

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

**Regular Commission Meeting Minutes
August 13, 2019
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

Secretary Steve Ruegsegger

Commissioners: Marian Drake, Adam Hanek, Jim Johnston, Louise Valdovinos

Also present:

Ex-Officio Officer Barb Cooper

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

Commissioner Louise Valdovinos led the Pledge of Allegiance.

4. Announcements

None

5. Appearances before the Commission

None

6. Consent Agenda

a. Approval of the July 9, 2019 Meeting Minutes

The Commission reviewed the July 9, 2019 minutes. Treasurer Connie Tenjum noted two errors under 7. Financials b. Fund Transfer: LGIP should be removed.

Treasurer Connie Tenjum moved to approve the amended July 9, 2019 minutes.

Commissioner Marian Drake seconded the motion and the motion passed unanimously.

b. Bills/Invoices

The Commission reviewed and discussed the bills/invoices.

Vice President Bruce Stravinski moved to approve the bills/invoices as presented. Commissioner Louise Valdovinos seconded the motion and the motion passed unanimously.

7. Financial

a. Financial Reports

The Commission reviewed and discussed the July 2019 financial reports as presented. Executive Director Barb Cooper noted that the budget amendments have been made and the second municipal payment from DeForest was received.

b. Fund Transfers

The fund transfer approved at the July 9 meeting was completed.

c. Budget Amendments

None

Treasurer Connie Tenjum moved to approve the financial reports as presented. Commissioner Marian Drake seconded the motion and the motion passed unanimously.

8. Old Business

a. 2020 Proposed Budget

Executive Director Barb Cooper shared an email request from the Village of Windsor, with the Village of DeForest and the Town of Vienna included. Additional budget information and policies regarding reserves were requested. The Commission reviewed and discussed the draft packet of information in response created by Executive Director Barb Cooper for the municipalities.

Treasurer Connie Tenjum moved to approve the release of the information, including spread sheets, email summary and reserve data. Commissioner Jim Johnston seconded the motion and the motion passed unanimously.

9. New Business

a. Sub-Lease Renewal

The Commission reviewed and discussed the sub-lease for the American Legion, which will renew on December 1, 2019, unless 60 days' notice is provided. A handout was provided giving background about the sub-lease. A concern is that there is no provision in the lease for repairs and upkeep. The Commission discussed the sub-lease and possible changes.

The Commission directed Executive Director Barb Cooper to meet with the American Legion representatives to discuss potential amendments to the lease and to report back at the next meeting. The Commission also invites the American Legion representatives to attend a meeting for further discussion if needed.

10. Reports

a. President's Report

President Jason Kramar reported that based upon building permits, DeForest is the fastest growing municipality in Dane County.

b. Executive Director's Report

- Audit 2018
 - Form 990/1952 is due November 15.
- Building updates:
 - Flooring installation was completed on July 26.
 - The AED device funded by the Lion's Club arrived on July 31.
- Funding/Technology/Other
 - Barb thanked Steve Ruegsegger for upgrading four computers to Windows 10 and adding memory.
 - Jim Johnston has offered to fund the purchase of LED flashlights imprinted with the Center information for marketing.
 - Join us for our 35th anniversary: August 28 4-7:00 pm Community Open House and dance recital; August 30 Tony Rucker, a car show and raffle drawings.
 - DMB Bank will be a \$1,000 sponsor and Mouse House a \$250 event sponsor.
 - July 4 Pizza Hut booth netted \$1,016 after portion paid to Chamber of Commerce.
 - Dane County will pay \$340 for re-useable trays for home delivered meals.
 - We transitioned to new computer support vendor on August 1.
 - Louise Valdovinos and Barb Cooper attended Dane County advocacy training on August 8.
 - HCC - New accounts were created for better tracking of events, mailings, thrift and memorial/estate donations.
- Update on non-resident fees, as of 8/1/2019
 - All non-residents who are currently using the Center have paid their fees
 - 48 people have paid the general non-resident fee (\$15.00) for remaining 2019
 - 5 have paid the additional premium fitness room fee (\$10.00)
 - 4 have paid the additional premium pool fee (\$10.00)
 - New non-resident members have paid the fee with no issues/concerns
 - 40 people who were active in March-May have not paid fees and have not been back.
 - 14 pool players from Stoughton (4), Madison (3), Sun Prairie (3), Poynette (1), Dane (1), Lodi (1) and Oregon (1) who came for tournaments no longer held.
 - About 15 card players
 - The rest are people who only came sporadically, or just for a series of classes that has ended, or one-time events.
 - It is reasonable to expect 45-55 non-residents to be active participants yearly
- Program/staff updates:

- Volunteers – the program is holding steady with numbers. Recruiting for Nutrition Program volunteers and Escort driver volunteers only. Open to developing other opportunities for volunteers who do not wish to take part in these two programs.
- Case Management – Our case managers have been working with community leaders (police, fire, DMB and Heartland banks) to support our older adults. They have been very supportive of people with memory loss.
- Nutrition program – there were 17 new participants during the month of July. (YTD 46).
- Programs – new 6-week workshop, “Healthy Living with Chronic Pain” on Thursdays, September-October. Cost of \$20 includes a workbook.

c. Committee Reports

i. Resource Development Committee

Plans are well underway for the 35th anniversary events. Raffle tickets have been printed and are selling. The community has been very generous which has resulted in a great selection of raffle prizes.

11. Communication

a. Municipalities

- Vienna – No report
- Windsor – Bear Tree park will be completed at the end of this month
- DeForest – Work and preparation for the Innovation Bridge has begun. Progress on the multi-sport park continues.

12. Any Other Business That Lawfully Comes Before the Commission

None

13. Meeting Dates/Agenda Items

- a. The next meeting date is Tuesday, September 10, at 4:00 p.m.

14. Adjournment

Treasurer Connie Tenjum moved to adjourn the meeting. Commissioner Marian Drake seconded the motion and the motion passed unanimously.