

# KEY PENINSULA CIVIC CENTER

## BOARD MEETING MINUTES

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Date: January 11, 2024

Time: 7:06 p.m.

Meeting called to order by: Bruce Macdonald

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### IN ATTENDANCE

#### Executive Committee

Bruce Macdonald, President  
Tim Kezele, 1<sup>st</sup> VP  
MiKail Palmer, Secretary  
Ellen Le Vita, At-Large  
Herb O’Niell, Treasurer

#### Board Members

John Nichols  
Dale Skrivanich  
Karin Millie  
Peggy Gablehouse  
Jen Bailey

#### Affiliates

Herb O’Niell, KPHS  
Jen Bailey, Sound Refit  
Paul Jenson, KP Baptists  
Dale Skrivanich, Fuchsia Club  
Chris O’Niell, TWAA

Staff – Pat Bean

### APPROVAL OF MINUTES

The November 2023 minutes were not passed due to lack of quorum. To be revisited in February.

### REPORTS

#### President – Bruce Macdonald

- MiKail originally stepped down from being secretary due to inability to attend several future meetings because of scheduling conflicts. However, if the board is okay with her calling in to meetings or having them recorded for the purpose of typing the minutes, she is happy to stay on as secretary. A special election will need to take place for this, but due to lack of quorum at this meeting, it will be tabled until next month.
- Stephanie Whitt has been hired as the volunteer/event coordinator, and to help in the office. She will be working approximately 3 days a week, 4 hours a day. A definition of the position is still in the works – Stephanie will help develop the description as she fills the role.

- On Jan 25<sup>th</sup> and 26<sup>th</sup>, the county is conducting a survey of the homeless and will be using the Civic Center during that time.
- Executive committee is working on putting together details to hire for a new on-site facility and grounds caretaker. Ellen is working with Pat on that.

#### Treasurer – Herb O’Niell

Comparison between Nov and Dec 2023 – basic same performance for both months. A little less revenue in Dec due to \$1,200 for fire suppression system. Total funds in bank at \$65,000 (rounded).

2023 vs. 2022 - checking balance - \$154,000 in checking as of 12/31/22. This does include the money from Flavors of Fall. The statement of activity reports do not reflect that. The bank account does reflect it.

Bruce brought up Flavors of Fall – this is a big income generator. No one has stepped up to head it this year. Can we do it this year?

#### Operations Manager, Pat Bean

- \$65,000 in checking account as of today.
- Upcoming expenses – quarterly payroll taxes this month - \$1,500 approximately. Annual food license payment to health dept. coming up in February.
- Compost sale happening? Need to decide soon – the ad needs to be ready to go in by Monday if we want it to run in February newspaper. Soil needs to be ordered by March 15<sup>th</sup>. Plan to do March 17<sup>th</sup>? Order same amount as last year?

#### Facilities – Tim Kezele

- Thank you to everyone for filling in with opening and closing.
- Generator did not kick on during Monday’s power outage. It is working now, but Tim is working with Cummings to make sure everything is good.
- CHS combined with another company. They say they want to stick around and work through mold and rodent issues in rental space. Mold has gone away – rodent issue is still trying to be solved.
- Axia Tree Service is cleaning out the gutters
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Skate Night – Caleb was not present to report. Bruce reported that we would like to approach Angel Guild about replacing 40-60 pairs of skates. Shabadrang found 10-12 pairs that need to be replaced ASAP. Need to get a definite price from Caleb or Shabadrang for skate replacement.

Dale brought up an idea for skate night – sponsor advertising signs in the gym.

#### **Affiliates**

KP Baptists – Awana is having a grand prix on Saturday morning. Everything is going well generally.

KP Historical Society – list of grants received was reviewed at the end of year. Working on putting together exhibits in the new building.

Sound ReFit – new people come to exercise every once in awhile; it is going well overall. Finding space at the Center to exercise has been no problem.

Lakebay Fuchsia Society – everything is winterized. In the process of ordering plants for sale in May.

TWAA – open mics on KP going well. Alternates between Mustard Seed and LIC. Every other month. Looking to do event at Red Barn community gardens in spring – painting activity.

## **OLD BUSINESS**

Budget for 2024 – cannot pass tonight due to lack of quorum.

## **NEW BUSINESS**

Direct Mailing donation request – early summer. Send out more letters than last year. A quick review of the planned events of the year took place.

## **NEXT MEETING**

Next meeting will be held on February 8<sup>th</sup> at 7:00 p.m.  
Meeting was adjourned at 8:39 p.m. by Bruce Macdonald