ADWC Board Meeting January 20, 2020

Meeting Minutes

Meeting called to order 7:08 PM

In attendance: Toni Pearlman, Kat Hupp, Anne Marenco, Nicole Higdon, Charleen Mullin, Terri Tersigni, Patty Rankin

In attendance via Zoom: Amanda Buchan

Excused: Sarah Brewer

Guests: Julie White, Mary Johnson

1. Agenda approved with added items: policies and procedures, liquor liability, tax filing (Anne 1st, Toni 2nd, unanimous)

2019/2020 Board discussion items

1. Anne asked about newsletter ads, Julie will ask Leticia and get back to Anne
2. Patty has insurance certificates (all current and up to date, including Board liability).  Patty doesn’t have the property insurance coverage.
   * 1. Perhaps we should get some insurance quotes to compare prices
     2. Investigate whether we have sufficient coverage since we have had this for 16 years
     3. Action item: Charleen will investigate prices.
     4. Action item: Patty will email all documents to Charleen.
3. For monthly treasurer report, report starting balance of each fund, amount took in, amount spent, end of month balance in each fund (building, philanthropy, maintenance, etc.
4. Audits
   * 1. 2017 & 2018 audits are done
     2. 2019 audit
        1. Perhaps the last auditor or Dee Dee Fernandez?
        2. This information needs to be reported to the board at the March board meeting per the by-laws
        3. If the fee is under $250 Terri can hire an auditor.
        4. Action item: Charleen will ask at her networking group tomorrow to see if there is a bookkeeper who can do this.
5. Disaster Preparedness/CERT-Mary Johnson
   1. We are CERT qualified as a community
   2. There is a Acton/AD CERT group, meets last Tuesday of the month, Mary and Kat plan to attend
      1. Mary will inquire about moving the CERT container to the ADWC
      2. The CERT 40’ cargo container is currently at Shepard of the Hills church
      3. We are under Palmdale Sheriff, but Santa Clarita Fire, CERT is administered by Sheriff; Deputy Martinez wants to move the CERT container to the Palmdale Sheriff station, we don’t want it that far away
   3. Susan Slates has disaster supplies for the community that Mary wants to move to the ADWC cargo container
   4. The Disaster Preparedness Committee is a part of the Town Council
   5. Mary is organizing folks to head up the AD CERT group
6. Parade of Tables-Mary Johnson gave a report
   1. Revenue-39,557.00
   2. Expenses-9,277.62
   3. Profit-$30,279.38
   4. Designated funds total-$11,740
      1. Scholarships-5,000
      2. Fund a Need kits-1,740
      3. Berger emergency supply kits-5,000
   5. Balance of $18,539.38
      1. Item of consideration: The POT committee would like to spend some of the balance on a generator for the clubhouse, Mary has an estimate from Petrilie for the diesel generator $13,000, + transfer switch of $2,000 + labor, total of about $18,000
   6. Action item: Terri needs the detailed accounting for the books, Mary will get that to her
7. Terry Beeler bill of $18k outstanding that we just received
   1. Action item: Patty will call American Water Well and Waste Management to check to see if we paid them—these are the two largest parts of the $18k bill
8. Terri can’t find anything in the books about these bills being paid
9. Prior board questions
   1. refunds from the building fund
   2. building plans update
   3. monthly overhead
   4. asbestos inspection
   5. Lorene, what money from POT went to the maintenance fund/what was the percentage that has gone into the maintenance fund in the past from each event?
   6. Where is Pam’s “jar” money?
   7. Action item: Everyone to email Nicole specifically worded questions with regard to this information or any other that we need form the prior board
   8. Action item: Nicole to compile and send to Pam and Lorene

Treasurer report

1. Balances
   1. $135,615.15 total
   2. $80k building fund
   3. $14,193 refundable donations account-need to confirm if they are going to want the money back
   4. $41,422.15 general fund (of that, the philanthropic balance is $5,443.76)
2. Patty moved that we move the building fund money into the refundable donation account and keep the refundable money in a separate “bucket” in that account to have a “building” account.  Charleen seconded.  Discussed the Plan A refundable donation policy.  Unanimously approved.
3. Action item: Patty will talk with the tax person about 1099s for refunded donations
4. PayPal, Grasshopper, checking accounts
   1. Prior president cancelled PayPal
   2. Action item: Amanda to work with Terri to set up PayPal or Venmo
   3. Action item: Grasshopper-voicemail proxies, Amanda will investigate cost
   4. Action item: Nicole will check with bank about adding signatures and removing Lorene and Pam
5. Nicole filled out the liquor liability form, please look it over and get back to Nicole

President Report-Nicole

1. If anyone is to be absent from a meeting, please email Nicole (President) and Amanda (secretary) and send your report so that it can be communicated at the meeting

VP Report-Toni

1. Toni gave a copy of attendance to Nicole and has a copy for Amanda

Secretary Report-Amanda: none

Treasurer Report-Terri: in prior discussion

Membership Report-Kat

1. New membership form
   1. Action item: add new form to website
2. Dues proration discussion
   1. WE will encourage everyone to renew by the membership luncheon
   2. By-laws say membership is January to December
   3. If someone says they can’t afford the dues, Kat will tell them she will take the request to the board
3. Health and Welfare Report-Sarah: none

Facilities Report-Patty

1. Discussed new policies for rentals
   1. Impose a noise complaint fine
      1. How do we police neighborhood complaints?
      2. Verified complaints, Patty has to come down to verify
   2. Up the security deposit to the same as the rental cost
   3. Up the rental rates, Patty suggested 2-3 hours $200, 4-6 hours $350, 6+ hours $450
   4. Tables and chairs
      1. AV Rental charges $395 to deliver 100 chairs and 10 tables; we currently charge $50
      2. We will up it to $150 for 100 chairs and 10 tables and $15 for each additional set of 1 table and 10 chairs
   5. Members who rent for an event will get free tables and chairs
2. Everyone who has ever rented form ADWC has the code to open the door
   1. Amanda suggested a digital lock box for the key with one code for members and another for rentals that can be changed regularly
   2. Toni motioned that we purchase a digital lock box for front door less than $125 (passed unanimous)
   3. Action item: Charleen will investigate and purchase the digital lock box
3. Security guards
   1. Do we want to require a security guard for events?
   2. Add to the booking form something like “Security may be required depending on the type of event, to be determined at time of booking.”
   3. Website says security required 7-11 PM $100; Action item: change this to “Security may be required depending on the type of event, to be determined at time of booking.”
4. Nominal fee for non-youth groups using the clubhouse for regular meetings?
   1. Action Library wants to use the clubhouse for some programs to increase library awareness
      1. Ask if he has a budget, if not, can we have a donation jar?
      2. Can we have a ADWC person come to the event to give a blurb and ask for donations?
      3. Letting them use the club is part of our commitment to the community
      4. Is he flexible with events if we get someone to rent the clubhouse when he wanted it?
   2. District 7 is AA group, they pay $240/month to have meetings 1x/week at the Presbyterian church,  They meet here 1x/month for free
   3. Other groups that meet here: 4H, Canyon Coyotes, AA Town Council, AA, Civic Association, Royal Court
   4. Patty motioned that we charge non-youth community groups $300 for the year, Charleen 2nd, discussion of how this might negatively impact us?  (Unanimously passed)
5. Acton community club to refer people to use and vice versa
   1. Action item: Patty will call Susan Slamer about VA and bathrooms update
   2. Action item: post Patty’s contact outside building in the display case
6. Gene is taking care of water issue ($250/quarter)
7. Patty will take care of the outside electrical outlets, cost is less than $250
8. Terry Beeler is letting us keep his sign

Newsletter Report-Anne

1. Articles due by the 20th of each month
   1. Action item: everyone send a short bio for the newsletter (not Nicole, she was January)
   2. Action item: List of Ads?  Julie White will investigate and get back to Anne
   3. Action item: include the membership luncheon flyer with the newsletter
   4. Action item:  Charleen will email Anne blurb about the February meeting
   5. Action item: Nicole will email president message to Anne
2. Committee chairs to send their own emails, need to be okayed by the president first, send BCC; Action item: add to event chair procedures
3. Website Report
   1. Action item: Patty to send new rental agreement to Anne to upload
   2. Action item: Patty to add private bookings to website calendar or email Anne to add
   3. Action item: Amanda and Terri to send PayPal/Venmo info to Anne for website
   4. Action item: Anne to remove [adwc33201@gmail.com](mailto:adwc33201@gmail.com)
   5. Action item: Sarah to send history and any photos she has for the website
   6. Action item: Anne to change the security guard info to “Security may be required depending on the type of event, to be determined at time of booking.”
   7. Action item: Anne to set up proxy email addresses
   8. Action item: add to private events details “Private event, if you would like to rent the club click here”
4. Hostlabs
   1. They are trying to answer many qustions about the website and how to do specific things and cost of converting to WordPress
   2. Patty forwarded text to Charleen with Hostlabs fees ($956)
   3. Action item: Charleen will ask her son-in-law for assistance in converting to WordPress
   4. Action item: Anne to add scholarship luncheon May 16th, noon

Programs Report

1. February meeting, breakfast for dinner and Bunco, PJs optional
2. March, Patty Duce hosting, resin pours/glass fusing perhaps?
3. April, Susan Slamer host
4. May, Julie White host, painting?
5. June,
6. August,
7. September, Jam making
8. October,
9. November,
10. Action item: Anne to send Debra Zednik contact info for painting event

Membership Luncheon Update

* 1. Action item: Kat will send an email about the luncheon and ask for RSVPs
  2. Action item: Amanda will have a sign made for the membership luncheon
  3. Action item: Amanda will take care of hooks for the old Terry Beeler sign to hang banners

Renovation Committee Update

1. Kevin and Jeff will fix the marquee
2. Flag is old, can get free flags at congressmen offices, Amanda says the Civic association is in charge of the flag
3. Discussion of wish list and suggestions, add on to back, add on via our cargo container, level floor, ceilings, roof lines, etc.
4. Committee is meeting with Bob Lyons this Wednesday, contractor, he will talk to them for free and give suggestions
5. Dave Beaumont will draw up the plans once something has been settled on
6. We might do individual fundraisers for certain items, such as HVAC

Policies and Procedures Committee Update

1. Lee and Amanda will reconvene the committee

New Business

1. Calendar of Events: Need dates and details for kids movie night, rummage sale, men’s night, fair, parade of tables, scholarship luncheon, etc.
   1. Action item: everyone email Nicole with events they are planning, check dates with Patty
   2. Action item: Amanda will email the membership about what events they want to see

Event Procedures-tabled

Amanda suggested adding an extra board meeting between now and February meeting

Meeting adjourned 11:58 PM

Submitted by Anne Marenco (for Amanda Buchan)