

BCMC Meeting Minutes
January 2023

Call to order

Todd called to order the regular meeting of the Birdsboro Community Memorial Center Board of Directors meeting at 6:30 pm on Jan. 13, 2023

Members present:

Todd Peterson (President), John Okuniewski (V.Pres), Kim Myers (Secretary), Doug Snyder (Treasurer), Chris Zuber, John Bonslaver, Irene Ziemer, Lisa Kraljevich (Director)
Others in attendance: Patrick Rowland (Volunteer) Stephanie McGowan (Volunteer)

Approval of minutes from last meeting:

Approved Motion: Irene

Second: John

Financial Report- Doug Snyder

M & T Checking- \$87,558.09

M & T Savings- \$116,569.87

Fulton Savings- \$2,427.42

Total Cash available-\$206,555.38

Mortgage Balance- 0- Mortgage balance was paid off on Nov. 2022

Net Short Term Cash- \$206,555.38

1. 2023 Budget notes
 - a. Birdsboro Contributions updated to reflect increase
 - b. Admin staff-hourly amount increase
 - c. Program staff- hourly amount increase
 - d. Dance program expenses renamed Dance Staff Payroll
 - e. Payroll Taxes- updated to reflect 9% of total of total of all payroll categories
 - f. Building Improvements- major increase based on building needs
 - g. Fitness Center Expenses- increased based on need for updated equipment

Approved Motion- John

Second- Irene

Building/Grounds

1. The gym roof will need damaged sections to be patched. Estimates were provided from both RAM Siding and Bachman's Roofing.
2. Numerous meetings with both Service 360 Group and Scott Fick regarding gym HVAC unit. Both companies believe the air isn't circulating properly and our current system (installed 2018) is too small for the area.
 - a. Service 360 and Scott Fick gave quotes to upgrade HVAC- a committee needs to be formed to make decisions to move forward- Keith Myers and John Bonslaver
 - b. Exploring grant options to help offset costs associated with repairs.
3. AED: Replacement battery installed and new adult and child pads are inside the device.

Fundraising

1. Night at the Races: February 18.
 - a. Sponsors: Received checks from Amy Beans, McGrath Automotive. Need 10 sponsors, one for each race.
 - b. \$25/advance and \$30/door includes food, drink and beer
 - c. Board members asked to bring donations for Booze Basket Raffle

Rentals

1. Alumni Basketball game- Jan. 14
2. Cheerleading Group: interested in renting gym space on a recurring basis.

Programs

1. Zumba: Thursday's 6:00 PM
2. Tai Chi Gung: holding a free trial class this Wednesday @6:30PM.
3. Kids Gym- will be held on Monday and Thursday mornings 9AM-11AM. Partnering with the library for a Storytime on January 18 to help promote.
4. Babysitter Certification: classes to be held in February, broken into 2 classes. Cost is \$90
5. Dance
 - a. Recital- June 4, still looking for venue, options are DB High School or Exeter
 - b. Select dancers will participate in the True Talent Competition in April.
 - c. Dance Floor- looking into using rosin for Pointe class

New business

1. Todd nominated Kim Myers to another term as Secretary, Board voted unanimously
2. John nominated Todd Peterson to another term as President, Board voted unanimously

Meeting adjourned- 8:00

Next meeting- February 7 @ 6:30

BCMC Meeting Minutes
February 2023

Call to order.

Todd called to order the regular meeting of the Birdsboro Community Memorial Center Board of Directors meeting at 6:30 pm on February 7, 2023

Members present:

Todd Peterson (President), John Okuniewski (V.Pres), Doug Snyder (Treasurer), Chris Zuber, John Bonslaver, Irene Ziemer, Lisa Kraljevich (Director)
Others in attendance: Patrick Rowland (Volunteer) Stephanie McGowan (Volunteer)

Approval of minutes from last meeting:

Approved Motion: Irene
Second: Todd

Financial Report- Doug Snyder

M & T Checking- \$89,540.22
M & T Savings- \$116,581.76
Fulton Savings- \$2,427.42
Total Cash available-\$208,549.40

Barbra Atkins Accounting firm has been contacted to complete this 2022 financial review.

Motion to approve Treasurer's Report

Approved Motion- John
Second- Chris

Building/Grounds

Keith and John met with Scott Fick regarding his proposal for HVAC repairs. Scott suggested an install date of late April or early May. Materials were readily available at the time quote was provided.

General Contractors were contacted to provide input and estimates for insulating the gym ceiling. Appointments were scheduled with Bachman's Roofing, Berkey Construction and Dolan Construction

Waiting on an install date for hallway tiles from All About Floors.

B & G Glass will be re-installing the windows in the gym foyer in response to our concerns. New window frames need to be ordered, estimated time 5 weeks.

Board Approved spending \$3,200 to repair security cameras. New NVR was ordered from Security 5.

United Way

Annual report is due February 17. Doug and Devin will assist Lisa with the financial portion.

Grants

Letter of Intent was submitted January 30 to Pottstown Health and Wellness Foundation for a capitol grant to assist with gym repairs in the amount of \$60,000

Notification to submit a full proposal or a declination notice, expected week of March 6.

Applied for AED grant with Peyton Walker Foundation, notified that we are on the April meeting agenda and will be notified of a decision at that time.

Membership

Membership numbers have increased from October.
Email reminders are being sent to members prior to their membership expiration.

Programs

Fitness classes: now offering Zumba, Pound, Everyday Fitness and Tai Chi Gung
Camp Adventure information ready, prices remain the same as last year.
Babysitter Certification classes to be held in February and March by A to Z
Men's Basketball League being formed.
Video Game Night being organized by Irene.

Turning Pointe

Recital Date June 4 to be held at Exeter HS. Approximate rental cost \$500

Costume accounts have been updated to include our tax-exempt status.

Small group of dancers entering spring competition, additional fee.

Parent Committee: Stephanie McGowan reported

Costume orders are ready, total of \$8786.49

16 Baskets were donated to the raffle, raffle dates 2/13-2/27, proceeds go directly to the dancers costume costs. Any additional funds raised will go to recital tickets.

Dancers will have 2 weeks to pay remainder of costume bill after fundraiser ends.

Volunteers are needed to help sell tickets at recital, requested that a board member introduce recital.

Rentals

No Issues

Fundraising

Discussed details for Night at the Races Fundraiser to be held February 18

New business

Todd nominated Patrick Rowland to be appointed to the Board of Directors. Nomination was accepted and Patrick was approved by all board members in attendance for a term of 3 years. Patrick was given a new board member welcome binder including By-Laws and United Way Agreement and Conflict of Interest Policy.

Meeting adjourned- 8:00

Next meeting- March 14 @ 6:30

BCMC Meeting Minutes
March 2023

Call to order

Todd called to order the regular meeting of the Birdsboro Community Memorial Center Board of Directors meeting at 6:30 pm on March 14, 2023

Members present:

Todd Peterson (President), John Okuniewski (V.Pres), Kim Myers (Secretary), Doug Snyder (Treasurer), Chris Zuber, John Bonslaver, Irene Ziemer, Lisa Kraljevich (Director), Patrick Rowland, Stephanie McGowan (Volunteer)

Approval of minutes from last meeting:

Approved Motion: Irene

Second: Todd

Financial Report- Doug Snyder

M & T Checking- \$95,343.15

M & T Savings- \$116,592.49

Fulton Savings- \$2,427.66

Total Cash available-\$214,363.30

Net Short Term Cash- \$214,363.30

1. March notes

a. Compiling paperwork to submit to Barbra Atkins Accounting Firm for 2022 financial review.

B. Pottstown Health and Wellness Foundation approved our request to move forward with the grant application. Completed Grant application due date April 10. Notify us by June 5.

C. Basketball Alumni Game- Profit-\$1,700

D. Night at the Races-Profit -\$7095.99

Approved Motion- John

Second- Chris

Building/Grounds

1. Received quotes from Service 360 to replace HVAC unit and to increase electric service for a larger unit.

2. Reached out to general contractors to discuss insulation (gym roof). Patrick from Dolan Construction removed a piece of interior ceiling to help get a better idea of what we are dealing with. Found fiberglass insulation between the ceiling and roof.

3. No follow up from Berkey Construction. Bachman's Roofing will charge \$500 to remove a piece of the ceiling before providing us with a quote for insulation.

4. Security 5 replaced NVR, cameras now record and can be viewed remotely.

5. About All Floors donated carpet & installation for the office.

Fundraising

1. Night at the Races: February 18. Income: \$8511 - Expenses \$1415.01 = Profit \$7095.99
2. Night at the Races set up- 50 tickets each horse, use pictures we took for set up, remember to tilt race board, name horses after sponsor, try to get sponsors by November, screen set up for sponsors

Programs

1. Camp Adventure- Early Bird Special payment is due in full by April 1, \$1200 for 9 weeks. Regular price \$1500 for 9 weeks. Extended care and part-time options are available. Good number of staff returning, but still looking for older male counselors! Soliciting donations to supplement the cost of supplies and field trips(R-Phils & Franklin Institute), looking to plan two trips this year. No additional charge to campers.

2. Adult Basketball-Games are starting next week, they will be held Thursday/Sunday. Five (5) teams were formed. \$50 for 6 weeks, this includes a jersey.

3. Dance- Costumes were ordered totaling \$10,289. Basket Raffle money raised has been turned in to reimburse BCMC for costume orders totaling \$6,215.00. Dancers will pay their remainder of costume balance by March 23 totaling \$5,232.31. Total amount to be collected \$11,447.31. Excess Funds: \$1,158.04 to be used as credit by dancers for recital tickets only.

4. Fitness Classes going well. Will re-evaluate interest for summer

New business

1. The AED needs to be moved to the opposite end of the building to comply with State requirements. Additional signage needed. New device will be placed in the Senior Center.
2. Blazer Football-Holding DB Football Community Night- BCMC on May 13
3. CPR class for staff- May 6
4. Homeschool Tucker Academy looking at renting space for the upcoming school year, 2 days per week(9:00-4:00) for MS/HS students. Meeting next week for more details
5. Women's Club BINGO was held at the center on March 12
6. United Way Report- was submitted and accepted on time. Virtual Meeting May 24 @ 2PM with Education Panel for review.

Meeting adjourned- 8:00

Next meeting- April 12 @ 6:30