

## **Meeting Minutes**

**January 14 @ 6:30PM**

**Meeting called to order at 6:31 by President Todd Peterson**

### **Attendance:**

President- Todd Peterson, Vice President- John Bonslaver, Treasure- Doug Snyder, Secretary- Patrick Rowland, Fundraising Chair- Irene Ziemer, Executive Director-Lisa Kraljevich, Board Member- Pete Crosdale (Absent), Board Member- Jim Boyer  
Volunteers present: John Okuniewski, Chris Zuber, Lisa McCoy

### **Approval of December Minutes**

First-Doug Snyder, Second-John B. Opposed: none

### **Approval of financial report**

**Savings 96,142.73**

**Fulton Savings account 2,434.36**

**Checking 161,328.17**

**Total 259,905.26**

First- Jim B., Second-Todd P. Opposed: none

### **Financial**

Christmas in Birdsboro

2024

Crafters \$2040

Craft Raffle \$ 447

50/50 \$288 ( winner donated money back to us)

Food/Gizmo's \$2905 minus supplies \$1469.84

Beer/Wine/Cider \$965.00

Total \$5209.84 (similar to 2023)

### **United Way:**

UW Confirmed 2025 Annual Investment \$61,346

Signed new mutual agreement with United Way for 3 year period January 1, 2025-December 31, 2027 The Board approved via email 1/9/25

Our completed application must be submitted online by February 14, 2025

### **Building and Grounds**

**Plumbing:** Birdsboro Sewer Department used a camera to inspect the sewage line, which looked ok. No damage to pipes, and everything intact. He did notice that there was standing water in the pipe, not enough slope to move the water through. Recommended we excavate that part of the pipe and reinstall with a steeper slope. Additionally the pipe will be flushed with a high power jet to remove any residue forming on the inside.

**Honey Dipper Septic Service:** cleaned grease trap under the sink in December

**C & M Refrigeration Service:** repaired the industrial refrigerator in the kitchen -working properly

Comments:Doug asked about the cost of replacing the industrial fridge. Fridge is from 1998.

**Membership Software:**

Arrived on January 6 and couldn't log into Vanderbilt system to add or update members. There is no support system for our out-dated program. Security 5 came out and was able to get us back on by re-setting the systems and using a different browser to login to Vanderbilt. Up and running for now but not compatible with Microsoft Edge, designed to operate with Internet Explorer which no longer exists.

Security 5 had given us a quote for Open Path (\$7,547.04 installed) Yearly subscription for this cloud based system. Can lock in with a 1 year (\$720 included in the installation price), 3 year or 5 year plan-minimal yearly increases. Open Path is a cloud based system, which would work with cell phones or key cards.

Waiting on a price from TopTech Integrators, sending an estimate this week. They also recommended a cloud-based service called Alarm.com.

Comments:John asked about these new systems and if the companies could remote into the system to help. Lisa confirmed this could be done with these systems. Lisa asked both companies about putting a card reader on the gym door so adults could use the gym. The board should be prepared to vote via email on this matter once quotes are received.

**Lights in Fitness:** Moving forward with LED replacements, the fitness center first priority

Comments:Bob will need assistance with installation.

**Camp Adventure:** Would like to keep the same rates as last year with no increase. Approve?

9 weeks June 16-August 15

Early Bird Special Birdsboro Resident \$1300, Non-Resident \$1500

Regular Price Paid Before June 1 Resident \$1600, Non-Resident \$1800

After June 1 weekly rate applies \$250

Comments: YMCA-\$229 per week non-members, members are \$206. High Point is \$240 a week( 2024 price)

Vote to keep camp rates the same for 2025

First Irene Z., Second John B., Opposed- none

**Programs:** Lisa presented an overview for new board members.

Adult BB League: We have 46 participants, jerseys were delivered, table top scoreboard was purchased. Games should run 8 weeks on Tuesday night 6PM-10PM. Julian and Matt O are splitting the responsibilities.

Line Dancing: Friday January 17, seems to be popular lots of people responded as coming \$10 per person. The Bread Box food truck will be outside serving food. Maybe a fundraiser next time, we sell food?

Mario Kart: Patrick organized our 1st Mario Kart Tournament ages 8-12. Held 1/10 Pizza, snacks, games and prizes. 12 Kids attended and want to have another.

Cooking Classes: Rosedell Farms classes continue to be popular. Going to have a daytime class run by Penn State extension this winter.

Fitness Classes:

Zumba and Barre classes are on hold while our instructor Julia is out on maternity leave.

Fitness Your Way, Yoga and Pound classes will continue without interruption.

6 weeks one class- members \$35 non-members \$65

Community Connections: Continue to use the senior room one weekday a month at no charge.

Comments: Jim explained it's for those adults with disabilities to have access to the community, do things together, meet people, and network.

Contra Dancing: Continue to rent the gym 1st Saturday of the month. Activity is open to the public, no registration is necessary.

Open Gym: Volleyball Monday nights, Family open Wednesday nights, Basketball open gym Thursday nights.

Heritage Club and Garden Club: Skipped January meetings but will resume February

### **Fundraisers:**

Redners Community Day: Douglassville Redners approached us about their grand re-opening in February. They will assign us a day and 5% of that day's sales will go to us. We can attend and have a table if we would like. No date was chosen yet.

Night At The Races: Need All Hands on Deck! February 1

Comments:

25 tickets were able to be sold on eventbrite for free. Could do more but at a cost.

We have 10 race sponsors, but could use more sponsors for food, drink and anything else. The race tickets need to be increased so it's 1-48 to cover the most popular races.

Lisa mentioned that last year the line was too long. Suggested that each table has a number and they can be called up to get food. Chris was concerned that we would run out of food with this method.

Daniel Boone Alumni BBall Game: February 22, 2025 3:30PM-8PM

We reserved the gym in our name, and provided proof of liability. A donation will be made to BCMC after the event.

Sports Trading Card Show: April 27 ( Todd )

**Old Business:**

Gym Windows:

John asked about gym windows. No progress has been made, but it's still an project the board plans to proceed with getting bids

**Next Meeting: 2/11/25**

**Adjourned: 7:56pm**

## **February Minutes**

### **Meeting February 11, 2025**

**Start time: 6:37**

#### **Present:**

Todd Petersen-President

John Bonslaver-Vice President

Doug Snyder-Treasuer

Irene Ziemer-Fundraising Chair

Patrick Rowland-Secretary

Jim Boyer

Lisa McCoy

Lisa Kraljevich-Center Director

Absent:

Pete Crosdale

Community members:

John Okuniewski

Approval of Jan Minutes

First: Irene

Second: Jim

Opposed:

Approval of Jan Financial Report

First: Patrick

Second: Jim

Opposed:

#### **New Board Member:**

Vote to officially approve Lisa McCoy to the Board of Directors

6-0 vote

#### **Financial:**

Night at the races was well attended. Board felt it was the most successful one we have had thus far. The board discussed changes for next year with food distribution and opening doors earlier so people can eat before the races start.

Raised funds earmarked passenger van Camp Adventure. Additionally, it is planned to apply for Pottstown Health and Wellness Grant also applied to Mahomes Foundation

Comments: Applied to Met Ed Grant—told we were not in their criteria.

**United Way:**

Our completed application 2025 application must be submitted online by February 14, 2025. In progress-review strategic plan .

Comments: Will schedule a review meeting with UW, they would like a board member present, someone who runs programs, Doug will attend as a board member. Marissa Raposelli from camp adventure will be asked to participate as the program director for Camp Adventure.

**Bureau of Corporations and Charitable Organizations:** Office received an email on 1/16/25 stating that we were not in compliance, and had not filed paperwork for 2023. We had proof of the canceled check and had sent our application in registered mail that was signed for on 11/12/2024. Had to re-submit paperwork, notified on 2/7/25 that our application was approved. Closed matter.

**Lawsuit between Carwash and Italian Delight;** Reached out to Nick Meter, our Attorney for an update. The depositions were held on 1/29/25. He is waiting for a copy of the transcripts to share with us. As of 2/11 Depositions were held, waiting to get a copy of the transcripts, told us it went well.

**Building:**

**Gym Windows:** Awaiting a quote, Terry Romig looking into contractors for us.

**Plumbing:** Lisa and Todd met with Shawn from Birdsboro Sewer. Excavator advised that there is not enough room to slope the current pipe to allow for improved drainage, not an option which was discussed in January. May need to consult an engineer.

Possible solutions:

1. Install a sewage ejector pump outside of the building to suck standing water out of the pipe.
2. Reroute the plumbing to drain in the front of the building, bypassing the dance floor completely
3. Install new pipe outside adjacent to the current pipe with the proper slope, excavator will evaluate to see if there is enough space.

Comments: Was told the excavator was back to take a look at the possibility of doing the job but have not heard from them yet. Some more discussion was had but the board will wait and see when they have more information before proceeding. As of this meeting the plumbing was in working order.

**Membership Software:**

Security 5 had given us a quote for Open Path (\$7,547.04 installed) Yearly subscription for this cloud based system. Can lock in with a 1 year (\$720 included in the installation price), 3 year or 5 year plan. Security 5 has seen minimal increases in charges during the 5 years they have been installing Open Path. Price to include new card reader for gym door.

New Quote Received: \$9957.04

Top Tech provided a quote to install Alarm.com (Installed \$6975) with monthly monitoring is \$175 per month and we are committed for 3 years. \$2100 per year.

Board vote on approving \$10,000 to upgrade door system with Security 5 and install new reader outside gym door

Vote: 6-0

**Camp Adventure:** Registration is open for 2025. Same rates as last year.

Looking into field trip options Treehouse World and Crayola Factory

Comments:

**Eagle Scout Project:** CJ Landis is working on his Eagle Scout project. He will be building a portable mini golf course to be used with summer camp.

Vote to approve \$300 for the project

6-0

**Problem Patron:**

There was a minor altercation during the adult bb league, upon review the decision was made to suspend the 3 people involved for one game. All parties involved were contacted.

One patron received a Notice of No Trespass due to his escalation of the matter via certified mail and is no longer welcome on the property. Birdsboro Police were notified.

**Fundraiser:**

**Redners Community Day:** Douglassville Redners will give us 5% of sales on February 22, 2025 as part of their grand re-opening celebration. We will promote on social media and they will provide us with 200 postcards to handout.

Comment: Scheduled to have a post on social media

**DB Alumni Game:** Games will take place at DB High School on February 22, 2025. We secured the gym and provided a copy of our liability coverage for this fundraiser. A portion of money raised will be donated to the Community Center.

Comment:

**Next Meeting: March 11th**

**Adjourned: 7:29**

## **March Minutes**

**Meeting March 11, 2025**

**Start time: 6:33**

### **Present:**

Todd Petersen-President

John Bonslaver-Vice President

Doug Snyder-Treasurer

Irene Ziemer-Fundraising Chair

Patrick Rowland-Secretary

Jim Boyer

Lisa McCoy

Lisa Kraljevich-Center Director

Absent:

Pete Crosdale

Community members:

Dean Fox

Approval of Feb Minutes

First: Jim

Second: Doug

Opposed:

Approval of Jan Financial Report

First: Irene

Second: Patrick

Opposed:

Dean suggested we move money from the checking account to the savings account as we could get a better interest return

**Financial:** Overpaid Workman's compensation policy, Clear Springs should be issuing a refund.

### **Internship:**

Kendra Schaffer DB HS Senior, is already an employee at the center. She is learning director duties in addition to preparing activities for Camp Adventure. Will be attending a board meeting as part of her internship.

**United Way:** 2025 was completed and submitted online. Virtual review meeting is scheduled for May 6 @3:15 Doug plans to attend to answer financial questions.

**Carwash/Italian Delight lawsuit:** No update on the dispute between Car Wash and Italian Delite. Nick Meter said he would send a copy of the transcripts when they became available, and reported that it went well. Jan 29th was the meeting

**Insurance:** Update for policy renewal in April

Jon B asked if we stored a copy of the appraisals we got over the last year. Lisa confirmed we do have that information saved electronically

**Building:**

**Gym Windows:** No quotes yet

Jon B said he spoke to Terry and he said it appears we might have trouble getting windows for the place because they are so unique. Getting windows might be more likely, installation sounds like it will be difficult.

**Plumbing:**

Board discussed the plumbing issue. They will continue to wait for information from the water authority.

**Membership Software:**

Open Path install is scheduled for March 24, it should take 3 days

All members will need an updated email to download the app for access to the fitness center. Members who do not have phone access can request a keycard. To discourage cards we would like to charge those who request a card vs using the phone. Signs are hanging in the fitness center asking members to stop in the office to update their email: Very few have done so.

Security 5 needs names, emails addresses and expiration dates for members to transfer active members to the new system.

Board mentioned the possibility of an electronic method to sign up now that we have a new system that opens doors via app/phone.

**Camp Adventure:**

Early Bird Registration ends April 15, and registrations are trickling in

Board discussed the purchase of a new van. The old van is going for inspection in April, but hopeful it will pass. Looking at some help with funding through some grants. Will revisit.

**Turning Pointe Dance:**

Lottery Calendar set up for the dance fundraiser for their costumes. Board discussed using a credit card to pay for certain expenses because it would kick back points or benefits for usage

that could be further rolled into benefiting dance or other programs here. The board decided to revisit this discussion.

**Fundraising:**

**Redner's community day:** 5% of sales from Feb 22nd comes to the center. Board will wait to hear from Redners

**Breakfast with the Easter Bunny: Please Share and Promote**

Board discussed how to better promote the event. Many people have said they are coming but few tickets sold thus far

Meeting Adjourned: 7:35PM

Next Meeting April 8th 6:30pm

## **April Minutes**

### **Meeting April 8th, 2025**

**Start time: 6:36**

#### **Present:**

Todd Petersen-President  
John Bonslaver-Vice President  
Doug Snyder-Treasurer  
Irene Ziemer--Fundraising Chair  
Patrick Rowland-Secretary  
Jim Boyer  
Lisa McCoy  
Lisa Kraljevich-Center Director  
Pete Crosdale

Absent:

Community members:

Kendra Schaffer

Approval of Feb Minutes

First: Irene

Second: Jim

Opposed:

Approval of Jan Financial Report

First: Lisa M

Second: Irene

Opposed:

Night at the races 2200 may be miscategorized, Doug is going to double-check this

#### **Financial:**

Refund was received from Clear Springs for Workman's Compensation overpayment \$883

Board discussed credit card to pay for large expenses, may help with getting a cash back perk that can go back to the community center. This will be looked into.

Discuss moving savings to an interest-bearing account that can be accessed if needed, this will be further explored.

**Department Of Labor:** Review meeting was held April 11, received letter 3/24/25 that corrections were made. Breaks are now being recorded. Anyone who leaves the building must be punched out for liability reasons. No fine will be issued, the matter is considered closed.

**United Way:** Virtual review meeting has been rescheduled for April 15 @ 3:00PM  
Patrick from the board will attend

**Carwash/Italian Delight lawsuit:** Received a copy of the deposition transcripts. Hearing is scheduled for April 15 @1:30PM-Nick Meter would like someone from BCMC to attend. The Community Center would like to speak with the lawyer about securing a right-of-way access to the rear of our building. Getting the borough involved is needed because the sewer and water authority needs access to our building. They would also like to discuss buying the strip of property from the carwash. The Community Center is concerned about Italian Delight parking their food trailer that is blocking our rear gate. The Community Center would also like to speak with the Fire Marshall about whether blocking the gate is a safety concern.

#### **Building:**

**Gym Windows:** No quotes yet- table until next meeting.

**Plumbing:** Continue to wait for information from the water authority. No updates

#### **Membership Software:**

Open Path has been installed on all 5 doors

Working well, the transition for members went fairly smoothly, with a few complaints.

Few things need to be worked out on how doors can be unlocked for events well enough.

**Sealcoating Quote:** A quote from Davis Line Striping and Sealcoating for the front lot and around the monument. (\$1760.44) Does not include leveling the area around the monument. Board is going to table this to a later time.

**Refrigerator:** 2 sided refrigerator is on the fritz, we had it looked at, believe it needs a new compressor. Quoted \$1,200 for new compressor. Also our commercial single door fridge in the kitchen has had fluctuating temperatures. This one was serviced before Christmas. I would like to purchase a new 2 sided refrigerator before summer camp. Approximate cost \$3,000

Motion to approve purchase of a new Fridge:

Approved 8-0 vote

**Camp Adventure:**

Early Bird special rates end April 15th. Campers are starting to get signed up  
Salary increases for returning counselors. All counselors are returning from last year.

Motion to approve salary increases:  
8-0 approved

**Van:** Applied for a grant from Pottstown Health and Wellness Foundation, funds aren't awarded until June 1, 2025 if we are chosen. Also looking into our local representatives for possible funding opportunities. Raised about \$15,000 so far. Board would like to start looking for a van now and get prices since the cost may increase.

**Adult Basketball League:** Starting a spring session, will play 8 weeks. Returning staff will supervise and run

**Turning Pointe Dance:** Is looking for someone to record the performance and transfer to DVD's. The previous person has retired. They sell about 30 DVD recordings. Dancers pay in advance for DVD's and delivery is usually in July. Board will look into sending them via performance via digital media

**Dance Fundraiser:** Gift Card Calendars sold well but dancers purchased themselves so we are essentially rewarding them with gift cards to purchase their own costumes. We will no longer have a fundraiser for this as the dancers are just paying into their own fundraiser

**Senior Scam Seminar:** No charge to attend, local professionals from various industries will be presenting and on hand to answer specific questions. April 22, 10:30AM-12:30 no registration necessary.

**Garden Club:** Seed club is now open to the public. Anyone can stop in to exchange, or pick out seeds. Partnership with Longwood Gardens for Community Read went well, we made terrariums and participants were given free tickets to Longwood Gardens.

**Heritage Club:** Not held due to Bunny Breakfast will resume in May

**Fundraisers:**

**Redners Community Day:** They will be donating \$4,690.00

**Bunny Breakfast:** Was well attended, plans are to do it again next year.

**July Fundraising Calendar:** The Community Center will do this again to raise money for a van.

**Duck Derby:** Board felt that this has not been a good opportunity for the center and since it is difficult to have someone man the stand we will not have a stand this year.

Just as an FYI, I will be out of town May 6-12.

Meeting Adjourned: 7:53

Next Meeting: May 20th

## **MAY Minutes**

**Meeting May 20th, 2025**

**Start time: 6:37**

### **Present:**

Todd Peterson-President

Doug Snyder-Treasurer

Irene Ziemer–Fundraising Chair

Patrick Rowland-Secretary

Lisa McCoy

Lisa Kraljevich-Center Director

### Absent:

John Bonslaver-Vice President

Jim Boyer

Pete Crosdale

### Approval of Feb Minutes

First: Doug

Second: Lisa

Opposed:

### Approval of Jan Financial Report

First: Todd

Second: Irene

Opposed:

### **Financial:**

Financials were updated for the United Way, they wanted more clarification on Camp Adventure and After School Connections budgets, this was completed–have not heard a response from United Way.

Waiting to hear from Pottstown Health and Wellness Foundation, applied for capital grant funding towards a new van. Expect Response June 1

Will coordinate with Doug over the summer to explore options for a BCMC credit card that does not require a personal guarantee for a board member or employee for the non-profit application.

**Insurance:** All policies renewed April 26

Business Liability: Policy is requiring anyone in charge of hiring completed a Skillful Screening training course. Also all employees working with children must complete an online course on abuse prevention. Lisa will ensure this is done with all new hires.

Workman's Compensation: Issues between the former holder of our insurance and the one that now has our policy. We are doubled billed and it has been a lot of trouble to fix. Lisa would like to consider moving our Workman's Compensation under Gerhart who holds the center's other insurance policy. Board asked her to proceed with looking into that.

**Lawsuit:** All parties are scheduled for mediation on June 3

Italian Delite has been parking the food truck in front of the gate after they were told by the fire marshall not to. There is a sign on the gate stating No Parking by Order of the Fire Marshall. Fire Marshall has spoken to Italian Delite and they will be fined if they continue to violate this.

### **Building Maintenance:**

**Flag Pole:** Shawn Umstead and Salon Aspire have volunteered to work together are working to together inspect repair or replace the flagpole at the front of the building. A member complained on FB about the pole not having a flag. Rope isn't in working condition and we do not know if the pole is rusted or safe.

Suggested just getting rid of the flag pole because it is not in a great location.

**Gym Windows:** Shawn Umstead looked at the windows when he was here looking at flag pole. He suggested installing two or three separate windows with grids inside the glass. Waiting for a price on the windows to see what amount we are looking at. No one else that we spoke with has gotten back to us with quotes

**Fitness Center:** There is a broken piece of equipment being removed. Members would like us to replace it with a Hip Abductor (pin weights) Need approval for \$2695 to purchase from Webster Fitness includes delivery and installation.

5-0 approval for purchase of Hip Abductor

The lights need to be replaced in the fitness center

**Basketball Wall Mats:** DBHS donated blue mats to replace the worn green ones that are in the gym. We need some work to install, frame out the brick. Bob and Paul will complete the work.

**Camp Adventure:** 105 kids enrolled -haven't turn anyone away. Board agreed that it should be capped at 110.

Discussion about creating a policy for board to review parental disagreements with camp and accommodations. There was discussion about kids needing medications at camp. Currently, the staff dispense medications. The board plans to revisit this to see if this is the best way to approach this.

**Camp Meetings:**Counselors May 27@6PM, Parents June 1 @6PM

**Turning Pointe:** Recital June 8 @ 2PM Daniel Boone MS  
Vice President John Bonslaver will do the introduction at the recital

**Concerns with Rentals:** If there are rentals with kids we need to start looking at the rental policy and how that would be handled. Especially with gym rentals for a sports team that has minors and coaches using the space.

**Fall Yard Sale:** Planning to organize, board will need to pick a date

**Ghost Hunting:** Would like to set dates for this. Looking to run an adult and kids version.

**Lottery Calendars:** Are set and need to work on selling these.

**UW Blackout Period:** September 1 -November 15

Meeting Adjourned: 7:51

Next Meeting: June 24th

## **June Meeting Minutes**

### **June 24, 2025**

#### Present:

Todd Peterson-President

Doug Snyder-Treasurer

Irene Ziemer–Fundraising Chair

Lisa McCoy

Lisa Kraljevich-Center Director

#### Absent:

John Bonslaver-Vice President

Patrick Rowland-Secretary

Jim Boyer

Pete Crosdale

Todd Peterson called the meeting to order at 6:40PM.

#### **Approval of May Minutes:**

#### **Approval of May Financial Report:**

#### **Financial:**

UW has reduced our funding by \$20,000 effective immediately- 2025

The board reviewed the updated Annual Investment Recommendation letter that was issued by the United Way. They would like more clarification on the recommendation. Lisa will follow up with UW.

Have scheduled a site visit for July 14 @ 11AM.

Donations from the Birdsboro Women's Club \$1500 and \$400 for camp, \$1000 donation from VFW and Mascaro \$500 for camp.

Pottstown Health and Wellness Grant \$10,000 matching funds for van, check has not yet been received. Looking to purchase 2018 or newer.

Doug will explore options for a BCMC credit card that does not require a personal guarantee for a board member or employee for the non-profit application, and options for an interest bearing account.

#### **Insurance:**

Staff members completed online child sexual abuse training as required by our insurance policy. Director completed a Skillful Screening Course. Insurance company was notified.

#### **Building Maintenance:**

The fire suppression system in the kitchen is deficient (outdated) and needs repair. Estimate \$2,454.90 Approval Needed

A tree had to be removed from the front of the building. It rotted and split down the center. Brush was cleared along creek bank.

Flag pole was inspected and the clip and rope were removed by Shawn Umstead Construction Services using a lift. Donated his services.

We need to secure a lift in September and have all high work around the building completed. ( outside lights on Courtyard, various pieces of soffit, gutters cleaned and flagpole)  
Electrician needed to look at the flagpole lights.

**Fitness Center:** Hip Abductor (pin weights) have been ordered

**Lawsuit:**

Mediation on June 3, 2025- no agreement reached going to court in August.

Mr Gernet (Car Wash Owner) wants payment of \$2550 per month with \$270,000 back payment for accessing the driveway.

Italian Delite offered to purchase the property and put into writing permission for us to use it. Car Wash wants \$500,000 for the small piece of land in question, but Italian Delite declined to purchase.

Borough Solicitor will be notified of the outcome of the mediation.

**Camp Adventure:**

We have 108 kids enrolled.

Gazebo in Main Bird park is reserved on Monday-Wednesday-Friday for campers. This allows us to ask the homeless to leave the gazebo when campers are at the park and if they do not we can call the police. Area under the bridge has been cleared by the police, safe for our campers to fish.

Updated the board about concerns with campers and parents.

**Dance:** Turning Pointe Dance recital took place on June 8. Dancers were concerned about the condition of the stage. DBSD is aware and has it scheduled for repair.

Kristin continues to have private lessons at her house. Held a meeting with Kristen regarding confusing FB posts that negatively affect the dance program.

Summer dance will have 2 sessions: July and August, Tuesdays and Wednesdays

**Fundraising:**

**July Calendar:** Offering \$500 camp credit to the family that sells the most calendars.

Todd and John B. sold 34 calendars at Boyers

Date for Night At The Races

## **September Minutes**

**Meeting September 18th, 2025**

**Start time: 6:35pm**

### **Present:**

Doug Snyder-Treasurer

Patrick Rowland-Secretary

Lisa Kraljevich-Center Director

John Bonslaver-Vice President

Jim Boyer

Pete Crosdale

Lisa McCoy

### Absent:

Irene Ziemer-Fundraising Chair

### Approval of August Minutes

First: John

Second: Jim

Opposed: None

### Approval of August Financial Report

First: Todd

Second: Lisa

Opposed: None

### **Financial:**

Doug looked at rates for CDs and putting some funds in these to earn a better interest rate. Looking to place funds in a 6 month CD and a 12 month CD and then roll the funds when released at 6 months into a 12-month. Thus there would be a rolling portion of funds put into and released from the CD every 6 months.

First: Todd

Second: Jim

Opposed: None

Board approval to authorize Todd Peterson to apply for M&T credit card on behalf of the Birdsboro Community Memorial Center. The bank will need 2 years tax returns and meeting minutes.

First: Jon

Second: Patrick

Opposed: None

Waiting on Barb Atkins Accounting to complete the 2024 tax return. All of our information was sent in order to complete the return.

Doug and John B attended the Birdsboro budget meeting on 9/15/2025. Discussed funding and lawsuit with car wash. They made a formal request for funds to assist with paying the legal fees due to the lawsuit between the Carwash and Italian Delite. The Community Center has spent a total of \$2,273.70 over our \$5,000 retainer.

**Lawsuit with Car Wash:** Status conference was held before the judge on August 26. Court hearing has been scheduled for January 8, 2026. August 18, a meeting was held at Satiro's attorney's office. Dave Blank, Hugh McGinley and Joe Peterson were in attendance. All were in agreement that the parking lot and back entrance to Italian Delight's Property was in existence long before Mr Gernet (Car Wash) owned the property. They will be willing to testify in court if necessary. Borough was able to give us additional documentation from 1990's regarding the planning meeting minutes stating that the questioned land was to be transferred to the Borough of Birdsboro. Information was forwarded to our attorney and Satiro's attorney for review.

Emailed our insurance agent, Don Hausknecht to inquire about any possible coverage for lawyers' fees. He said we need to send a copy of the lawsuit to Philadelphia Insurance for follow-up. Since there is no liability on our part, he is unsure what would be covered and is following up.

**Issues:** Two 15-year-old males entered the basketball court by prying open a door. They walked through the gym and went to fitness where they worked out for approximately an hour. Another member identified them, and names were reported to the police. Police contacted their parents, no charges were filed; just a warning.

### **Building Maintenance:**

**Electric:** The breaker box in the upstairs room has been replaced by Amity Electric. We did not yet received an invoice. Invoice will also include the previous repair and the gym wiring.

**HVAC:** Having issues with the 3 split units (office/game room) again. Dustin has been trying to trouble shoot. Changed filters, cleaned units and cleaned out the condensate line. Going to let our Maintenance guy in-house do some troubleshooting on it for now and see how it goes since we are between seasons.

**Sign:** Turning Pointe sign has been taken down outside the senior center doors. It was in rough shape. It will be replaced with a new sign. Ordered from Lucky Squirrel at no cost.

**Outside Lights:** Lights are not working on outdoor court. Not sure if it's just the bulbs or if they need to be replaced. Need to be replaced before the Halloween event. Board discussed asking the fire company to assist with reaching the lights with a ladder and helping with replacement.

**Flag Pole:** Will need a lift to access the pole. Will also need to install some sort of solar light when the flag is installed. Board considering asking the fire dept to assist with this project.

**Refrigerator:** Will purchase a new refrigerator in October. Still pricing different options for refrigerator/freezer combo. Old refrigerator (game room) and freezer (kitchen) will need to be removed. Will plan to do once the new one is purchased

**Camp Adventure:** Board discussed changes for 2026 Parent Code of Conduct, weekly staff meetings, and review medication policy. Most summer staff expressed an interest in returning. Board will revisit this to continue discussing changes and plans for next years camp.

**Halloween Event:** Will be held for the community on October 24, 6PM-8PM. We are not planning on participating in the Halloween Parade this year.

**Membership:**

**Increase Rates:** Rates have not been raised in over 8 years. Looking to increase in January to help offset increased expenses and loss of UW revenue. Only gym in area open 24/7 and lowest prices.

Vote to increase rates

First: Todd

Second: John

Opposed: None

**Birdsboro Fire Company** requested a reduced or free membership to the Fitness Center. Board discussed Doug felt it is a good community partnership to establish further. The board agreed. Lisa will ask the chief to provide a list of volunteers who are eligible for free membership.

**Christmas in Birdsboro:** December 13

**Gizmo:** Will do again, but it was decided the price will increase to \$14

**Craft Show:** 9AM-2PM Looking for volunteers to help with set-up Friday night and Saturday morning

**Beer & Wine& Hot Cocoa:** 4PM-8PM Ridgewood Winery and Hidden River are attending.

**Night at The Races:** January 31/ snow date February 7

Board discussed hiring a bartender like last year or providing their own for the event. Will revisit this at next session.

**Adjourn: 7:53pm**

Next meeting

October 28th 6:30pm

## **October Meeting Minutes**

**Meeting October 28th, 2025**

**Start time: 6:36pm**

### **Present:**

Doug Snyder-Treasurer

Patrick Rowland-Secretary

Lisa Kraljevich-Center Director

John Bonslaver-Vice President

Jim Boyer

Lisa McCoy

Chris Zuber (volunteer)

### Absent:

Irene Ziemer-Fundraising Chair

Todd Peterson

Pete Crosdale

### Approval of September Minutes

First: Doug

Second: Jim

Opposed: None

### Approval of September Financial Report

First: John

Second: Lisa

Opposed: None

### **Finance:**

Money has been placed in CD's as per board approval. Need to follow up with our 6 month CD April 3, 2026

Barb Atkins working on tax return

Question arose during preparation. Need to amend minutes from 10/23 Currently read:

**“ Mooneyhan Family Foundation \$15,000 (notification date 10/23)**

**Highmark Foundation \$25,000 (fall notification)”**

Amend to say that we have applied for these grants and will be notified in fall if we received these grants. We did not receive either of these two grants.

**Board voted to approve these changes to minutes 5-0**

**Lawsuit between Italian Delight and the Carwash**—Hearing scheduled before judge January 8, 2026

**Building Maintenance:**

**Electric:** Amity Electric repaired damaged wiring and outlet in gym, service call temporary repair in panel, replaced panel and all breakers and install range outlet in upstairs room. Outside Lights for the basketball court were repaired

**Flag Pole:** Repairs on hold until we figure out a lighting solution

**Fire Suppression System:** Needs to be replaced on the commercial stove, we will also need to have an electrician onsite while Kislner O'Brian replaces the suppression system. It was clarified that Kislner O'Brian inspects the stove annually and that they told us that the system needs to be replaced due to the age of it.

**Refrigerator:** Priced a commercial refrigerator/freezer combo approximately \$6000. Sam Mengel is looking at the possibility of us purchasing used appliances at a much reduced rate.

**Membership**

Rates will increase as discussed in January to help offset increased expenses and loss of UW revenue. Membership will include free fitness classes.

**Open Gym:** Will be adding Family Open Gym and Volleyball Open Gym for November.

**Exercise Classes:** Offering yoga and POUND classes. Looking for an instructor to add additional classes

**Turning Pointe Dance:**

Asking for parents to donate gift cards to costume fundraiser. We will need 31 gift cards to move forward with the fundraiser. Will need the cards by January.

**After School Program:** United Way check in virtual meeting 10/28

Will send a survey to the camp parents to see if there are specifics as to why they use the camp but not the after-school program. United Way has been pleased with the camp program but not with the afterschool program because of the low enrollment.

Mahjong Club has been created and will be starting to meet at the center

**Camp Adventure:** Discuss changes for 2026

Parent Code of Conduct, weekly staff meetings, review medication policy, pricing  
Meeting with Marissa to discuss Camp Adventure in November. Board will revisit changes at the next meeting.

**Christmas in Birdsboro:** December 13

Will need to Purchase additional tables to replace broken ones we have gotten rid of. Will revisit at the next meeting

Craft Show vendors applying now. Hours are changed to 9 AM-2PM. We will allow vendors to set up on Friday night since we are starting the show earlier. Volunteers needed to help with Vendor Set up Friday night and Saturday AM. New yard signs were ordered.

Gizmos: Creating the order form —\$14 per Gizmo

Beer and Wine Tasting: Hidden River and Ridgewood Winery are scheduled again for this year

Gourmet Hot Cocoa: is also set to return

Turning Pointe: Performing in Main Bird Park 4:30PM

**Night at The Races:** January 31/ snow date February 7

Sam Mengel might be able to bartend

Evaluate ticket prices (past \$30 in advance \$35 at the door)

Evaluate race sponsor rates ( past \$300 per race)

**Proposed Sponsorship Levels**

**Platinum Sponsor \$1000** ( Food or Beverage sponsor, business name in brochure, signage at the food or beverage station, announced numerous times during the event, advertised on our social media pages, 8 free tickets and a reserved table with wait service)

**Gold Sponsor \$500** (race sponsor, business name in brochure, advertised on our social media pages, 6 free tickets and a reserved table)

**Silver Sponsor \$300** (race sponsor, business name in brochure, advertised on our social media pages, 2 free tickets to the event)

**Bronze Sponsor \$150** (business name on a raffle basket, advertised on our brochure and social media sites)

Will review and revisit the sponsor tiers at the next board meeting

Adjourned: 7:26pm

Next meeting: 11/20/25

## Meeting November 20th, 2025

**Start time: 6:38pm**

### **Present:**

Doug Snyder-Treasurer  
Patrick Rowland-Secretary  
Lisa Kraljevich-Center Director  
John Bonslaver-Vice President  
Jim Boyer  
Pete Crosdale  
Chris Zuber (volunteer)  
Todd Peterson ( conference call)

### Absent:

Irene Ziemer-Fundraising Chair  
Lisa McCoy

### Approval of October Minutes

First: Todd (conference call)

Second: Jim

Opposed: None

### Approval of October Financial Report

First: Todd (conference call)

Second: Patrick

Opposed: None

## **Current Board**

**(Please add rows as necessary)**

<b>Name</b>	<b>Company</b>	<b>Title (if officer)</b>	<b>Current Term End Date (MM/YYYY)</b>	<b>Current Term (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> etc)</b>	<b>Eligible for Re- election at End of Current Term  Yes/No</b>	<b>Works or Lives in Berks County  Yes/No</b>
Todd Peterson		President	1/28	1 <sup>ST</sup>	YES	YES

John Bonslaver		Vice Preside nt	6/25	1 <sup>st</sup>	Y e s	Y e s
Doug Snyder		Treasu rer	2/25	1 <sup>st</sup>	Y e s	Y e s
Patrick Rowland		Secreta ry	2/26	1 <sup>st</sup>	Y e s	Y e s
Pete Crosdale			12/26	1 <sup>st</sup>	Y e s	Y e s
Jim Boyer			1/28	1 <sup>st</sup>	Y e s	Y e s
Lisa McCoy			2/28	1 <sup>st</sup>	Y e s	Y e s
Irene Zeimer				1 <sup>st</sup>	y e s	y e s

**Nominations to the board for 2026**

**Chris Zuber and John Okuniewski**

**Board Vote:**

**6 yes**

**0 No**

## **2 members absent**

**United Way:** Check-In Meeting October 28. The UW committee did not recommend reducing our funding. Designation letters come out in December, amount for 2026 is based on contributions made during the Annual Giving Campaign.

A survey was sent to camp parents showed that they are aware of our after-school program, but they don't need the care after school. Looking to create an open gym for 12-18 year olds from 2:30-5pm.

### **Lawsuit between Italian Delite and Car Wash:**

Italian Delite wants to make an offer of 10K, they are asking we also offer 10k to the Birdsboro Speed Wash owner. If offer is accepted Italian Delite will own the property in question and BCMC will be written into the easement permanently.

On 11/17/25 Birdsboro Borough Council directed the Borough Solicitor to investigate condemning the parcel of land under dispute. BCMC Board decided to table discussion until the December meeting awaiting news from the Borough Solicitor.

**Sewer:** Contacted the Water Authority, sewage backed up on the other side of the car wash. Water drained slowly. Utilities need to be accessed via the parcel in the lawsuit.

**Refrigerator/Freezer:** Following up with Sam Mengel. There was a commercial refrigerator available for \$400. Which would just mean we need to purchase a commercial freezer, way less than the fridge/freezer combo we were looking at for \$6,000. Help will be arranged to pick up the fridge

**Dance Room:** Heat in the dance room was not working, fuse replaced and is now fixed

**Suppression System:** Needs to be replaced on the commercial stove, we will also need to have an electrician onsite while Kislser O'Brian replaces the suppression system. Trying to schedule an electrician. The current system has no reason it would not work but it should be updated.

### **Membership:**

**Increase Rates:** Rates will increase in January, as discussed, to help offset increased expenses and loss of UW revenue. Membership will include free fitness classes. Next newsletter will be sent in December and include membership information as well as an increase in membership rates.

**Open Gym:** Policy is to deny entry to anyone who appears to be under the influence of alcohol and/or strong odor of Marijuana.

**Turning Pointe Dance:** Will be dancing at Christmas in Birdsboro @ 4:30

Asking for parents to donate gift cards to costume fundraiser. We will need 31 gift cards to move forward with the fundraiser.

**Camp Adventure:**

Board agreed to applying for 2026 permits.

Follow Up Items: parent code of conduct, staffing, salary and 2026 pricing.

**Christmas in Birdsboro:** December 13

Will purchase eight 6FT tables before Christmas in Birdsboro to replace damaged missing. Vendor spaces are full.

**Gizmo/Food:** Creating the order form \$14 per Gizmo. Sold 55 so far. *Patrick will make a soup of some kind*

**Train Display:** Aaron Gulla will be setting up the week prior to.

**Beer and Wine Tasting:** Hidden River and Ridgewood Winery are scheduled.

Gourmet Hot Cocoa will be sold

**Turning Pointe:** Performing in Main Bird Park 4:30PM

**Night at The Races:** January 31/ snow date February 7

Board approved increasing rates \$35per ticket, one price across the board since the event is usually sold out.

Bartender secure for the event

Race sponsor rates ( past \$300 per race)

**Platinum Sponsor \$1000** ( Food or Beverage sponsor, business name in brochure, signage at the food or beverage station, announced numerous times during the event, advertised on our social media pages, 8 free tickets and a reserved table with wait service)

**Gold Sponsor \$500** (race sponsor, business name in brochure, advertised on our social media pages, 6 free tickets and a reserved table) (\$210 value)

**Silver Sponsor \$300** (race sponsor, business name in brochure, advertised on our social media pages, 2 free tickets to the event)

**Bronze Sponsor \$150** (business name on a raffle basket, advertised on our brochure and social media sites)

**Board agreed with sponsorship levels**

Adjourn 7:56

Next Meeting: Tuesday December 16 @ 6:30PM

**December Meetings**  
**December 16 @ 6:30PM**

**Start time: 6:33 pm**

**Present:**

Doug Snyder-Treasurer  
Todd Peterson-President  
Patrick Rowland-Secretary  
Lisa Kraljevich-Center Director  
John Bonslaver-Vice President  
Lisa McCoy  
Pete Crosdale  
Chris Zuber (volunteer)

**Absent:**

Irene Ziemer-Fundraising Chair  
Jim Boyer

**Approval of November Minutes**

First: Doug  
Second: Patrick  
Opposed:

**Approval of November Financial Report**

First: John  
Second: Todd  
Opposed:

**Financial:** 2026 Budget- will be presented to the board at the January meeting for approval. The center is looking at about a \$20,000 deficit for next year's budget mostly born out of the decrease in United Way contributions.

Finalized credit card application with M&T Bank- Doug and Todd signed application. Purpose is to earn cash back on purchases.

**United Way-** Official designation letter has not yet been received, funding is based on their annual giving campaign results. Expecting \$40,000

**Carwash/Italian Delite Lawsuit:** Awaiting update from our lawyer or the borough solicitor regarding action. Hearing set for January 8  
Car Wash called the police on Italian Delite 12/14/25, claiming that they damaged the carwash fence while plowing. Video footage shows they did not.

**Newsletter:** Was sent out via email to all members and participants of programs. An increase in the fitness prices was included. Intend to hang signs in fitness this week, noting the rate change.

**Christmas Tree:** Thank you sent to Joy & Mike Spayd, Cliff Harze who donated the tree and helped deliver and set up.

**Maintenance:**

Installed new faucets in the girls' bathroom

Drain is fixed in the small kitchen sink

New faucets need to be done in the Men's room

**Gym Windows:** Getting quote to remove and replace plastic on gym windows. Exploring available grants to possibly offset the cost of new windows in 2026.

**Snow removal:** Got a quote from Bryers Lawn and Landscape, rates are \$150-\$650 depending on the severity of the storm. Todd and other board members agreed to handle the snow removal for this winter.

**Programs:**

**Mahjong:** will continue as long as there is an interest. It has been very popular.

**Turning Pointe:** Have not received enough gift cards for the costume fundraiser will remind dancers.

**Winter Dance Party:** Being held December 30, camp counselors will be home to run the program \$5 per child- must register and pay in advance

**Toddler Time:** Will be on Tuesdays only in January/February due to low attendance

**After School Open Gym:** for MS and HS students begins January 5. All regular school days 2:30PM-5:30PM. Will run the open gym at the same time as the after-school program

**Camp Adventure:**

Registered Camp with PA.

Received Certificate of Registration from the PA Department of Health via email.

Snack Bar will only serve prepackaged food this summer. ( Chips, drinks, uncrustables etc...)

Marissa (Camp Director) and Lisa K met to discuss some staffing changes and procedures to implement for this summer. Better preparation and planning for scheduled activities. Develop a new incident & ouch report to inform parents of issues.

Parent code of conduct will be created. Plan to do a mandatory parent meeting prior to camp starting, with several dates for parents to attend.

The board discussed ServSafe Certification. Will present options certification requirements to the board at next meeting.

Maple Springs Pool- The Community Center Board would like to meet with the Pool Board to discuss the coming Summer to make sure that everyone is on the same page with procedures and protocols.

**Fundraising:**

**Christmas in Birdsboro:** Final fundraising numbers will be presented in the January financial report.

**Night At The Races:** January 31

Sponsorship letters will be ready by the end of the week. Chris will recruit volunteers.

Applying for special event liquor

**Indoor Yard Sale:** look to see what interest in this, hold a Spring Gizmo sale. We have 3/7/25 set for this.

**Breakfast with the Easter Bunny:** tentative date 3/28, would be the weekend before Easter

Adjourn 7:38pm

Next Meeting: Tuesday, January 20 @ 6:30PM

# Birdsboro Community Memorial Center

## Board of Directors Meeting Agenda

**Date:** Tuesday, January 20, 2026

**Time:** 6:30 PM

**Location:** Birdsboro Community Memorial Center

Start Time: 6:31

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### 1. Call to Order

### 2. Roll Call

Present:

Doug Snyder-Treasurer  
Todd Peterson-President  
Patrick Rowland-Secretary  
Lisa Kraljevich-Center Director  
John Bonslaver-Vice President  
Lisa McCoy  
Pete Crosdale  
John Okuniewski  
Chris Zuber  
Irene Ziemer-Fundraising Chair

Absent:

Jim Boyer

### 3. Approval of Previous Meeting Minutes [VOTE]

- Review and approval of minutes from the previous board meeting

1st Doug

2<sup>nd</sup> John B.

None opposed

### 4. Reports

- **Chair's Report**
  - Office Nominations
    - Vice President (*2-year term*)
      - *John Okunieski— unanimous vote to become VP*
    - Treasurer (*2-year term*)

- *Doug—unanimous vote to remain in the position*
  - Committee Member Approvals
    - Executive Committee
      - Board officers
    - Budget / Finance Committee
      - Doug-Chair
      - John O
      - Pete
    - Governance Committee
      - Todd-Chair
      - John O
      - Doug
      - Kim
    - Development Committee (Fundraising)
      - Irene-Chair
      - Lisa
      - Jim
      - Chris
    - Building & Grounds Committee
      - John B-Chair
      - Patrick
      - Pete
      - Todd
- **Treasurer's / Financial Report**
  - Questions around the pool cost for camp, over \$5,000 per Summer (5 dollars per kid per visit). Board feels it makes sense to pay the amount up front and save the pool and the center time.
  - Question about the dance expenses at over \$15,000. Felt that this was pulled into the budget from another area. It became its own category.
  - 2026 Budget is showing deficit of \$23,570, mostly due to reduced United Way contributions.

2026 Budget –Board would like to see budget updated and now passed increased camp prices and will vote in Feb on the 2026 budget

Monthly Financial report---John O motions, Todd Seconds, unanimously passed

- **Director / Manager's Report**

## 5. Old Business

**Camp Adventure**-Camp Adventure price and numbers. Community Center is still significantly cheaper than other local camps. The price increases would help with the budget deficit and would cover it if the

same number of campers return next year. Talk about alternating staff so half come in early and the other half stay after. This spreads out the cost of staffing and allows that staff share the responsibility of before and after camp care. It was reported that the last increase did not deter anyone from attending camp.

**Camp Prices 2026**—Todd motions, John seconds, unanimously passed

**Carwash lawsuit**-Lawsuit is moving forward, Judge expects it to trial in 2 months.

**Credit Card** -Approved and will be used for purchases as the center will get money back when used. Need to come up with a policy on use of card if we are going to use it for all bills.

**Maintenance** -Looking to hire someone for 15-20 hours a week. Need someone who is able to move the tables and chairs for set up with general maintenance/custodial experience.

**Gym Windows**—remains tabled

**Snow removal**—Possibly hire Mark Lacey who assisted over the weekend with the two snow storms. Todd is going to reach out to him to discuss.

**Firefighters**--Suggested that we bring the firefighters on a tour of our building so they are aware of all rooms and spots in the case of an emergency. Board agrees that is a good idea to have done.

**Game Room Bathroom**--Heater in the bathroom needs to be bought and installed. Patrick will install.

**Adult basketball league**-- will begin in February. Increase in cost to play in league will cover referees for the game.

**Night at the Races**--Talk about putting the betting windows in the side room to create more seats since the demand is quite high for tickets. Board does want to add 20 more tickets for sale.

Gizmo sale and indoor yard sale still on for March 7<sup>th</sup>

Breakfast with the Easter Bunny---date set for March 21

## **6. New Business**

## **7. Discussion Items**

## **8. Public Comment -None**

## **9. Next Meeting Date**

## **10. Adjournment 8:19pm**

- Motion to adjourn

**NEXT Meeting 2/19 @6:30pm**

# Birdsboro Community Memorial Center

## Meeting Minutes February 2026

**Date:** Thursday, February 19, 2026 **Time:** 6:30 PM

**Location:** Birdsboro Community Memorial Center

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### 1. Call to Order 6:35

### 2. Roll Call

- Present:  
Doug Snyder-Treasurer  
Todd Peterson-President  
Patrick Rowland-Secretary  
Lisa Kraljevich-Center Director  
John Bonslaver  
Jim Boyer  
John Okuniewski-Vice President  
Chris Zuber  
Kim Myers
- Absent:  
Pete Crosdale  
Irene Ziemer-Fundraising Chair  
Lisa McCoy

Motion was made by Todd to nominate Kim Myers to the board.

**Vote:**

1st John O.

2nd Jim

Opposed: None

### 3. Approval of Previous Meeting Minutes

In the January minutes, some adjustments have to be made to the committee groups.

Finance Committee: Doug (Chair), John O. and Patrick

Building Committee: John B. (Chair) , Patrick, Todd, Pete

Development Committee: Irene(Chair), Jim, Chris, Lisa

Governance Committee: Todd (Chair) , John O. Doug, Kim

**Vote:** To approve the previous month's minutes with changes.

1st John O.

2nd Todd

Opposed: None

The board approved the previous month's minutes as long as the changes were made to reflect accurate committee groups

#### **4. Financial Report-presented by treasurer**

**Vote:** to approve the monthly Financial Report

1st John B

2nd John O

Opposed: None

#### **5. Reports**

- **Chair's Report**
  - Review and Approval of Job Descriptions & Policies brought by Governance Committee
- **Director / Manager's Report**
- **Committee Reports (if applicable)**
  - **Governance Committee** - issue related to Admin. Secretary
  - **Building/Grounds** –provided
  - **Finance** –provided
  - **Fundraising** -no report

#### **6. Old Business**

Job descriptions were reviewed for the Custodial, Office Secretary and Administrative Assistant positions

**Vote** to approve the job descriptions

1st John O.

2nd Jim

Opposed: None

Social Media Policy was provided to review –tabled vote to approve in March.

The board wanted more time to review

Copies of the governance committee report and building committee report were provided to the board to review

## **Budget 2026**

**Vote:** The board made a motion to approve the 2026 Budget

1st: Todd

2nd: John O

Opposed: None

Employee Discipline Policy was reviewed by the board

## **Financial:**

**United Way 2025 Report:** Due February 27, Doug will assist with the financial portion.

New contact person, Hilary Saylor, will visit this summer. She will be visiting in the summer to see the camp in operation.

**Lawsuit:** Received invoice for \$5,310 from Meter Law Offices Board voted February 5th to approve payment via email. Total amount paid to Meter is \$12,583.70.

**Vote:** Motion to approve the Feb 5th payment of \$5310 to Meter Law office

1st: John O

2nd: Todd

Opposed: None

## **Fundraising:**

**Yard Sale/Gizmo Fundraiser:** Canceled for March 7 due to repairs. Refunds were given to the few who had paid. There is an interest in rescheduling the yard sale.

**Breakfast with the Easter Bunny:** Scheduled for March 21, no tickets have been sold yet.

These will be canceled due to the issues with the building and rolled into the insurance claim as loss of revenue.

## **7. New Business**

### **Ice Damage in the Senior Center and Dance Room**

February 12 , Shawn Umstead Construction was called in to look the ice dam on our roof. There was leaking on the ceiling in Senior Center and Dance Room. After looking at the damage, Shawn recommended we contact our insurance agent and recommended we contact Heat Restoration to come in and mitigate damage.

Claim was reported to our agent and Philadelphia Insurance on Thursday February 12. Greg Hensley from Gerhart, Hartman and Ritner Insurance came out, took pictures and started a claim with Philadelphia Insurance. Claim # 1763562

February 16, Reece and Shawn met with Todd and Pete ( Building Committee) to discuss tearing out wet drywall, insulation along the wall. Closet was cleared out. Damage was documented to tables, dance props, chairs, stereo system, decorations etc. It was decided to move forward with removing mirrors, dry wall and insulation to begin drying out. Must dry for 3 to 5 days at least. Dumpster was brought in to dispose of wet material. All contents were held to show insurance adjustor.

February 18, insurance adjuster from Engle Martin was here, agreed with the mitigation done to prevent more damage. Not clear on the timeline for when the room(s) will be repaired and in use.

## **8. Discussion Items:**

**New Hire:** New hire for maintenance Richard Gheer, he has already made considerable process on cleaning maintenance office.

**Outside Fitness Steps:** Would like to apply grip tape as soon as the weather warms up.

### **Rentals:**

Women's Club- was notified that the room most likely would not be available by the March 1 scheduled BINGO. Offered to schedule another date, they are looking into other locations to host the BINGO.

Party-One rental was canceled for February 22, refund of the deposit will be given. These will be added to the insurance claim due to loss revenue.

Basketball Court: Girls travel basketball team will be renting Tuesday and Friday nights.

**Dance:** With the dance room out of commission, activities were moved around. We could accommodate all dance classes except for Wednesdays. Wednesdays were moved to Sundays temporarily, the only other day Kristen is available. Some parent complaints about scheduling, parking etc....

### **Camp Adventure:**

Faith Shellenberger will be lead counselor this summer. She has been a counselor for the past 4 years.

2026 Application states the mandatory parent meeting (dates not set), parent and camper code of conduct, support services and ADA Acknowledgment.

Van-looking to purchase a 12 passenger van for Camp Adventure Jim and Chris will assist with purchase

CPR Certification: Jim B. will conduct CPR/First Aid Training

**9. Public Comment- none**

**10. Next Meeting Date:** March 19th 2026

**11. Adjournment** 8:11pm