

**DeForest Area Joint Community Center Commission
DeForest Area Community and Senior Center
505 N. Main Street, DeForest, WI 53532**

**Regular Commission Meeting Minutes
June 14, 2016
4:00 p.m.**

1. Call to Order

President Jason Kramar called the meeting to order.

2. Roll Call

Present:

President Jason Kramar

Vice President Bruce Stravinski

Treasurer Connie Tenjum

Commissioners: Marian Drake; Jim Johnston; Myra Josephson; Jane Henze; Robert Pulvermacher

Absent:

Secretary Lonnie Breggeman

Also present:

Executive Director/Ex-Officio Officer Linda Green

Associate Director Barb Cooper

3. Pledge of Allegiance

Pledge of Allegiance was led by President Jason Kramar.

4. Announcements

5. Consent Agenda

- a. Approval of May 10, 2016 Meeting Minutes
- b. Bills/Invoices

Vice President Bruce Stravinski moved to approve the consent agenda items. Commissioner Myra Josephson seconded the motion and the motion passed unanimously with Treasurer Connie Tenjum and Commissioner Jane Henze abstaining.

6. Appearances before the Commission

None

7. Financial

a. Financial Reports

The Commission reviewed and discussed the balance sheet and budget comparison reports for May. Treasurer Connie Tenjum moved to approve the financial reports. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

b. Fund Transfer

President Jason Kramar and Executive Director Linda Green co-signed a check for \$4,200 for the engineering study approved at the February 9, 2016 meeting.

c. Budget Amendments

None

8. Old Business

None

9. New Business

a. Building Repairs

The Commission reviewed and discussed immediate repairs/improvements that were recommended by the engineering study. The immediate repairs include installation of roof/attic ventilation, insulation and vapor barrier. Other priorities are replacing the HVAC system and water heater and repairs to roof and shingles. A quotation was reviewed for insulation and installation of a vapor barrier in the older portion of the building. Next steps include arranging a meeting with representatives of the three municipalities and obtaining specifications for recommended repairs.

b. Elections

Commissioner Marian Drake moved to retain the existing officers to a one year term. Commissioner Myra Josephson seconded the motion and the motion passed unanimously.

Current Slate of Officers

Jason Kramar, President

Bruce Stravinski, Vice President

Lonnie Breggeman, Secretary

Connie Tenjum, Treasurer

c. Committee Assignments

President Jason Kramar nominated the following committee assignments that would combine the Finance, Personnel and Exploratory committees into a newly formed Executive Committee. Vice President Bruce Stravinski moved to approve the nominations with Jason Kramar and Jane Henze to serve as committee chairs of the Executive and Accreditation committees respectively. Commissioner Myra Josephson seconded the motion and the motion passed unanimously.

Executive Committee

Jason Kramar, Chair
Bruce Stravinski,
Lonnie Breggeman
Connie Tenjum

Accreditation Committee

Jane Henze, Chair
Myra Josephson
Robert Pulvermacher

10. Reports

a. President's Report

- The Center Expansion was on the agenda for Village of DeForest Committee of the Whole. Linda Green attended and was able to provide information to the committee. The committee was interested in the engineering study and suggested that a meeting of municipalities be planned.
- There is a community rummage sale being planned as a fundraiser on June 20-21 at Christ Lutheran Church.

b. Executive Director's Report

- The Knights of Columbus raised \$1,000 at the Brat Bust held May 13-14.
- The insurance claim has been finalized with just under \$30,000 reimbursed.
- The NAMI contract is scheduled to auto renew on August 13, 2016.
- A high school intern was hired and will start when school begins.
- The audit was conducted on May 20 and the reports will be delayed until July or August. United Way was informed that the annual report and audit will not be available by June 30 as required.
- We will receive an amended Dane County contract for \$2,800 additional to extend the restaurant option through December 31, 2016.
- The Accreditation review will be held on Friday, June 17.
- A review was conducted of first quarter revenues and expenses.
- The Commission reviewed and discussed a report that was distributed regarding issues with undetermined insects and steps taken using a pest management service provider.

c. Committee Reports

a. Accreditation

The WASC review will be held on June 17 at 10:00 a.m.

b. Exploratory Committee

None

11. Communication

a. Municipalities

- Town of Vienna – none
- Village of DeForest – New companies will be breaking ground soon. The streets near the Village Hall will be re-opening soon.
- Village of Windsor – A street will be extended in Revere Trails to connect with Highway 19 and land was donated for parks near Big Hill.

12. Any Other Business That Lawfully Comes Before the Commission

None

13. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday July 12, 2016 at 4:00 p.m.

14. Adjournment

Treasurer Connie Tenjum moved to adjourn the meeting. Commissioner Myra Josephson seconded the motion and the motion passed unanimously.