

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

**Regular Commission Meeting Minutes
November 14, 2023 4:00 p.m.**

1. Call to Order

President Monica Smith called the meeting to order.

2. Roll Call

Present:

President Monica Smith

Vice President Jan Steffenhagen-Hahn

Secretary/Treasurer Steve Ruegsegger

Commissioners: Adam Hanek, Randy Hanson, Anna Lezotte, Denise Powell, Jacob Vehring, Louise Valdovinos

Absent:

None

Also present:

Ex-Officio Officer Natalie Raemisch

Note Taker Cheryl Ksobiech

3. Pledge of Allegiance

Commissioners recited the Pledge of Allegiance led by Commissioner Adam Hanek

4. Appearances

Chloe Kepler, Student Intern

5. Announcements

6. Consent Agenda

a. Approval of the October 10th, 2023 Meeting Minutes

The Commission reviewed the minutes from the last meeting, there were no corrections noted. Commissioner Adam Hanek moved to approve the minutes as presented. Vice President Jan Steffenhagen-Hahn seconded the motion. The motion passed unanimously, with Secretary/treasurer Steve Ruegsegger abstaining.

b. Bills and Invoices

The Commission reviewed and discussed the invoices presented.

Commissioner Randy Hanson moved to approve the bills and invoices as presented. Commissioner Anna Lezotte seconded the motion and the motion passed unanimously.

7. Financial

a. Financial Reports

Executive Director Natalie Raemisch noted a budget adjustment from the accounting line item to legal and stated she will share a report at next meeting detailing adjustments.

Commissioner Randy Hanson moved to approve the financial reports. Commissioner Jacob Vehring seconded the motion and the motion passed unanimously.

b. Fund Transfers

None

c. Budget Amendments

None

8. Old Business

a. Fiscal Agent Agreement

The Commission has been asked by DeForest village administration to vote on the pending Fiscal Agent Agreement with DeForest allowing the Agreement to then be effective following the Village board vote next week. Raemisch received the most updated document before the meeting and asked for the Commission's direction. The Commission considered the options:

- Review the document and vote during the current meeting
- Call a special meeting to review the document allowing time for all to read it and prepare for discussion and hold the vote, before the DeForest vote next week.
- Refer approval to the Executive Committee
- Approve the document, relying on our lawyer to alert the Commission to concerns.

The Commission discussed these options as well as additional variations. The document will be shared via the secure governance login for Commission members to review. The Commission expressed concern regarding the time sensitivity of the matter. The Commission shared varying views regarding who, when and how the document should be reviewed and the approval process. President Monica Smith requested a roll-call vote for the pending motion.

Commissioner Anna Lezotte moved to approve the transition to DeForest as the Fiscal Agent, asking the Executive Committee to review and approve the document. Vice President Jan Steffenhagen-Hahn seconded the motion. The motion passed 9-0

Roll-call Vote:

Steffenhagen-Hahn-Yes

Hanek-Yes

Hanson-Yes

Lezotte-Yes

Powell-Yes
Ruegsegger-Yes
Smith-Yes
Vehring-Yes
Valdovinos-Yes

b. Stakeholders update

Minutes from the sub-committee were shared with the Commission. The event to celebrate the history and future of the Cornerstone Community Center will be held on January 30, from 5-7, complete with cake and short presentation by Commissioner Randy Hanson at 6pm.

9. New Business

a. Room rental draft

Raemisch shared drafts of the Facility use agreement that are simpler and include Friday as part of the weekend rates. The Commission discussed the form and facility use in general. Suggestions were made for the document. President Monica Smith suggested our lawyer review the agreement and otherwise the Commission has no concern with going forward with the new agreement.

10. Reports

a. President Report

No report

b. Executive Director Report

Training:

Natalie has consulted with lawyers, auditors and bankers about all of our changes going forward. She has developed a timeline from now until the end of the year to propose and implement the potential changes.

Fundraising/cost savings:

We are receiving donations from the appeal letter sent out (\$1,300 thus far).

We continue to plan the 40th anniversary and will look for sponsors for the big-ticket items
Marian Drake memorial donations: brainstorming on an outdoor area to honor her

General updates:

- We have a podium/app for 211. It is for resource searching and support. We are the trial agency for Community Centers.
- At our annual health fair, we served 55 people giving 98 vaccines!
- Tree trimming happened thanks to our very own Adam!
- New upcoming program-Strong Bodies via UW extension offering here Dec-Jan. No cost, reservation only.
- We are hiring for a Volunteer coordinator: Part-time 20 hours
- Saturday December 2nd, Winterfest host: Cinnamon Rolls with Santa in the morning and Community Bingo in the afternoon. Both involve H.S. Seniors.

- We set the date for our new name open house: Tuesday January 30th 5-7pm. 6pm is a short update/presentation. Board members please save the date for this stakeholder update.

c. Committee/Municipality Reports

No reports shared.

11. Meeting Dates/Agenda Items

- a. Next meeting date is Tuesday December 12, 2023 at 4:00 p.m.

12. Adjournment

Commissioner Louise Valdovinos moved to adjourn the meeting Secretary/treasurer Steve Ruegsegger seconded the motion and the motion passed unanimously.