of pantry visitors were higher than in recent months so we will plan accordingly for the future. The team has divided many of Frank and Jean Barbara's tasks among the team to avoid overload and help cross-train everyone in several jobs. Many thanks to Jean Barbara for writing down all of the tasks needed during the month to make a pantry distribution possible and providing training and help with the April pantry order.

MANNA representatives met with the team and will return to meet on April 20th. They have been a great support in the transition. Several team members have updated their food pantry training through MANNA and further training will be provided on April 20th.

Many thanks to Bruce Larson for sending acknowledgement and thank you letters to pantry donors.

A new flow to traffic kept the ROW open in the circle at the April pantry and should be workable going forward. In addition, the pantry volunteers are looking at ways to simplify the pantry jobs and reduce future use of the room downstairs. Several new volunteers have joined the pantry team and all are grateful for the additional help and the support of the pantry at SMCC and in the Sandy Mush community.

April 2022 Youth Report

Youth programming in the last month has included weekly Monday Playgroup for all ages and monthly math camp for Pre K - 5th. Two new families have joined playgroup and two additional families joined the math camp group.

Monday Playgroup attempts to plan activities to interest a variety of ages. Some of the activities this past month were visiting PacaTrunk Farm to learn about alpacas and weaving; visiting Full Sun Farm to learn about their produce farm and help sort potatoes to sprout; learning to tie fishing lures with Curtis Frisbee for older children; dying eggs; planting bean seeds to see how long they take to sprout; helping spread new mulch on the playground.

Math Camp uses hands on tools to build skills in number recognition, counting, patterns, addition/subtraction/multiplication, fractions and place value.

Many thanks to the youth team for taking over all youth communications, activity planning and starting a monthly parent meeting on the first Monday of each month: Cheryl Frisbee, Elise Rider, Brooke Shilling, Diane Thomas, Peggy Baldwin. **The parents' leadership has helped to get many of the group parents involved in offering activities, solving any problems and helping keep youth activities alive at SMCC!**

The group is currently planning special Monday activities for the summer. Also, beginning June 7th, special school age learning activities will happen every other Tuesday 10:30 to 12 noon.

Submitted by Peggy Baldwin