

## Mesa Community Club Board Meeting January 9, 2024

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

**Guests in Attendance:** Dan Currier & Loretta Kachin

**18:16 Dan Currier & Friends of the Library:** Dan talked about the work Friends of the Library does within the community (e.g. promotes literacy, provides free books to children, works on getting local newspapers from the past digitized for online access, etc.). Dan is interested in doing free and informational presentations for the community on how to access these online resources. A discussion ensued on the requirements for hosting these presentations and the monetary costs associated with digitizing these periodicals.

**18:35 Minutes:** Laura made a motion to approve the minutes from 5 December 2023, and Kim seconded the motion. There was no opposition.

**18:36 Treasurer's Report:** Lori presented the MCC Financial Reports for January 2024 (showing November activity). See attached report for details.

Lori had difficulty getting this month's reports from the County. Lori is working with Judy Barnett to resolve this for the future. A discussion ensued on Rachel wanting to review the invoices submitted by Brenda for cleaning the facilities prior to being sent to Kathy Young with the County. While we haven't received the Secura bill yet, the County has requested a copy of the certificate from Secura. The new Secura policy will go into effect on March 5<sup>th</sup>. Once a phone call is made to Secura to learn what changes will take place, the Board can make a decision on keeping Secura or look for a new insurance provider. Kim has agreed to look into the Secura issue and alternatives if the rates are increasing significantly.

Chad discussed having difficulty in getting Juan to come out and review the gutters. The hinges on the back were too long for the downspouts, the one closest to the garden had been busted off, the heat tape isn't working correctly, and it was expected the roof installation has played a part in these issues. The County has not responded to Chad's issues.

Chad made a motion to pay \$450.00 to Gutters by Juan to address each of these issues. Laura seconded the motion, and there was no opposition.

Laura has texted Suzie with HopeWest about the discrepancy for the rental deposit. Rachel announced the County has created a purchase order number for the marquee. Lori noted Mike Perry has shoveled snow once this season and still needs an invoice. Chad noted Mike did a good job with the first snow removal, and the second was marginal.

Mike is requesting someone call him to let him know when he is needed to shovel, and Kim agreed to notify Mike when his services are needed. Laura has put salt in the building for Mike to use, and Rachel has purchased a new metal shovel for him to use. It was noted Amy was unable to get up the ramp one day due to the snow. A discussion ensued on two missing receipts when Lori was trying to reconcile the MCC's debit card. The receipts were, of course, located without issue.

Chad made a motion to accept the MCC Financial Report for January 2024 (showing November activity), and Donna seconded the motion. There was no opposition.

**18:59 Rental Report:** Loretta presented the rental report. Both yoga instructors are collecting money from attendees. Old man basketball has resumed on January 3<sup>rd</sup> and expected to go until April 3<sup>rd</sup>. Loretta asked that the restrooms be checked before using the space, as an Apple watch had been located and returned to its rightful owner. Hank's basketball group ended in December and will begin again shortly on Mondays, Wednesdays, and Thursdays from 16:15-18:00. Rachel reported the weights class was quiet and fine. Laura reports having a new neighbor specializing in OBGYN and interested in presenting on women's health issues at the community center in the future. Lori reported the Bevan deposit being returned. Rachel announced the Board's retreat coinciding with yoga this upcoming Saturday, so the Board will meeting in the new gym and transition over to the library once yoga finishes. Loretta said the calendar of events is posted on the bulletin board already. The PVHPS annual meeting will be on January 27<sup>th</sup>. A private rental for a wedding has been scheduled for June 28<sup>th</sup>. The MB Church requested to rent the main gym for their pinewood derby on December 16<sup>th</sup>, but the facility was unavailable due to decorating for the MCC's holiday celebration.

As for events, 4<sup>th</sup>/5<sup>th</sup> girls basketball had 22 attendees (13 players, 6 adults, & 3 siblings), 5<sup>th</sup> boys basketball had 69 attendees (44 players, 21 adults, and 4 siblings), pickleball had 25 participants (5 + 11 + 0 + 0), and yoga with Jill had 10 attendees (5 + 5 + 0 + 0-which was cancelled).

Sherrie reported 30 patrons in December (12 planning & 8 snowflake making) with 42 books being checked out.

**19:12 Maintenance Report:** Chad reported two guys from the County came up today for the dog poop sign, but were unprepared and will need to come back in the future. A discussion ensued on cleaning out the historic gym basement for work to proceed.

Kim made a motion to approve an amount not to exceed \$600 to move the items from the historic gym basement and return them when the basement is finished. Donna seconded the motion, and there was no opposition.

Rachel discussed obtaining industrial shelving from Sam's once the basement is completed. Chad will coordinate the removal of the items currently in the historic gym basement. A discussion ensued on leaving the Christmas lights up until the end of January. At that time, the fire department will be called to help assist in removing the lights until next winter.

Chad reported the bell tower roof has been completed and should last another 40 or 70 years. Clay and Bart will supplement the heat furnace in the historic gym basement with a propane heater to maintain desired temperature while work is being done. As soon as Clay provides a firm start date for the historic gym basement, coordination with Sherrie will take place to move the miscellaneous items currently located in the basement. Items still needing to be addressed include the rain gutter downspout splash block at the west end of the main building by the garden, paneling on the exterior of the south wall of the main building needing repairs, and the gazebo roof panel missing screws are still in need of being replaced. The County has not indicated any of these projects moving forward yet.

**19:20 Marquee:** Rachel reported a purchase order has been created by the County and signed, and all paperwork has been submitted to Stewart Signs. The order was processed in December, and the sign was ordered. March 4<sup>th</sup> is the current ship date. Rachel also has the schematic drawings.

**19:25 Christmas Party Review:** Rachel was happy with the turnout. The snowball fight had the largest amount of participants and was a hit. Cookie decorating also received positive feedback. While there weren't that many children in attendance, there were many seniors present. The music provided by the woodwinds added to the ambiance. The hot chocolate bar was also a hit. It was discussed limiting the games for next year, as the event has evolved into being more multigenerational. The reindeer and various Christmas hats and ears were well received. The photo booth probably should have been manned, as many didn't understand what it was there for. The community members were able to visit as the woodwinds played in the background. There were 58 in attendance (4 woodwinds + 9 volunteers + 9 kids + 36 adults).

**19:30 Rental Committee:** Laura reported things are going fine. She has had one inquiry email for an event, which ultimately decided not to move forward. The new FUL has been posted on the website. HopeWest will resubmit their FUL shortly, and Loretta will be notified when the deposit is received. A discussion ensued on PVHS using the facility the following week after HopeWest, and there is interest in using many of the decorations. Loretta noted the floors will need to be cleaned in between events. Job Corps has traditionally not done a stellar job on the floors in years past. Rachel also noted the floors must be cleaned before storing decorations in the historic gym.

- 19:35 Marketing & Board Retreat:** Donna announced the committee met last Tuesday, where they discussed the goals for next year. This issue will also be addressed in this weekend's Board retreat. The playbook is now complete, and each Board member will need to bring their notebooks for additional materials this weekend. Board members will also need to bring a bandana for team building activities. Rachel has arranged for a pot of coffee and scones from Mesa Bloom for the morning. Soup, sandwiches, and cookies will be offered for lunch. We already have plenty of drinks on hand. The retreat will begin at 9:00 a.m. this Saturday (1/13). In preparation, Board members are asked to think about internal and external improvements and goals we can work on for the upcoming year. Rachel and Donna are wanting to hear the positive and negative.
- 19:40 Community Centers:** As Rachel hadn't heard of any updates on meeting with members from the other community centers, she reached out and learned a meeting had been set for the following Monday. Sherrie and Donna also attended the meeting at the new Clifton library location. Two members each from the other location also attended. A discussion ensued on rental rates, the planned offerings of the various facilities, and our team offered how our facilities operate. Further details will be provided at the upcoming Board retreat.
- 19:57 Easter:** Kim will head the event this year with Laura and Rachel rounding out the committee. The proposed dates are March 23<sup>rd</sup> or 30<sup>th</sup>, as Easter will fall on March 31<sup>st</sup> this year. Kim requests a list of the volunteers who helped out with Halloween, as they were so valuable to the success last year! Dustin says he will forward the names to Kim and Donna.
- 20:02 Adjourn:** Kim made a motion to adjourn, and Lori seconded the motion. There was no opposition.

# MCC TREASURER REPORT FOR JANUARY BOARD MEETING

## FINANCIAL REPORTS FOR NOVEMBER 2023

**DATE PREPARED: 1/8/24    PREPARED BY: Lori Anderson**

### **NARRATIVE**

- Have requested our two county reports - Expenditure Detail Report & Monthly Budget to Actual for November three times but have not yet received them (as of Monday, 1/8/24). This impacts this report because I do not have all the expenses that were paid with PID funds for November.
- I am pursuing getting access to the government website that Spencer mentioned so I can generate the reports without having to ask for them.
- The cleaning bills will be handled directly by the county. Mesa Cleaning will fill out a W-9 and supply the information so the county can pay them directly.
- We now have our PID Reimbursements direct deposited rather than getting a check and having to deposit it. Thanks to Judy Barnett!
- Big jump in Gas bill for December \$1,248.88 compared to last year of \$450.42
- We now have an account at Collbran Supply. Chad and Rachel are authorized users.
- Need to discuss Secura Insurance Policy changes. When we get the new insurance certificate, Kathy Young has requested a copy.
- Need to discuss Seamless Gutters by Juan \$450 charge
- \$1080 in funds was received for Hope West Rental, waiting for an additional \$1080
- The county is preparing the purchase order for the new marquee.
- When the contract is signed with Platinum Signs, a deposit of \$840 (half the cost) to remove the old and install the new sign will be sent.
- Need an invoice from Mike Perry for the 12.23.23 snow shoveling. In addition, I will need invoices for all future payments to him.
- Paid the \$100 Community Center Lease money to the County on January 3.
- Filed the Periodic Report with the State on December 25.
- Just a friendly reminder, if you use the debit card for any expenses be sure to keep the receipt and file an expense report.

## **FINANCIAL MONTHLY REPORTS**

### **\* November Expenses**

- \* Total expenses for November was \$2,165.84.
- \* This included paying for half of the bell tower roof repair which was \$1,475.
- \* Halloween expenses for this month were \$150.20 bringing total Halloween Expenses to \$713.51.
- \* Christmas expenses in November were \$360.90. More expenses were submitted in December so a total amount spent on the Christmas party will be included in next month's report.

### **\* November Rentals**

- \* Rental Fees collected totaled \$300 and Cleaning fees were \$180. This included Dole, Porter and Ridenour.
- \* Rental Deposits received totaled \$400. This included Dole, Porter, Ridenour and Bevans.
- \* Rental Deposit refunds totaled \$260. This included Dole.

### **\* Year To Date Budget to Actual (November 30, 2023)**

- \* Since no Budget to Actual report was received from the county, it is unclear if there are any new categories where we are over budget. Previously reported items remain over budget (Temporary Services, Postage, Entertainment Expenses, Trash and Other Purchased Service).

# Account Balances

## Mesa Community Club

Date Range: Nov 01, 2023 to Nov 30, 2023

ACCOUNT	STARTING BALANCE	DEBIT	CREDIT	NET MOVEMENT	ENDING BALANCE
<b>Assets</b>					
MCC Checking	\$17,668.23	\$1,728.23	\$2,433.44	-\$705.21	\$16,963.02
MCC Savings	\$5,402.50	\$0.00	\$0.00	\$0.00	\$5,402.50
Petty Cash	\$101.15	\$0.00	\$0.00	\$0.00	\$101.15
PID Funds	\$127,625.57	\$0.00	\$699.09	-\$699.09	\$126,926.48
<b>Total Assets</b>	<b>\$150,797.45</b>	<b>\$1,728.23</b>	<b>\$3,132.53</b>	<b>-\$1,404.30</b>	<b>\$149,393.15</b>
<b>Liabilities</b>					
Rental Deposit Refund	-\$2,585.00	\$260.00	\$0.00	-\$260.00	-\$2,845.00
Rental Deposits	\$2,960.00	\$0.00	\$400.00	\$400.00	\$3,360.00
<b>Total Liabilities</b>	<b>\$375.00</b>	<b>\$260.00</b>	<b>\$400.00</b>	<b>\$140.00</b>	<b>\$515.00</b>
<b>Equity</b>					
PID Reimbursements	\$6,912.34	\$0.00	\$840.63	\$840.63	\$7,752.97
Starting Existing Funds	\$177,817.97	\$0.00	\$0.00	\$0.00	\$177,817.97
<b>Total Equity</b>	<b>\$184,730.31</b>	<b>\$0.00</b>	<b>\$840.63</b>	<b>\$840.63</b>	<b>\$185,570.94</b>

<b>Income</b>			
Rental Cleaning Fees	\$0.00	\$180.00	\$180.00
Rental Of Facilities	\$0.00	\$300.00	\$300.00
<b>Total Income</b>	<b>\$0.00</b>	<b>\$480.00</b>	<b>\$480.00</b>

<b>Expenses</b>			
Capital Improvement - Bell Tower Roof	\$1,475.00	\$0.00	\$1,475.00
Cleaning Supplies	\$0.00	\$7.60	-\$7.60
Electricity	\$397.19	\$0.00	\$397.19
Entertainment Expense - Christmas Party	\$360.69	\$0.00	\$360.69
Entertainment Expense - Halloween Party	\$150.20	\$0.00	\$150.20
Gas	\$41.13	\$0.00	\$41.13
Lawn Service & Grounds Maintenance	\$150.00	\$0.00	\$150.00
Office Supplies	\$40.94	\$0.00	\$40.94
Other Maintenance Supplies (not cleaning)	\$50.85	\$0.00	\$50.85
Other Operating Expenses	\$74.96	\$0.00	\$74.96
Small Equipment	\$20.80	\$0.00	\$20.80
Trash Removal	\$110.77	\$0.00	\$110.77
<b>Total Expenses</b>	<b>\$2,872.53</b>	<b>\$7.60</b>	<b>\$2,864.93</b>



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**Total for all  
accounts**

**\$4,860.76**

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