

## **Willard Community Center**

### **Board meeting minutes - January 23, 2017**

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**Members present:** Irene Williams, Joey Mumaugh, Mitch Critel, Kassy Knudson, and Emily Martin.

**Not present:** Casey Plfanz, Justin Pflanz, Cole Pomeroy, and Lyle Wheeler.

**Others present:** Stetson Heirigs and Janelle Soderling.

1. Ms. Williams called the meeting to order at 5:40 pm.
2. We started at Agenda item #5 Update on moving out of the building, storage for equipment, rental costs, program continuation. The construction committee gave a report on their recent activities which included interviewing Construction Companies who will coordinate the project. The committee interviewed 3 companies: Kingery Construction, A. J. Donner, and Cheever. All had an interest in the project but in the end Cheever brought a little more to the table with a lower fee, on site storage for free, project updates through social media, and their desire to help with in-kind work. Mr. Mumaugh made a motion to engage Cheever as the construction company and Ms. Knudson seconded the motion and motion passed unanimously.

As part of this agenda item Ms. Soderling explained that she had been in negotiations with Roper for temporary space. The rental fee for the summer for 10 weeks is \$6,405.50. We will have one week without services. The contract also renegotiated the school year amount for a total of \$9,970.30 which is a rent of \$1,107.78 per month. Ms. Martin pointed out there was wording in the contract regarding possible payment for the use of air conditioning. Ms. Soderling will follow up on this and ensure that we have something budgeted.

3. Next Ms. Knudson gave us an update about the Capital Campaign. We are currently at 1.4 million in grants and pledges. The following are outstanding asks: Sherwood Foundation for \$250,000, Sunderland Foundation for \$150,000, Hithcock Foundation for \$50,000, and Woods Foundation for \$100,000. We are also hopeful that the Mayor of Lincoln will be able to provide some funds and we have discussed the possibility of \$100,000. The Sherwood Foundation came and visited the center so we are hopeful

for something from them. Ms. Williams is in discussions with Westgate bank regarding financing for pledges not received.

4. Next the board voted on the minutes from the December 2016 board meeting and the January Director's report. Ms. Knudson made the motion and Ms. Martin seconded the motion. The motion passed unanimously.
5. Ms. Williams asked for a motion to approve the November financials after the corrections from last meeting. Mr. Critel made a motion and Mr. Mumaugh seconded it with a unanimous vote the motion passed.
6. Next Ms. Williams asked for a motion to approve the annual board policies which include, Conflict of Interest Policy, Document Retention and Destruction Policy, Whistleblower Policy, Compensation Process and Policy, and Joint Venture Policy. Ms. Martin made a motion for approval and Mr. Mumaugh seconded the motion and it passed unanimously.
7. The board also reviewed the bank resolutions submitted by Ms. Soderling which removed Mollie Mertens as a signer on all accounts at all of our banking institutions including Westgate Bank. Ms. Knudson motion for approval and Mr. Critel seconded the motion. Motion was approved unanimously.
8. There was a general discussion about the building maintenance plan and proposed policy. The policy will be reworded based on the discussion and it will be sent out for review to the board and for a vote next month. The policy was required by one of our grants. Ms. Soderling or someone designated by her will perform the required review and she will include an update in the monthly Director's report so that the board is aware of any pending repairs.
9. We tabled the discussion on updating the Building Rental Policy until Mr. Wheeler had an opportunity to review. The board has a desire to add to the liability language. Once the renovations are complete, we would like to revisit all policies including the rental of the building. Ms. Knudson suggested we consider having different tiers for rentals depending on the need and we could do a sliding scale based on the amount of space rented.

10. Next on the agenda was the Audit Engagement Letter from Dana Cole. The audit fee is \$2,950 and the fee for filing the 990 was \$950. Mr. Critel motioned for approval and Ms. Knudson seconded the motion. The motion was approved unanimously.
  
11. Lastly we had a discussion regarding the proposed budget. The first draft of the budget was presented for discussion. This budget was put together as part of a grant proposal to the Cooper Foundation. Ms. Williams presented the budget and discussed each line item and the rationale for the numbers presented. Items to note on the revenue side include no revenue was budgeted for any current Title XX participants and the biggest risk we have is more of the kids moving into a Title XX status and thus not allowing us to meet our expected revenues. The revenue total does not include holiday week amounts or registration fees so it is our hope that this will balance any other adjustments that may happen during construction. The budget includes grants outstanding for Cooper Foundation and Woods Foundation and the corresponding expenses these would cover. The expense side of the budget includes staffing projections based on consolidation of the prek and preschool programs for the next school year. It includes keeping all of the full time teachers and having them work split shifts at different programs during renovation. It also includes a 2% increase for all staff to be done based on performance. After some discussion a couple of line items were adjusted which included insurance expense in anticipation of a larger increase at renewal. The board felt confident with the revenue projections given the consolidation of programs and cancellation of the teen program for the school year. There was a discussion about providing transportation to the teens and Ms. Soderling will explore this.

The next meeting will be held February 27, 2017.

Meeting was adjourned at 7:00 pm.