

Willard Community Center
Board Meeting Minutes
March 20, 2017
5:30 p.m.

Attendance: Ms. Williams, Ms. Martin, Ms. Knudson, Mr. Mumaugh, Mr. J. Pflanz, Mr. Pomeroy, Ms. Soderling, and Ms. Reinke

1) The meeting was called to order at 5:34.

2 - Board Minutes Approval - February 2017 - Ms. Williams called for the motion to approve the February minutes. Ms. Martin made the motion to approve and Justin seconded the motion. All approved.

3 - Capital Campaign Fund Raising Committee Update - Ms. Knudson announced that we have reached our goal of \$1.8 million dollars and made the match request from the Peter Kiewit Foundation with the approval from the City for \$135,000.00, Larry and Nancy Bird donation of \$5,000.00 and a grant from the Rogers Foundation for \$25,000.00. There is a grant out to the Woods Foundation for \$100,000.00 for operational expenses during the renovation and Sunderland and Hitchcock grants are still pending. The campaign committee contacted the Daughtery Foundation to see if we could request more funding and they said no. We will continue to work on grants with the committee as we know that the renovation will increase from the original bid done three years ago. The Cooper Foundation gave \$15,000.00 for operations during the renovation. Community Health Endowment is coming for a visit and tour. Irene has spoken to John Arrigo, at West Gate bank, and our cash flow will be Ok until January. Joyce Person, from Lincoln Industries is working on a list of in-kind donations made by LI during the duration of the campaign.

4 - Construction Update - Mr. Mumaugh
Last Tuesday the committees picked out finishes, proposal was already sent to board for review. Still questions about 3rd floor flooring - carpet tiles are an intriguing option. Additional suggestions from Ms. Williams regarding extra ceiling tiles and insulation should help with the sound barrier between floors. She also has asked BVH to change the stairwell door entrance on 3rd floor to open directly at the top of the stairs instead of making the turn to the left. Overall, things are progressing nicely.

5 - Ground Breaking Ceremony - Ms. Soderling
Scheduled for May 17 @ 10:00. Cheever is helping with invitations - working on a design consistent with other fundraising materials; board is welcome to invite others. Cheever is also helping with media and many other details for that day. Ceremony should be relatively short - a few short speakers and some light breakfast items. The board suggested we ask Kathy LeBaron to speak at the Ground Breaking and possibly Rhonda Seacrest since she was the first one to write a check for our campaign.

Mr. Mumaugh brought up the idea of joining the Chamber of Commerce - potential access to help/assistance with the project.

6 - Moving Expenses and help to move furniture - Ms. Soderling
We have reached an agreement with Cihal's for rental house (office space) for \$200/month plus a tax donation letter for \$800.00 a month + utilities. Utilities will stay in owner's name; we will reimburse. Facility will be ready for move in May. Suggested by Ms. Williams that we offer to sign a contract. The issue of storage during the transition came up; Cheever is providing us with storage.

Contract talk regarding Roper site - still a work in progress by LPS. Target date is April 1 to have that done.

7 - New board member search - We have 6 board members whose terms expire this year. Ms. Williams, Ms. Knudson, Ms. Martin, Mr. Pflanz, Mr. Critel, and Mr. Mumaugh.
Ms. Williams, Ms. Knudson, Ms. Martin, Mr. Mumaugh all indicated an interest in another term.

8 - Audit Update - Ms. Williams
Should schedule a review with the Finance Committee - need to do this before United Way application/grant due April 17th.

New Business: The Willard board nominated Ms. Williams for the CHE Michael J. Tavlin Leadership award. If nominated she would receive \$1,000.00 to strengthen the capacity of the board through training and education. Decision will be made late April.

Executive Session

Dismissing Ms. Soderling and Ms. Renke, the board went into executive session to discuss various items including overall compensation and performance appraisal process for the Executive Director and Other staff.

Adjourn

Next meeting - Annual Meeting April 24, 2017