

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

BCMC Meeting Minutes
April 12, 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 April 12, 2023

Members present:

Todd Peterson (President), Kim Myers (Secretary), Doug Snyder (Treasurer), Chris Zuber, John Bonslaver, Irene Ziemer, Lisa Kraljevich (Director), Keith Myers (Building Committee)

Approval of minutes from last meeting:

Approved Motion: John

Second: Chris

Financial Report- Doug Snyder

M & T Checking- \$140,241.70

M & T Savings- \$116,604.37

Fulton Savings- \$2,427.90

Total Cash available- \$259,273.97

Net Short Term Cash- \$259,273.97

Approved Motion- Todd

Second- John

Building/Grounds

1. HY contracted for ceiling work April 24. Gym will be closed 4/24-4/27.
2. Scott Fick will be adjusting his quote, based on installing ceiling.
3. Tectum tile sample vs. touchstone sample available for comparison. Board decided Tectum is best for drop ceiling

Fundraising

1. United Way Black Out Period -September 1 through November 12
2. Murder Mystery Dinner- Contact 1st Players -Alicia Brisbois will coordinate
3. Summer Food Fundraiser- Ice Cream Truck? Chicken Dinner? Moes?
4. Irene will create lottery calendar for July, to be sold at Street Fair/Duck Derby June 24
5. Capital Campaign- Letters to area businesses to raise funds for gym repairs.

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, Marissa will be Assistant Director and Reading Specialist, Chris Painter will donate money for bussing again, Field Trips- Franklin Institute June 28, Reading Phillies July 25, Reptile Show Forgotten Friends in July

2. Dance

Costume Orders: Due to returns and exchanges accurate total is not currently available.

(Approximately \$10,000) All dancers have paid for costumes.

Recital Program: Email sent out by Turning Pointe advertising Happy Ads for dancers \$5.00(½ page) \$10 (full page) Payments due to Stephanie McGowan by May 1

Recital Venue: Exeter HS cost \$514.89

Summer Dance: Kristin will hold classes 2 days per week-days to be determined. Rates will remain the same.

3. Fitness classes will continue into Summer

4. Pickleball- Chris and a friend are going to try to start a league. They will use the outside court, lights need to be fixed

5. Irene is talking to HS wrestling coach to try to get a youth clinic at BCMC.

6. We are looking into having more youth sports programs

Rentals

1. Blazer Football-Holding Community Night at BCMC on May 13

New business

1. Website: Updated to include 2023 Board Members-names only, By-Laws, and 2023 Meeting Minutes January, February

2. Diversity Equity and Inclusion Policy: Need to create a brief statement. It's being asked for my UW & Pottstown Health and Wellness grant.

3. UW Virtual Meeting- May 24 at 2:00 pm

4. First Saturday of every month at 9:00 am- Heritage Club at BCMC

Meeting adjourned- 8:00

Next meeting- May 16 @ 6:30

BCMC Meeting Minutes
May 16, 2023

Call to order

John called to order the regular meeting of the Birdsboro Community Memorial Center Board of Directors meeting at 6:30 pm on May 16, 2023

Members present:

John Okuniewski(VicePresident), Kim Myers (Secretary), Doug Snyder(Treasurer), Chris Zuber, John Bonslaver, Irene Ziemer, Lisa Kraljevich (Director), Patrick Rowland

Approval of minutes from last meeting:

Approved Motion: Doug

Second: Chris

Financial Report- Doug Snyder

M & T Checking- \$168,333.37

M & T Savings- \$116,615.87

Fulton Savings- \$2,428.14

Total Cash available-\$287,377.38

Net Short Term Cash- \$287,377.38

Treasurer's notes-

1. Board members voted unanimously via email to contract with Scott Fick in the amount of \$73,677 for Phase 1 HVAC Repairs. Transferred \$36,838.50 from M&T Savings to Checking for deposit for HVAC work-Phase 1 with Scott Fick. **In person vote was confirmed unanimously too.**

Approved Motion- Irene

Second- John B.

Building/Grounds

1. The ceiling area was cleaned, primed, and painted by HY Pressure Washing.
2. HVAC
 - a. work begins the week of May 22. Split units will be installed with cages to protect.
 - b. Terry Romig will be serving as project manager, he is reviewing the current quotes.

He will supervise and schedule contractors, secure permits and keep the board and director updated.

c. Mast Roofing- \$6,410.00- add ridge vent and repair part of roof shingles. Proposal not to exceed \$7,000. Chris made a motion to approve \$7,000, John second- **Board voted unanimously for roof repair not to exceed \$7,000.**

3. Backboards: New foam has been installed around the glass backboards in the gym.

Fundraising

1. July Lottery Calendar-Irene designed and printed calendars. They are now on sale for \$25 each. Do not sell to anyone under 18 and no credit cards accepted
2. Dance Recital June 4 -Duck Derby June 24 9AM-4PM along with supervising a children's game.
3. United Way Black Out Period -September 1 through November 12
4. Murder Mystery Dinner- Contact at 1 st Players -Alicia Brisbois
5. Capital Campaign- Letters to area businesses to raise funds for gym repairs.

Programs

1. Camp-
 - a. Camp Staff meeting June 6 @10AM-2PM Parents Meeting @ 6:30.
 - b. 75 campers so far
 - c. Camp Family Night: July 21 3PM-7PM the Cherry on Top ice cream truck and possibly a food truck in attendance. Will receive a portion of sales as a fundraiser.
2. Adult BB League: Playoffs begin Thursday May 18. Went well for the first time.
3. Turning Pointe:
 - a. Recital: June 4 @ Exeter High School Tickets \$10 adults, \$5 kids, under 5 free
 - b. Summer Dance: Kristin will hold classes/private lessons on Tuesdays and Wednesdays in July & August. Prices will remain the same as last summer.

Rentals

1. Celtic Martial Arts: Notified of upcoming fall closure wanted more information, they will receive information as it becomes available. No classes to be held in July.
2. Abundant Life Church: Devin is borrowing 4 round tables for a program on May 20

New business

1. Volunteers needed-
 - a. Dance Recital June 4- to sell Fundraiser Lottery Calendar
 - b. Duck Derby June 24 9AM-4PM- sell Fundraiser Lottery Calendar and run kids games
2. Website has been updated- link to United Way included
3. Diversity Equity and Inclusion Policy: Need to create a brief general statement to be approved by the board. Chris made a motion to accept the following statement.....

“The Birdsboro Community Memorial Center is for everyone. So bring us your voices, your personal experiences, your perspectives and your background. It's in our differences that we will find the power to thrive and serve our community.” **Board approved**

4. Discussed office staffing. One staff member resigned, Lisa requested a pay increase for current staff member vs. hiring additional staff at this time. **Board voted unanimously for increase**

Meeting adjourned- 7:30 pm

Next meeting- June 20, 2023