

CPRP Board Meeting Minutes  
September 10, 2018

**Attendance:** Board members present were Don Tolman, Shirley Bentley, Joe Kelleher, Rich Alberta, Susan Hoffert. Coordinator Amy Bozell. Also present: Janet Kelleher, Cris Kulesa, Dave Hoffert, Susan Goldberg, Laura Bierma, Bonnie Craig

**Call to Order:** President Don Tolman called the meeting to order at 7:04 pm and led the pledge to the flag.

**Approval of August 2018 minutes:** The minutes were read aloud. A motion was made and seconded to approve the minutes. Minutes were approved.

**Treasurer's Report:** The August 2018 report was presented and explained.

Beginning balance:	\$30,426.77
Inflows:	.46
Outflows	-941.28
Net total	- 940.82
Ending balance	\$29,485.95

Don noted that the report should include the money market account of \$50,000.00.

It was suggested that the expense for the chutes on the August report be listed as capital improvements instead of Jubilee expenses. A motion was made and seconded to approve the treasurer's report with those corrections. Motion carried.

**Presentation of Bills:**

Keele Sanitation	\$22.50
Ashley Whisler (August cleaning \$60 + \$90 to replace lost April check)	150.00
Cris Kulesa (1 ball field mowing)	125.00
White Ink Printing (newsletter)	381.92
Susan Hoffert (lights for women's restroom)	79.98
Susan Goldberg (Shark vacuum)	111.99

A motion was made and seconded to pay the bills. Motion carried. Shirley also had a bill for the Directors and Officers Insurance for \$948 at Infinity Nonprofit. She wanted to know if she could ask Powell Rec to pay our remaining \$200 as part of that payment and we pay the rest. It is due October 26<sup>th</sup>. There was discussion about looking into bonds or less expensive insurance. Don recommended that we explore other coverage.

**Coordinator's Report:** Amy Bozell, the new coordinator, gave the August report. She ran into some problems with the current rental agreement. There was discussion about how to change it. She cleaned and reorganized the office, cleaned the center and restocked supplies, made files for forms and designated file drawers in the office, changed the outside display, worked with Jim on learning how to change the web page, and did many other things to improve the center.

**Unfinished Business:**

1. Projects report: Still trying to put together information for the pavilion. Still haven't been able to fix the roof leaks. The maintenance group (Joe, Rich, Dave H.) will find someone to find and fix the leaks.

2. Air intake for the furnace: Dave reported that the man from Schrader's came and took measurements for the duct work. They will make the grill for it. The price was \$40 more than the \$600 that was approved at \$640. It is ordered.
3. Canopy repair and framework: This is still on the list to get done.
4. Ceiling lights for women's restroom: The lights have been purchased and are ready for installation.
5. Coordinator: The board welcomed Amy Bozell as the new coordinator.
6. New vacuum: Sue Goldberg purchased a Shark vacuum to replace the one that had been donated and no longer worked.

**New Business:**

1. Coordinator job description changes: A new page for this was presented and approved by the board.
2. Rental Agreement changes: There was extensive discussion about how to change the agreement to be good for both those who use the center and the CPRP. Changes were agreed upon temporarily to charge by the hour with set-up time included, but not charge for clean-up time which must be done immediately after. The new agreement will be sent to the board and for Amy to use until other changes might be made.
3. Sign-in sheet changes: A new sign-in sheet was presented that included a space for the person in charge of the activity to sign.

**Comments and Questions from Attendees:**

Laura Bierma presented her plans to put on a class of Chair Yoga for the community every Thursday beginning October 4<sup>th</sup>. It would be from 10:00 to 11:00. She has her own insurance. There will be a charge. She has been given a six-month grace period before having to rent the center.

There was discussion about the fairest way to charge for classes and other events and yet benefit the CPRP. No decision was made until the groups could discuss the different options. It was decided to keep it the way it is for now and table it until next meeting.

**Adjournment:** There being no further business, the meeting was adjourned at 8:52 p.m.

*Respectfully submitted by Susan Hoffert, Secretary*