

**BCMC Meeting Minutes**  
**January 9, 2024**

**Call to Order:** Meeting was called to order by President, John O. at 6:30PM on January 9, 2024

**Members Present:** John Okuniewski (President), Chris Zuber (Vice President), Doug Snyder (Treasurer), John Bonslaver, Patrick Rowland, Irene Zeimer, Pete Crosdale, Lisa Kraljevich (Director) and Todd Peterson (Volunteer)  
Kim Meyers (Secretary) was absent.

**Approval of December Minutes:**

Approved Motion: Irene  
2nd: Chris

**Notes/Meeting Minutes:** John O. suggested using Dropbox for all board related documents, agreed that Google Documents would be more convenient for everyone.

**Financial Report:** Doug Snyder

M & T Checking Account \$141,764.87

M & T Savings Account \$94,851.72

Fulton Savings Account \$2,430.74

Short Term Cash Available \$239,047.33

Approved Motion to accept the Treasurer's Report: Pete

2nd: Irene

United Way 2024 commitment \$61,346.00 reflects a slight increase from 2023.

**Maintenance/Building:**

**Water:** Water continues to pool at the back door area during heavy rain, flooding into the dance room. Gym roof gutters need to be cleaned and additional drain needs to be installed in this area.

Shawn's Construction Services provided two quotes to address drainage issues.

First quote to cut out a slab of concrete and install a linear drain to redirect water and connect drain to existing pipe under concrete, repour concrete and clean out gutters. Cost \$1,700.

Approved Motion: Patrick

2nd: Chris

The 2nd quote of \$2,300 will be discussed in the spring for installation of french drain in the upper area for additional drainage coming off the court.

**Fitness Center:**

Floor exercise area will be painted and floor mats will be installed.

Locks have been removed from lockers, members must notify the office if they are using a locker.

**Membership:** Increased from this time last year. All members will be required to complete new paperwork to update contact information. All minors will need a parents signature on file to attend open gyms, obtain membership or for a day pass.

**Programs:**

**Pickling Class:** Very popular, looking to partner with Rosedell Farms to provide additional classes this winter.

**Intro to Volleyball:** Marissa is running a 4 week class, ages 8-12 on Sundays. Open volleyball gym time will follow for older players.

**Kids Dances:** Scheduled for January, February and March. \$10 per child includes activities and snacks.

**Turning Pointe:**

Costume Coordinator renamed Recital Coordinator to better reflect volunteer duties. Two parents have agreed to volunteer.

Basket Raffle: Looking for donations for basket raffle for costume fundraiser. Asked parents to contribute.

**Basketball League:** Has been having pick-up games vs league games due to lack of attendance. Will be replaced with an open gym.

**Rentals:** Picked up, we are booked every weekend in January and February.

**Camp Adventure:** Board discussed rates for 2024 camp, staff salary increases, activities we will offer. Also discussed the yearly contribution from the Borough of Birdsboro and its impact on the program.

A scholarship program will be developed and approved at the February board meeting to help assist with financial needs for campers who meet specific qualifications. Irene will assist Lisa with development.

Approved motion: Irene

2nd: Doug

Unanimously approved by the board.

**Camp Adventure 2024 Prices**

Early Bird Prices (Paid in full by April 15)

Birdsboro Resident	\$1300	Non-Resident	\$1500
2nd child	\$1200	2nd child	\$1400
3rd child	\$1100	3rd child	\$1300

Regular Price (Paid in full before the start June)

Birdsboro Resident	\$1600	Non-Resident	\$1800
2nd child	\$1500	2nd child	\$1700
3rd child	\$1400	3rd child	\$1600

Before or After Care \$10 per day or \$35 per week  
Both Before and After Care \$65 per week

Full- Time per week \$225

Part-Time 3 Days \$165

**Fundraising:**

Night At The Races

February 3 need to sell tickets

Secure Volunteers

Race sponsors secured need basket/raffle items, booze for raffle basket and desserts.

Lottery Calendar: Try again for July, larger dollar amounts for prizes

**Meeting Adjourned: 8:00PM**

**Next Meeting: February 20, 2024**

BCMC Meeting Minutes  
February 20, 2024

**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 Feb. 20

**Members present:**

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

**Approval of minutes from last meeting:**

Approved Motion: John B.

Second: Patrick

**Financial Report-** Doug Snyder

M & T Checking- 146,935.17

M & T Savings-94,861.38

Fulton Savings- 2,430.16

Total Cash available- 244,226.71

Net Short Term Cash- 244,226.71

Net Revenue- 8,939.69

**Finances**

1. Lisa reported the only project not completed to this point associated with the Pottstown Health and wellness grant is pipe removal and beam painting. Anticipated completion date is before July 2024
2. Property Insurance Renewal is due in April. Lisa will get a quote for increasing coverage.
3. 2024 United Way Annual Report-  
Motion to accept the report- John O. and Second- Chris, Board voted unanimously to accept report

**Building/Grounds**

1. Gutters
  - a. Shawn Umstead Construction cleaned and repaired gutters- \$999
2. Sidewalk
  - a. additional drainage needs to be installed
3. Fitness Center
  - a. Center will be painted and mats will be installed
4. Gym
  - a. Bob reached out to M & M Mechanical to look into maintaining our heating/cooling units.

## **Fundraising**

*United Way Black Out Period -September 1 through November 8*

1. Night at the Races
  - a. Profit \$6500
  - b. Suggestions for next year- more sponsors, better tracking of ticket sales, buffet, yard signs to advertise, each betting window needs all the race cards(1-10), special race,
2. Lottery Calendars- July, discussion about having 2 winning numbers and higher amounts
3. Bingo- look into different date other than November

## **Programs**

1. Camp Adventure
  - a. Early Bird \$1300/\$1500 and Regular \$1600/\$1800
  - b. Financial Scholarship Program-based on a needs basis, discussion will continue next meeting
  - c. Sponsorship letters were sent to local businesses
2. Cooking Classes
  - a. Partnering with Rosedell Farms-very popular
3. Dance
  - a. Recital Coordinators ordered costumes-money due before the end of March
  - b. Basket Raffle- due Feb. 28
4. Rentals
  - a. Booked almost every weekend
  - b. Women's Club Bingo- March 3
  - c. DB Football Beef and Beer-April 13
  - d. Erica Fair- real estate event- May 11

## **New Business**

1. National Night Out- Aug. 6. We will be participating with Birdsboro Parks and Rec.
2. Board needs to vote on our sexual abuse policy once updated in February.
3. Future discussions need to be had about getting new gutters
4. Discussion pertaining to the Rear Access lawsuit- Car Wash v Italian Delite. Letter was written to Italian Delite, Borough Hall, Police, Fire, Ambulance and Car Wash stating our need to use the right of way.

Meeting adjourned- 8:00

Next meeting- March 18

**BCMC Meeting Minutes**  
**March 18, 2024**

**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 March 18

**Members present:**

Doug Snyder (Treasurer), Kim Myers (Secretary), John Okuniewski (President), Chris Zuber (Vice-President), Lisa Kraljevich (Director), Patrick Rowland, John Bonslaver, Pete Crosdale

**Approval of minutes from last meeting:**

Approved Motion: Doug

Second: Patrick

**Financial Report- Doug Snyder**

M & T Checking- 136,522.69

M & T Savings-94,870.43

Fulton Savings- 2,430.74

Total Cash available- 233,823.86

Net Short Term Cash- 233,823.86

Net Revenue- 8,687.41

**Finances**

1. Chris Painter will be donating again for Field Trip Transportation Costs
2. Other donations-\$100 from Boyer Engineering, Lucky Squirrel is going to donate a portion of costs for camp t-shirts.  
Approve report- Chris Second- John B.-All in favor

**Building/Grounds**

1. HVAC-Scott Fick's project manager Vince and is getting information about warranty and who to contact if issues arise.
2. Drainage- 3 quotes are being considered to repair outside drainage problems affecting the dance room. Board decided to use R & S Property- \$7,683
3. Gym- Making repairs to the ceiling was included in the grant request from Pottstown Health and Wellness and Stabler Foundation. We had estimated spending approx \$120,000 spent \$84,000 (\$40,000 came from grant funding). 3 quotes are being considered for repairs.
4. Lawn Care- Member Mike Budrich owner of Total Lawn Maintenance has agreed to donate his time and take care of cutting the grass and weed wacking.

**Fundraising**

*United Way Black Out Period -September 1 through November 8*

1. Lottery Calendars-July

2. National Night Out- Aug. 6

### **Programs**

1. Camp Adventure- One month for early bird special pricing, interview for staff next week, two field trips planned- Hawk Mt. and either Adventure Aquarium or Philadelphia Zoo.

2. Dance

- a. Recital Coordinators ordered costumes-money due before the end of March-most are paid
- b. Recital- June 9 at DBHS-Board member to do introductions

### **New Business**

1. Child Protection Policy: need vote to approve for insurance renewal. Draft was sent to board members for review on March 8.
2. Renew Insurance Policy at this time with the addition of the Child Protection Policy. Lisa will get prices for an independent insurance property appraisal.
3. Protection from Abuse Policy for children- one change, new hires will need current background checks before start date. Patrick made a motion to approve/ Pete second- Board unanimously voted to approve policy
4. Next meeting- continue discussion about evening staffing and insurance, gym painting

Meeting adjourned- 8:20 pm

Next meeting- April 23



**BCMC Meeting Minutes**  
**April 23, 2024**

**Call to order**

John called to order the regular meeting of the Birdsboro Community Memorial Center Board of Directors meeting at 6:00 pm on April 23

**Members present:**

Doug Snyder (Treasurer), Kim Myers (Secretary), John Okuniewski (President), Chris Zuber (Vice- President), Lisa Kraljevich (Director), Patrick Rowland, John Bonslaver,

**Approval of minutes from last meeting:**

Approved Motion: Doug

Second: John O.

**Financial Report-** Doug Snyder

M & T Checking- 164,061.06

M & T Savings-95,009.01

Fulton Savings- 2,431.00

Total Cash available- 261,501.07

Net Short Term Cash- 261,501.07

**Finances**

**Approve Finance report-** John made a motion, Second- John B.-All in favor

**Building/Grounds**

1. R & S Property Services completed the drainage project
2. Fitness Center-Lisa would like to purchase stall mats to cover the area around the punching bag. Estimated cost \$1,300. John made a motion to approve the purchase of stall mats. Second- Patrick, Board approved vote-unanimously
3. Gym Lobby- Paint floor- \$1,182.40. To be discussed at next meeting
4. Gym Painting-John made a motion to use HY Painting, Kim second- Board voted unanamosly
  - HY Pressure Washing \$ 38,238 (\$21,270.00 white areas/\$16,968 brown ceiling)
  - Uhrig Painters \$71,375 (\$55,389 white areas/ \$15,986 brown ceiling)
  - Pagoda Painting \$51,175.00 (\$36,900 white areas/ \$14,275 brown ceiling)
5. Discussed installing a shed on the back court. Proposal to build vs. purchase. To be discussed at the May meeting.

**Fundraising**

*United Way Black Out Period -September 1 through November 8*

1. Lottery Calendars-July
2. National Night Out- Aug. 6- activities at the Center, Camp staff will help out

3. Duck Derby- June 8 Patrick volunteered to set up the stand. Looking for additional volunteers to assist

### **Programs**

1. Camp Adventure- June 17- Aug. 16, 75 kids enrolled, all staff hired
2. Turning Pointe-Recital is June 9 Daniel Boone High School- Dance Ticket prices \$12.00 adult, \$5.00 kids ,Business Sponsors for Recital booklet: Umstead Construction, Salon Aspire, THE Personalization Place, Amaryllis Gem Shop, Total Lawn Maintenance  
John O. to do the introductions before the recital on June 9 at 2PM.
3. Open Gym- Monday through Friday 9AM-3PM, and Monday and Friday evenings, 7PM-9PM
4. Continuing Garden Club, Fitness classes and Heritage Club

### **New Business**

1. Child Protection Policy: unanimous vote via email ,we will have coverage from abuse claims included in the policy renewal. Board members and staff need to sign a copy of the finalized policy
2. CPR/AED/First Aid class for staff to be held May 2, additional class June 1
3. Discussed Camp Adventure enrollment and payment- continue discussion at next meeting

Meeting adjourned- 7:00 pm

Next meeting- May 21 @6:30PM

**BCMC Meeting Minutes**  
**May 23, 2024**

**Call to order**

John called to order the regular meeting of the Birdsboro Community Memorial Center Board of Directors meeting at 6:30PM on May 23.

**Members present:**

John Okuniewski (President), John Bonslaver, Irene Ziemer, Patrick Rowland and Lisa Kraljevich (Director)

**Minutes:** Will need to approve April minutes at the June meeting, not enough members for a quorum

**Financial Report:**

M & T Checking- 218,182.66  
M & T Savings-95,341.45  
Fulton Savings- 2,431.42  
Total Cash available- 315,955.53  
Net Short Term Cash- 315,955.53

Financial Report will need to be approved at the June meeting, not enough members for a quorum

**Building Maintenance:**

**Shed-** Approved via email for Bob M. to build custom shed as proposed for \$2000

**Gym Painting** - Approved in the April meeting to hire HY Painting \$38,238 They will schedule with us in September, the gym will be shut down for approximately 2-3 weeks.

**Fitness Mats-** Patrick agreed to pick up mats at Tractor Supply, when they are in stock. We will need volunteers to help unload and install.

**Back Gate/Entrance:** Lisa spoke with William Gernet the owner of the car wash, he informed us that there is no known right-of-way leading to our property. John O. will reach out to Matt Kessler for advice.

**Insurance:**

Volunteers have been added to our accident policy.  
Received 2 quotes for building appraisal, will review at June meeting. MIB \$1150 vs. Industrial Appraisal Company \$2660

**Child Protection Policy:**

Reviewed the policy and Board members in attendance signed a copy for office files.

Discussed proposed membership and staffing changes to take place in September. Board will need to vote on payroll changes if it is to exceed the amount budgeted for 2024.

**Turning Pointe Dance:**

Recital is scheduled for June 9 at the DB High School

Lisa met with Jat Wither to discuss some concerns of the dance instructor.

Summer Dance, same as prior years 2 days July and August. No expansion of days/time because of Camp Adventure

Fall dance schedule will be Monday-Thursday 3PM - 9PM, no make-ups allowed for missed classes.

**Camp Adventure:**

Parents meeting to be held June 2 @ 6:30PM

Staff is hired, many returning counselors. A few new hires to supplement those who are not returning. Staff Training Days, June 11 & 12.

Lucky Squirrel is donating shirts.

Camp Adventure enrollment and payments were discussed.

Patrick will make new soccer nets for camp.

**July Fundraising Calendar:**

Selling calendars in the office, also selling at the Duck Race on June 8 9AM-4PM

Patrick is setting up but could use some additional volunteers. John B. son can help.

Any interest in selling outside of Boyer's one Saturday in June?

Meeting Adjourned at 7:15 PM

Next Meeting Date not set

**BCMC Meeting Minutes**  
**June 18, 2024**

**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 June 18

**Members present:**

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

**Approval of minutes from last meeting:**

Approved Motion: Irene

Second: Chris

**Financial Report- Doug Snyder**

M & T Checking- \$232,561.52

M & T Savings- \$95,686.19

Fulton Savings- \$2,431.84

Total Cash available- \$330,679.55

Net Short Term Cash- \$330,679.55

Approval of May finance report- Motion to approve- Irene, John second- all approved

Approval of April finance report- Motion to approve- Chris, Kim second- all approved

**Finances**

1. Camp Adventure Donations: Women's Club \$1500, Birdsboro Power \$200, VFW \$500
2. Women's Club Annual Donation \$4000

**Building/Grounds**

1. Shed has been installed-total cost \$1586.32

2. Fitness Center: Stall mats available next week, Bob will pick up and install with the help of counselors. Replacing the vinyl on fitness equipment.-\$1,126. **Board approved up to \$1,500 to be spent**

3. Cleaning: Kathy Mealand has started cleaning PT to replace Melissa K.

4. Back Entrance-

5. Insurance: Lisa received a quote from MIB (non-profit) Insurance Appraisal company \$1150 compared to Industrial Appraisal Company \$2660. Neither quote would itemize the contents of the building, would cover industrial appliances, heat/cooling etc. **Board unanimously approved to use MIB Insurance Appraisal Company**

## **Director's Notes**

Proposed Changes to BCMC Operations ( Child Protection Policy )

### **1. Office Staff**

#### **New Policy**

Starting in September Hire a staff member to work in the office Monday-Thursday  
4PM-9PM \$15.00 per hour = \$300 per week

Duties-

Sign in juveniles (16-17 of age) members to use the fitness center, game room,  
monitor via camera and walkthroughs

Answer phones and complete membership requests.

Unlock for evening activities/programs (open gyms, cooking classes etc)

Monitor dance programs via cameras and walkthroughs

### **2. Fitness Memberships**

#### **New Policy**

14-17 allowed in fitness with a parent/guardian 24/7

No Longer get Key Cards at 16

16-17 year olds can sign in the office to use fitness during office hours

Email members policy changes to give 3 months notice- implement in September

### **3. Turning Pointe**

#### **New Policy**

Classes will be scheduled when office staff is in the building Mon-Thurs  
3PM-9PM

### **4. Open Gym**

#### **New Policy**

Participants will sign in at the office

Allows for better tracking of participation ability to collect fees.

Staff members will supervise and interact with participants in the gym during  
advertised hours

**Motion to approve above changes to Fitness Membership policy, Turning Pointe policy  
and Open Gym policy made by Kim Myers, 2nd by John Bonslaver - Approved 6-1 vote.**

## **Fundraising**

*United Way Black Out Period -September 1 through November 8*

1. Lottery Calendars-July
2. Family Night at the Center- Aug. 6
3. Christmas in Birdsboro- Dec. 14
4. Bingo- possible date Nov. 23

## **Programs**

### 1. Turning Pointe

Recital June 9

2024 Ticket Sales \$7,122                      Program Ads \$1,547

2023 Ticket Sales \$2,864                      Program Ads \$317.90

2022 Ticket Sales \$3032.74                      Program Ads \$381.92

Summer Dance: will be held July and August

Fall Dance: Room will be available Mon-Thur 3PM-9PM

### 2. Camp Adventure

Currently 80 FT and 14 PT (some 3 days a week some just select weeks) still accepting campers. Runs June 17-August 16

3. Fitness Classes: No yoga for summer, Zumba, POUND and Barre will continue.

4. Ghost Hunting September 20th and 21st

5. Heritage Club- Birdsboro Show and Tell

## **New Business**

1. Office will be closed on our field trip days June 27 ( Hawk Mountain) and July 10( Philadelphia Zoo) and July 4 & 5 th.

2. Family Night: August 6th, Borough moved National Night Out activities to Rustic Park

3. Discuss resurfacing gym floor at next meeting

Meeting adjourned- 7:50 pm

Next meeting- August 1

**BCMC Meeting Minutes**  
**August 1, 2024**

**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 Aug. 1.

**Members present:**

Doug Snyder (Treasurer), Kim Myers (Secretary), John Okuniewski (President), Lisa Kraljevich (Director), Patrick Rowland, John Bonslaver, Pete Crosdale

**Approval of minutes from last meeting:**

Approved Motion: John

Second: Patrick

**Financial Report-** Doug Snyder

M & T Checking- \$257,837.16

M & T Savings- \$95,890.72

Fulton Savings- \$2,432.26

Total Cash available- \$356,160.14

Net Short Term Cash- \$356,160.14

**Finances**

1. United Way: Doug updated the financial section of the report as per UW request. Filed final report for Pottstown Health and Wellness Foundation for our capital grant in the amount of \$25,000.
2. Financial Report approved- John B and second- Pete

**Building/Grounds**

1. Fitness Center: Replacing the vinyl on fitness equipment -\$1,126. **Board approved to spend an extra \$120.50 over what was approved last month.**
2. Gym Painting: HY Painting will begin painting the gym August 19 and expect it to take approximately 3 weeks to a month. Gym floor buffing will be done then also.

**Director's Notes**

1. Insurance Appraisal: Board approved hiring MIB Insurance Appraisal during June's meeting but wanted to wait until Camp Adventure was finished to schedule.
2. Child Protection Policy: Reviewed with staff and signed copies are in employee files.
3. New Membership Policy: Members were sent an email about changes to policy. No response/complaints from members. It looks like we have 6 active members between ages 16-17 with key cards. Their cards will be shut off and they will be given an additional month extension to compensate for any inconvenience. Membership applications and the website will be updated with new guidelines. Effective August 26 office hours will be Monday-Thursday 9AM-9PM Friday 9AM -4PM



4. Camp Adventure- Family Night- Aug. 6, looking into grant options to buy a new van to transport campers or possibly renting a van for the summer.
5. Turning Pointe Dance-Fall Dance: Met with Kristin and reviewed the Child Protection Policy, discussed how it would affect the dance program. She will be scheduling classes Mon-Thurs, to be concluded by 9PM.
6. Programs-New Yoga instructor starting August 21, Rosedell Farms will return with cooking classes, Candle Making Class scheduled for September, Partner with Penn State Extension for bringing in new classes, Pottstown Hospital is also looking to provide healthy community outreach programs.
7. Paranormal Program: Todd and the Paranormal Peaches \$50 per person, Sept. 21, maximum 50 participants, 8PM-12AM
8. July Lottery Calendar: Sold 145 calendars \$3,625 paid out \$200 in prize money
9. BINGO: a discussion was had to not do BINGO this year, John will send an email for the Board to vote
10. Christmas in Birdsboro- Dec. 14.

Meeting adjourned- 7:40 pm

Next meeting- September 5, 2024

**BCMC Meeting Minutes**  
**Sept. 5, 2024**

**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 Sept. 5.

**Members present:**

Doug Snyder (Treasurer), Kim Myers (Secretary), John Okuniewski (President), Chris Zuber (Vice-President), Lisa Kraljevich (Director), Patrick Rowland, John Bonslaver, Irene Zimmer

**Approval of minutes from last meeting:**

Approved Motion: Doug

Second: Patrick

**Financial Report-** Doug Snyder

M & T Checking- \$232,096.13

M & T Savings- \$95,900.50

Fulton Savings- \$2,432.68

Total Cash available- \$330,429.31

Net Short Term Cash- \$330,429.31

**Finances** (approved by all, Chris, Pat)

1. Board approved a \$500 bonus for Marissa Rapposelli for Camp Adventure success.
2. Looking into a grant for a new van, Lisa will look into buying or renting a van

**Building/Grounds**

1. Gym is being painted by HY Painting
2. Gym floor- Board approved Clean Image (\$2500) to recoat the gym floor
3. Senior Center floor- Bob will strip and wax
4. Chairs and tables- New ones are needed soon- \$25 for new chairs and \$129 for round tables
5. Lisa is getting a quote for Open Path, a new door lock system. Vanderbilt, our current system is operational but is obsolete and has no tech support or replacement items.

**Programs**

1. After School connections has 12 kids enrolled
2. Turning Pointe Dance- new session begins Sept. 16. Mon-Thurs. Until 9 pm, office will be staffed
3. Paranormal Investigation-first investigation is on Sept. 21, 20 people registered
4. Fitness Classes- Pound, Fitness Your Way, Yoga and Barre
5. Additional Classes- Candle making, Pickling, Garden Club, Heritage Club

**Fundraising**

1. Christmas in Birdsboro- Dec. 14  
Craft show- 10am-3pm, Beer(need a new brewery to come) & Wine Tasting 4pm-8, Hot Chocolate 4pm-8, Gizmos
2. Night at the Races-Feb. 1
3. Spring/Summer fundraiser- Ideas.... Corn Hole Tournament, Comedy Night, Concert

**New Business**

1. John O.,Chris and Kim have terms ending in December.Todd will return in January. We NEED new Board members..ask around

Meeting adjourned- 7:45 pm

Next meeting- Oct.10 @ 6:30