

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 calenders 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

Birdsboro Community Memorial Center

April Meeting Minutes

Date: Wednesday, April 29, 2026 **Time:** 6:30 PM

Location: Birdsboro Community Memorial Center

1. Call to Order 6:31

2. Roll Call

Present:

Doug Snyder-Treasurer

Todd Peterson-President

Patrick Rowland-Secretary

Lisa Kraljevich-Center Director

John Okuniewski-Vice President

John Bonslaver

Jim Boyer

Kim Myers

Lisa McCoy

Absent:

Pete Crosdale

Irene Ziemer-Fundraising Chair

Chris Zuber

3. Approval of Previous Meeting Minutes

First: Jim 2nd: John Opposed: None

4. Financial Report

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

First: Todd 2nd: Jim Opposed: None

5. Reports

- **Chair's Report—No report**
- **Committee Reports**
 - **Governance Committee** - discussed employee issues

- **Building/Grounds –Outside:** Richie did a great job! Bob and Richie will be painting the front door and posts.

Total Lawn Maintenance is cutting the grass Monday mornings at no charge

Motion to give Richard, the maintenance worker, a 1.00/hr raise

First: Todd

Second: John O

All opposed: None

Building Maintenance:

Insurance:

- Forensic Investigator (structural engineer) reports says that the roof is not damaged, recommended no repairs to Philadelphia Insurance. Therefore Philadelphia is not covering.

- Philadelphia has sent an additional check in the amount of \$2,551.61 based on report. Trying to get a detailed description of what it's actually for, nothing was noted. We are waiting for our insurance agent to further mediate and get more of an itemized report. Building committee will meet to review the report and discuss next steps. Insurance agent suggested we hold a conference call with Philadelphia Insurance and Engle Martin adjuster. Hiring an independent adjuster could be an option, but they will take a portion of the claim. The board will wait for more information from our insurance agent.

- Repairs to the damage on the end walls will not be covered, caused by groundwater seepage over an extended period of time.

-Check has not yet been issued for property \$19,758.22 or loss of income \$5,070 as of this meeting.

Update on Dance/Senior repairs:

-Drywall is up and sanded **Primer is being applied and ceiling tiles being installed**

-Installation of beadboard and painting starting this week

-About All Floors ordered the flooring and moulding and are on standby to install

Game Room Floor:

-Holding up ok with dance, no new damage

- **Fundraising - no report**

Directors Report

Finance:

Masonic Lodge of Birdsboro donated \$1000 to Camp Adventure Field Trips

Amy Beans made a donation towards repairs to the center

United Way:

Virtual Meeting held April 13 @ 1:45, concerns with low enrollment in the after-school program. It's not clear if this will affect future funding at this time. Site visit in July during camp –July 14 @ 9:30AM

Lawsuit:

Car Wash rejected the settlement offer

On April 20 and 21, the trial was held before Judge Gavin, Berks County Courthouse. He will issue his verdict after he receives more documentation. Waiting to hear on a ruling.

Camp Adventure:

Enrollment: 84 campers enrolled so far

Counselor positions are filled except for one.

Parent's Meeting: May 19th @ 6PM and May 31 @ 6PM

Maple Spring's Meeting: Both sides met we all seem to be on the same page about concerns.

Programs:

Dance: Recital June 14 @ 2PM

Whitney Kline and Amy Kane are assisting with the recital

Toddler Time: ends this month, will resume in September. Extended for 2 more weeks in May at parents' request

Fitness: POUND class and Fitness Your Way will break for the summer, resume in September

Adult BB League: finishing up with playoffs.

Open Gym: Wednesday nights 6PM-9PM will continue throughout the summer months

Garden Club: April group was held offsite due to repairs that are ongoing at the center

Fundraisers: UW Black out Dates: September 1 through November 8

6. Old Business -

Gym Windows: Windows need replacing

In the meantime—trying to have the plastic removed and replaced before the start of camp.

Gym Mats need to be installed—likely the fall

7. New Business - none

8. Discussion Items:

9. Public Comment None

10. Next Meeting Date: May 21st 6:30pm

11. Adjournment 7:35 - Motion to adjourn

Birdsboro Community Memorial Center

May Meeting Minutes

Date: Wednesday, May 21, 2026 **Time:** 6:30 PM

Location: Birdsboro Community Memorial Center

1. Call to Order 6:31

2. Roll Call

Present:

Doug Snyder-Treasurer

Todd Peterson-President

Patrick Rowland-Secretary

Lisa Kraljevich-Center Director

John Okuniewski-Vice President

John Bonslaver

Jim Boyer

Kim Myers

Irene Ziemer-Fundraising Chair

Chris Zuber

Lisa McCoy

Absent:

Pete Crosdale

3. Approval of Previous Meeting Minutes

First: Kim 2nd: Lisa Opposed: None

4. Financial Report

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

First: Chris 2nd: Jim Opposed: None

Jim suggested about putting more money into accounts (Brokerage account, Morgan Stanley) to gain more from interest.

Received a donation from Amy Beans for repairs not covered by insurance.

5. Reports

- **Chair's Report—No report**
- **Committee Reports**
 - **Governance Committee** - discussed employee issues
 - **Building/Grounds –Outside:**

Personnel

Job posting looking for an Administrative Assistant / Bookkeeper. Could be 2 separate positions part-time total 30hrs. Other staff has been filling in for now. Doug has been a big help with Quickbooks and Banking.

Lawsuit: Italian Delite reached out and updated me of the judges decision. Awarded in favor of the car wash on all points. They are likely to appeal the decision.

Our lawyer did not provide me with an update on the judges decision until today-Tuesday after contacting him numerous times.

Trying to get an updated invoice from lawyer-no response.

Met with Ed and Maria Satiro on Monday night. They had a surveyor come to determine the property lines. Information was provided on our property lines.

Discussion around what we wanted to appeal or not. Will cost a couple of hundred dollars to appeal.

There is concerns that this would lead to more legal fees after already spending over \$15,000.

Todd makes a motion to proceed with filing the appeal.

1st: Todd 2nd: Chris Opposed: Patrick & Kim

The majority voted to file the appeal

United Way:

Questions and concerns about the after-school program, low enrollment. Daniel Boone is running its own program for after-school. Discussion around morphing the program into something else with older kids. Board will table and look to make a decision in June

Building Maintenance:

Dance room/Senior Center repairs—Insurance:

Still waiting to receive payments for items damaged and loss of income. I have followed up with Shaun from Engle Martin numerous times. Follow-up, Engle Martin submitted our report to Philadelphia Insurance for review. Should have a response before the end of the week.

Submitted updated invoices to Engle Martin for purchase and installation of new mirrors and dance rail, and for electrical work to replace the row of LED lights that were wet, emergency lighting and replacement outlets. Insurance is expected to cover. Originally, insurance only paid us to reinstall the mirrors. Insurance did not realize that they were broken during demo.

Repairs are moving along and should be done by camp time, including floors.

Rentals: Should be able to start booking rentals for late June

Camp Adventure:

Enrollment: 91 campers enrolled so far. Might take a few over 100 because a lot of part-time campers

Parents' Night: Tentative date July 23

Lottery Calenders- July Lottery Calenders have been printed and are available for sale.

Fundraisers: UW Black out Dates: September 1 through November 8

6. Old Business -

Gym Windows: trying to have the plastic removed and replaced before the start of camp. Windows themselves need replacing

Gym Mats need to be installed—likely in the fall

7. New Business - Yard Sale- Gizmo Sale- Should we get back on the schedule for August since we had to cancel due to the damage to the room.

8. Discussion Items:

9. Public Comment None

10. Next Meeting Date: June 30th 6:30 pm

11. Adjournment Motion to adjourn 7:52

Birdsboro Community Memorial Center

June Meeting Minutes

Date: Wednesday, June 30th, 2026 **Time:** 6:30 PM

Location: Birdsboro Community Memorial Center

1. Call to Order 6:34

2. Roll Call

Present:

Doug Snyder-Treasurer

Todd Peterson-President

Patrick Rowland-Secretary

Lisa Kraljevich-Center Director

John Okuniewski-Vice President

John Bonslaver

Jim Boyer

Kim Myers

Pete Crosdale

Chris Zuber

Absent:

Lisa McCoy

Irene Ziemer-Fundraising Chair

3. Vote to approval of May meeting minutes

First: Doug 2nd: Pete Opposed: None

4. Financial Report

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

First: Jim 2nd: Kim Opposed: None

5. Reports

- **Chair's Report-No report**
- **Committee Reports**
 - **Governance Committee** - discussed employee issues

Personnel: Hired new office staff for 25- 30 hours a week. Has degree in finance and prior experience.

Office: New computer purchased for the office, the current one was outdated and not getting updates for Windows anymore. Doug will help transfer things to the new computer on July 11th

Lawsuit: Lawyer has filed the appeal on our behalf. There is a reconsideration hearing on August 31st before Judge Gavin

Vote Contacting the borough solicitor and the Sal Folino's (Italian Delight's) Lawyer and asking if they can represent us

In Favor: Unanimous Opposed: None

Insurance:

Insurance has paid out to cover the indoor repairs. This included loss of income, property, and other repairs. \$26,319.13 is being held in depreciation. Receipts will be submitted for reimbursement of funds.

Old Van:

Will not pass inspection.

Vote on selling the van "as is"

In favor: Unanimous Opposed: None

Building Maintenance:

Air Conditioning

Essig gave us an estimate of 17,000 and 15,300. Can't be repaired during camp. Gives time to get more prices and opinions from other places. Would look to also get a service plan with whoever does this so the systems can be maintained in the whole center.

Outside walls: Quote for 35,000 to remove, replace, and install siding. The board would like to get several estimates and opinions with the replacing of the outside walls.

Camp Adventure:

Enrollment: 99 campers- 79 FT, 20 PT. Still getting inquiries so we may add more PTs

No issues with parents or campers thus far, camp is going well

Old Business -

Gym Windows: trying to have the plastic removed and replaced before the start of camp. Windows themselves need replacing

Gym Mats need to be installed—likely in the fall

After School program: Cost will break even if we have 10 students here. Right now we have 5 students looking to come back. Daniel Boone is running their own afterschool program.

Vote to keep the after-school program

In favor: Unanimous Opposed: None

New Business -

Yard Sale- Gizmo Sale- Holding Gizmo and Yard Sale August 8th. Yard Sale \$20 per table 9AM-2PM, Gizmo sale 11AM-2PM

8. Discussion Items:

250 celebration in Birdsboro is Sept 5th—How will the community center participate? Tabled until the August meeting

9. Public Comment None

10. Next Meeting Date: August 4th 2026

11. Adjournment Motion to adjourn 7:29pm