

Sheshequin-Ulster Community Center  
**DRAFT** Board Meeting Minutes – March 22, 2017  
7:15 p.m. at The Rec Center, Ulster, PA

**ATTENDING:** Paul Bennett, Chris Kinner, Kim Babcock, Leigh Trasco, Michelle Harnish, Liz Chilson. **Absent:** Brian Moyer, Tim Brown, Shannon Searfoss.

Also in attendance for portions of the meeting: Laura Hewitt, Kurt Lafy and Gabby Briar.

The meeting was called to order at 7:20 p.m. by Paul Bennett, President.

**OLD BUSINESS:**

**Babcock/Chilson motion passed to approve the 1/18/2017 Board Meeting minutes.**

**NEW BUSINESS:**

Gabby Briar from Ulster Community Group attended to talk about the upcoming Ulster Crazy days which will be held on August 12 and 13<sup>th</sup> with yard sales and various activities being held around the town. She asked if the Rec Center would like to contribute in some way. Currently the plan is to offer a free Zumba class from 9:00 til 10:00 and dodge ball from 10:30 til 12:30.

Gabby also outlined a personal research project that she is currently working on regarding rural area nonprofit structure and the cost of administrative services. She requested a copy of a previous year's audit for her research purposes.

(After this discussion Gabby left the meeting.)

Laura Hewitt attended the meeting to request a change in auditors for the 2016 audit as Marsha Keston is not currently available.

**Babcock/Harnish motion approved to replace Marsha Keston with Rene Shores Wilson to act as second auditor for the 2016 audit.**

Laura also discussed with the Board the possibility of using the Rec Center's nonprofit status to get a Verizon Internet jetpack and unlimited data so she is able to continue working on a new website for the Rec Center. Any motion or vote on this issue has been tabled at this point.

(After this discussion Laura and Kurt left the meeting.)

Kim informed the board that it was brought to her attention by People's State Bank that Laura Hewitt's name remains as a signer on both the checking and savings accounts which we thought had been removed previously.

**Chilson/Kinner motion passed to have Laura Hewitt's name removed from the checking and savings accounts.**

The board also discussed the antiquated procedure of having two signatures on every check and the hardship it presents at times to find another person to sign checks for smaller expenses.

**Chilson/Trasco motion passed to require only one signature for checks under \$500 and anything over \$500 will continue to require a second signature.**

Also discussed was the amount of money that is being held in both checking and savings accounts earning very small amounts of interest. As there are no large projects pending at this point, the Board discussed purchasing CDs. Current balances at this time are: Checking \$9,618 and Savings \$21,300.

**Kinner/Trasco motion passed to grant Kim Babcock permission to purchase four separate 12 month CDs in the amount of \$5,000 each from People's State Bank; 5,000 coming from the checking account and \$15,000 coming from savings.**

Also discussed was the hardship of purchasing Rec Center supplies by volunteers using their own money and having to wait to be reimbursed. Buying skates and

other more expensive equipment online additionally is difficult without a credit card.

**Chilson/Harnish motion passed to apply for a credit card at People's State Bank in the Rec Center's name with a \$2,500 total spending limit and having four cards issued to the following board members: Paul Bennett, Chris Kinner, Kim Babcock and Leigh Trasco.**

Lastly the issue of petty cash has been talked about at Friday night skates. There are times when there are not enough smaller bills and coins to make change at both the door and the concession stand.

**Babcock/Chilson motion passed to keep \$50 in petty cash in the lockbox at all times.**

**Next Meeting:** April 5, 2017 at 7:00 p.m. at the Rec Center.

Meeting adjourned at 10:01 p.m.

Minutes submitted by:       *Leigh Trasco*