

Mesa Community Club Board Meeting December 5, 2023

Board Members in Attendance: Rachel Price, Kim Boyack, Lori Anderson, Donna Page, Laura Mendel, Chad Toenjjes, & Dustin Bryson

Guests in Attendance: Loretta Kachin

18:03 Minutes: Chad made a motion to approve the minutes from 7 November 2023, and Kim seconded the motion. There was no opposition.

18:05 Treasurer's Report: Lori presented the MCC Financial Reports for December 2023 (showing October activity). See attached report for details.

Lori received the PID statement and questioned Pam Noonan about the Public Notice column charge of \$53.13. See the attached report for further details. Lori has spent \$26.91 for hooks for pickleball and \$18:36 for more tape. Rachel detailed how groups have historically had to come to the Board for financial approval of expenses before purchases are to be made. A discussion ensued on the various groups which use the community center, and those expenses the Board traditionally covers. Lori noted the painters were paid this month, and trash removal is over budget. Rachel noted the raised rates from \$75.00 to \$79.50 for trash pickup, and Loretta mentioned a second dumpster being on the premises, which no one on the Board knows the reasoning for. Rachel noted the last rental being on November 24th, and the second dumpster wasn't present. Rachel said she would check with our trash removal service, Republic, about the second dumpster. Rachel noted Nicole's last paycheck has hit the books.

Chad made a motion to accept the MCC Financial Reports for December 2023 (showing October activity), and Kim seconded the motion. There was no opposition.

18:22 Music in Mesa: Spencer said we can use income generated through our rentals to cover Music in Mesa and our holiday events. Donna requests a budget for next year's Music in Mesa events. A discussion ensued on cutting the number of music events from five to four and spreading the events over the summer, rather than every two weeks.

Laura made a motion to hire four bands for next year's Music in Mesa, have four events, and the cost not to exceed \$6,000. Chad seconded the motion, and there was no opposition.

18:35 Rental Report: Loretta presented the rental report. Open gym may begin again next year. There weren't enough girls this year for two basketball teams, and we're waiting for Parks and Rec for new basketball in February. Loretta texted Charlori and Bryan Slade about not having long-term storage availability for wrestling mats. Rachel talked to Sharon about a weights class, and it will be on Wednesday mornings beginning after the new year. Loretta is still waiting the paperwork, and Sharon's flyer has yet to arrive.

Lori announced the \$100.00 deposit has arrived. Donna will still make sure the exercise classes will get in the newspaper, and Donna has already sent the Christmas celebration announcement to the PV Times. Laura has already posted the Christmas celebration flyer online. UPS is printing copies of the flyer which should be ready tomorrow. Lori has received the paperwork from Jill for next year's HopeWest event and booked the date (April 13th) with setup to begin on April 10th. However, the paperwork is the old version, and the check didn't include the security deposit. Thus, Jill will be directed to the website for the new paperwork and updated on the rental deposit and fee. A discussion ensued on individual events being responsible for carrying their own liability insurance. Loretta reported the boys' bathroom door being fixed by Tom, which was discovered to have a core of Styrofoam.

As for events, the WEA meeting had 15 attendees, 4th/5th girls basketball had 60 attendees (35 players, 17 adults, & 8 siblings), 5th boys basketball had 56 attendees (45 players, 7 adults, and 4 siblings), pickleball had 33 participants (6 + 9 + 8 + 10). The library will be having a special meeting on December 6th (rescheduled from 10/29) to plan for 2024. Yoga will begin on December 7th on Thursdays from 18:00-17:00 with Jill. While the flyer is on the website, we are still waiting for the FUL and SD. Yoga will begin on January 8th on Mondays from 18:00-19:00 with Sharon. We're waiting for the flyer. The community holiday celebration will be on December 17th from 15:00-17:00.

Sherrie reported 45 patrons in November (4 alcohol inks, 15 + 2 for basket class with 3 children in attendance also, 9 crochet, and 3 weavers), and 18 books being checked out.

18:50 Maintenance Report: Chad thanked Loretta for taking care of the trash can and doggie bags. Loretta reported lots of doggie bags in the receptacle. Chad replaced two light bulbs above the sink in the women's restroom, helped sort out brackets for the Christmas decorations, thanked Rachel for getting Mesa Fire Department and volunteers for Christmas decoration placement, worked on scheduling the completion of the bell tower roof, is waiting the final decision to order the new marquee from the contract vendor and schedule the old one to be removed, and reported Dan Adams has received the new doggie litter sign and plans on installing soon. Chad is still concerned about the paneling on the exterior of the south wall of the main building needing repairs, and the gazebo roof still missing screws. Chad also noted problems in locating a local handyman but is still working on it. Rachel noted our flag flying at half-mast was missed again. Donna will ask Derry if she would be interested in being responsible for the flag once again. Rachel believes this is the perfect opportunity for a community volunteer to step in and take care of the flag.

19:03 Playbook: Donna said each Board member has been contacted with their section of the playbook for approval. Donna also noted each position needs a backup listed if a Board member isn't available.

19:06 Bell Tower: Rachel reported Clay texted this morning and has had to order a cap for the point on top to go around the weathervane, as it is going to have to be custom built. Rachel is hoping to have the project wrapped up by this Friday. Chad took a close look at the materials and noted they look good.

19:08 Gutters: Chad talked about the gutters needing to be touched up and checked if the heat tape is working properly, as it is apparent one downspout is off. Thus, Gutters By Juan will be contacted to come up and check them out. Chad noted the electrical panel will need to stay on in order for the heat tape to function. Loretta noted the basement will need to be checked to make sure nothing is left on if the electrical box continues to be left on.

19:10 Vacuum: Kim noted the filter can't be replaced on our current vacuum, and it is disgusting. The cord has also required some electrical tape for exposed wiring. The vacuum has also been discontinued on the internet. A discussion ensued on purchasing a new vacuum.

Chad made a motion to purchase a new Shark brand vacuum for a cost not to exceed \$250.00, and Kim seconded the motion. There was no opposition.

19:14 Marquee: As Rachel received two questions from Board members, in her quest for the answers, she learned we would receive a 10% discount if the new marquee is purchased by the end of the year, and there is a 3% nonprofit discount. Rachel noted the discount would cover the upgraded modem for the sign. We would also be getting 2,000 images over the previously provided 1,200. Rachel reiterated we received a \$1,600 bid to install the new marquee from Platinum Signs, and they will also remove the old marquee. Rachel will place the order.

19:18 Rental Committee: Laura talked with Mike Perry about snow removal for this winter. He wants \$100.00 per snow removal, will take care of the 200' of sidewalk for snow accumulation over 4", and will take care of it around 6:30 a.m. (before school). Mike will not be taking care of the area outside the double doors of the new gym.

Donna made a motion to hire Mike Perry for snow removal this year, and Chad seconded the motion. There was no opposition.

Laura will tell Mike to send invoices in order to get paid. She will also tell him about salting and sanding the sidewalks for events. Laura will also ask Mike if he has his own tools for snow removal, or if he needs to use our shovel.

19:26 Cleaning Bids: Rachel discussed Brenda's bids to clean the facilities. There was an additional person who interviewed for the job, but Rachel has heard nothing further from this interviewee. Brenda said she would come every other week to see what needs to be done and certainly before any rental or MCC events. A discussion ensued on the current cleaning fees for renters and if that would cover Brenda's fees. As it doesn't, Donna suggested upping the cleaning fees to cover Brenda's fees. Brenda will submit monthly invoices for her services, and her bid is good for 90 days. Brenda also offered to use her own cleaning supplies. Lastly, Brenda is insured for both residential and professional cleaning areas.

Donna made a motion to hire Brenda with Mesa Cleaning Solutions for facility cleaning, and Laura seconded the motion. There was no opposition.

19:35 Marketing: Donna received feedback from everyone on their positions. Donna is also on her second page of volunteers. The committee will be meeting soon. Donna also noted one of the goals for next year is to designate someone to the website. Loretta mentioned upcoming Music in Mesa events needing to be placed on the calendar. Donna said once the playbooks are finalized, they will be sent to each Board member and are to be passed down to their successors. Donna is thanked for the various articles, as we are reaching different populations than we did previously.

19:42 Christmas Party: Will be on Sunday the 17th from 15:00-17:00 in the main gym, as we are expecting greater attendance than can comfortably fit in the historic gym. Rachel reported specific woodwinds from the Sentimental Journey Band interested in playing at our event this year. Laura has ordered new games for the event this year, as well. Lou is planning on being there as Santa with Mrs. Claus. Laura will ask her mom for a chair for Santa this year. We have plenty of drinks, candy, hot chocolate, and cookies to give away this year. Rachel purchased paddleballs and coloring books for the prize table. Hot cider is going to be offered, cookie decorating for kids, and masks for a photo booth are some of the activities planning on being offered. The lights are to be turned on by 17:00, just as people are leaving. Rachel requests the presence of all Board members on Saturday at 10:00 to help decorate and work the event on Sunday. Sherrie is also expected to offer Christmas books.

19:52 Fire Department Donations: Members of the Mesa Fire Department who came to help put up the Christmas lights and decorations outside said we can offer names of those individuals and families we know are in additional need this year.

Chad made a motion to approve a donation of \$300.00 to the Mesa Fire Department as we have done in years past. Kim seconded the motion, and there was no opposition.

19:55 Band: Rachel noted 25 members of the Sentimental Journey Band coming to play at last year's Holiday Celebration. As there are considerably less band members interested in playing this year, Rachel asked for a donation to give to those who do come up and play.

Laura made a motion to pay those members of the Sentimental Journey Band who do choose to come up and play this year \$100.00 from our petty cash, and Chad seconded the motion. There was no opposition.

19:57 Gift Cards: As in years past, Rachel noted we normally provide Loretta with a gift card for all the hours of volunteering and appreciation for all she does for the facilities. Loretta spoke up and clarified that she would prefer her donation to go directly to the library, rather than receive a gift card.

Donna made a motion to donate \$200.00 in Loretta's name to the library in effort to continue their offerings and giveaways for the community. Chad seconded the motion, and there was no opposition.

19:59 Board Retreat: Rachel offered the reminder of the next Board retreat scheduled for January 13th from 9:00-15:30. Rachel has talked to Ty about providing food again this year. Donna is keen to work on goals and team building exercises.

20:02 Calendar for 2024 MCC Board Meetings: A discussion ensued on the dates for next year's meetings. They will be scheduled for January 9th, February 6th, March 5th, April 2nd, May 7th, June 4th, July 2nd, August 6th, September 10th will be the annual meeting, October 1st, November 5th, and December 3rd.

20:07 Citizen Advisory Committees: Rachel received a text from Janet Rowland suggesting attending a lunch to meet with others serving in Board advisory roles from the Clifton, DeBeque, etc. communities. A discussion ensued on what other Boards would look like and how they would function. Thus, this could be quite an informational meeting and an opportunity to learn how those other entities plan on functioning.

20:15 Adjourn: Kim made a motion to adjourn, and Donna seconded the motion. There was no opposition.

MCC TREASURER REPORT FOR DECEMBER BOARD MEETING

FINANCIAL REPORTS FOR OCTOBER 2023

DATE PREPARED: 12/4/23 PREPARED BY: Lori Anderson

NARRATIVE

- There was one item on the County's Expenditure Detail Report for October that I had a question on. It was charged to Advertising. Description was "Column Public Notice". I have asked Pam Noonan for more information. I am assuming it is some kind of newspaper posting but will get more details.

190 90201 62901 ADVERTISING	2,000.00	0.00
10/10/2023 invoice IN TXN00090631		53.13
Vendor: 107429 COLUMN PUBLIC NOTICE Check # 1117		

- Just a friendly reminder, do not submit an expense report prior to receiving the item. If it needs to be cancelled, It really gets confusing for the county.
- Reminder to self/Treasurer, don't assume Pickleball will automatically be covered by MCC. Get MCC Board approval prior to submitting expense reports.

FINANCIAL MONTHLY REPORTS

- * **October Expenses**
 - * Total expenses for October was \$11,266.32. There is the \$53.13 Advertising expense which I am getting more details on. The big expenses for October was paying the for the painting of the historic gym and common areas in main gym which was \$6,350.00.
- * **October Income**
 - * A refund of -\$6.98 for returned Floor cleaner shows up as Miscellaneous income.
- * **October Rentals**
 - * Rental Income from October was \$100 - Ross. No cleaning fees were charged in October.
 - * Rental Deposits and Fees Refunded was \$900. This included Hopkins \$500 and Shepardson \$400.
 - * Rental Deposits received was \$300. This includes Anderson/Pickleball \$100, Braunagel/ Yoga \$100 and Hoyt \$100. Current rental deposits total \$2,960.00.
- * **Year To Date Budget to Actual (through October 31, 2023)**
 - * There is one new item which we are now over budget - Trash Removal. Previously reported items remain over budget (Temporary Services, Postage, Entertainment Expenses, and Other Purchased Service).

MCC TREASURER REPORT FOR DECEMBER BOARD MEETING

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NARRATIVE

- There was one item on the County's Expenditure Detail Report for October that I had a question on. It was charged to Advertising. Description was "Column Public Notice". I have asked Pam Noonan for more information. The clarification from Pam is: "state budget law requires us to advertise a proposed and final budget that is open for inspection and citizens are allowed to object to it before the Board accepts or adopts (depending on which budget it is). This was for the October proposed budget and there will be a similar charge for the December adopted budget."

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Account Balances

Mesa Community Club

Date Range: Oct 01, 2023 to Oct 31, 2023

ACCOUNT	STARTING BALANCE	DEBIT	CREDIT	NET MOVEMENT	ENDING BALANCE
Assets					
MCC Checking	\$18,437.07	\$7,131.65	\$7,900.49	-\$768.84	\$17,668.23
MCC Savings	\$5,397.02	\$5.48	\$0.00	\$5.48	\$5,402.50
Petty Cash	\$101.15	\$0.00	\$0.00	\$0.00	\$101.15
PID Funds	\$138,321.04	\$0.00	\$10,695.47	-\$10,695.47	\$127,625.57
Total Assets	\$162,256.28	\$7,137.13	\$18,595.96	-\$11,458.83	\$150,797.45
Liabilities					
Rental Deposit Refund	-\$1,685.00	\$900.00	\$0.00	-\$900.00	-\$2,585.00
Rental Deposits	\$2,660.00	\$0.00	\$300.00	\$300.00	\$2,960.00
Total Liabilities	\$975.00	\$900.00	\$300.00	-\$600.00	\$375.00
Equity					
PID Reimbursements	\$6,638.11	\$6,450.44	\$6,724.67	\$274.23	\$6,912.34
Starting Existing Funds	\$177,817.97	\$0.00	\$0.00	\$0.00	\$177,817.97
Total Equity	\$184,456.08	\$6,450.44	\$6,724.67	\$274.23	\$184,730.31

Income			
Investments – Interest	\$0.00	\$5.48	\$5.48
Miscellaneous Revenue	\$0.00	\$6.98	\$6.98
Rental Of Facilities	\$0.00	\$100.00	\$100.00
Total Income	\$0.00	\$112.46	\$112.46

Expenses			
Advertising	\$53.13	\$0.00	\$53.13
Cleaning Supplies	\$71.66	\$0.00	\$71.66
Cleaning Wages	\$2,666.00	\$0.00	\$2,666.00
Electricity	\$264.68	\$0.00	\$264.68
Entertainment Expenses	\$563.31	\$0.00	\$563.31
Lawn Service & Grounds Maintenance	\$960.00	\$0.00	\$960.00
Office Supplies	\$15.52	\$0.00	\$15.52
Other Purchased Services - Painting	\$6,350.00	\$0.00	\$6,350.00
Sewer	\$32.75	\$0.00	\$32.75
Trash Removal	\$110.77	\$0.00	\$110.77
Water	\$157.70	\$0.00	\$157.70
Total Expenses	\$11,245.52	\$0.00	\$11,245.52

**Total for all
accounts**

\$25,733.09

\$25,733.09
