

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

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

2nd 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 7th

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

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

Birdsboro Community Memorial Center

March Meeting Minutes

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

Location: Birdsboro Community Memorial Center

1. Call to Order 6:33

2. Roll Call

- Present:
Doug Snyder-Treasurer
Todd Peterson-President
Patrick Rowland-Secretary
Lisa Kraljevich-Center Director
John Bonslaver
Jim Boyer
Kim Myers
Lisa McCoy

Absent:
Pete Crosdale
Irene Ziemer-Fundraising Chair
Chris Zuber
John Okuniewski-Vice President

3. Approval of Previous Meeting Minutes

First John B 2nd Patrick Opposed: None

4. Financial Report

Vote: to approve the monthly Financial Report presented by Doug Snyder

First Jim 2nd Todd Opposed: None

5. Reports

- **Chair's Report**
Review and Approval of Job Descriptions & Policies brought by Governance Committee
- **Committee Reports**

- **Governance Committee** - discussed employee issues
 - **Board vote to adopt the disciplinary policy**
First-Kim 2nd Jim Opposed: None
- - **Board vote on Social Media Policy**
 - First-Patrick 2nd- Kim Opposed: None

Copies of the policies will be distributed to staff

 - **Building/Grounds –provided**
 - **Fundraising - no report**

Directors Report

Finance:

Donations anticipated for Camp Adventure Field Trips
 Finalized grant summary for Pottstown Regional Community Foundation grant for van purchase.
 Bank CD matures on 4/3/26 need to follow up to roll into another CD

United Way:

Virtual Meeting scheduled for April 13 @ 1:45 to follow up on 2025 report.
 Site visit in July during camp

Lawsuit:

Court Hearing scheduled for April 20th, Doug and Patrick from the board will attend.

Building Maintenance:

Insurance:

Forensic Investigator (structural engineer) and representative from Philadelphia Insurance coming Friday at 9:30AM, investigating the claim for water seepage to end walls and adjustments to the claim to cover repairs to roof.

- Not sure if repairs to end walls are covered.
- No response yet about the business property claim

Update on Dance/Senior repairs:

- Drywall has been installed on back wall, interior walls have been demo'd
- Remainder of work is on hold until viewed by insurance
- Contacting About All Floors for pricing on flooring for Senior Center and Entry
- Amity Electric replaced light switch.

Gym Windows:

- Need to be replaced

Gym Wall Mats:

- Planning to install donated wall mats in the fall.

Fire Suppression System:

- Replaced by Kesler O'Brian due to age

New Van:

2022 Ford Transit Van was purchased for center use. It has been added to insurance policy

Programs:

Rentals: Not scheduling party rentals at this time.

Dance: moved to game room. Costumes have been ordered, and the dance fundraiser is underway. Lottery calendars for April, parents earn \$10 per calendar towards costumes.

After School: moved upstairs, no issues

Yoga: temporarily moved to Saturdays at 9AM (March and April)

Adult BB League: starting games next week, after a delay with organizing players
Jerseys ordered were ordered from Lucky Squirrel Printworks

Camp Adventure:

Board reviewed the Assistant Camp Director and Camp Counselor job descriptions.

Board also reviewed the medication authorization form for camp.

Parents Meeting: Mandatory- Dates May 19 @6PM, and May 31 @6PM.

Field Trips: July 8, Valley Forge and August 5, Adventure Aquarium

Set up a meeting in April with Maple Springs Pool Board to discuss last year's issues and to propose a payment at the beginning and end of summer..

CPR/First Aid: Compiling a list of staff who need training, will coordinate with Jim.

Fundraising: July lottery calendars- camper who sells the most calendars will win a \$500 credit to Camp Adventure 2027

6. Old Business -none

7. New Business - none

8. Discussion Items: John proposed a project manager to assist with renovations

9. Public Comment None

10. Next Meeting Date: April 29th 6:30pm

11. Adjournment - Motion to adjourn Todd, none opposed 7:49pm