

SUGAR GROVE COMMUNITY BUILDING
Board Meeting Minutes (in-person)
June 18, 2024

6:30 PM

Roll Call: Trustee Stalcup, Trustee Sutton, Trustee Kowalzczyk,
Also, Present: Trustee Bobbe and Debbie DeBoer

Pledge of Allegiance

Public Comment: There is no public in attendance

Approval of Agenda for 6/18/2024 – Agenda reviewed. Trustee Stalcup makes a motion to approve the agenda, Trustee Sutton 2nds; Motion carried unanimously.

Approval of Minutes:

- a. May 21, 2024 – Budget Minutes - Trustee Stalcup motions to approve the open session minutes from May 21, 2024, Trustee Suttons 2nds; Motion carried unanimously.
- b. May 21, 2024 - Open Session Minutes - Trustee Stalcup motions to approve the open session minutes from May 21, 2024, Trustee Sutton 2nds; Motion carried unanimously.

Approval of Destruction of Audio Recordings from Closed Session Meetings for November 2022 or earlier. Trustee Stalcup motions to approve the destruction of any audio recordings from closed session meetings from November 2022 or earlier. Trustee Sutton 2nds: Motion carried unanimously.

Treasurers Report: Administrator (Debbie)

1. The Financial reports include the accounts payable and accounts receivable register for May 22, 2024, through June 18, 2024. The balance sheet is as of June 18, 2024. There is a profit and loss for the fiscal year and an employee payroll report for the current year-to-date.
2. Review and approve Sugar Grove Township Community Building accounts payable for May 22, 2024, through June 18, 2024. Check numbers 12149-12174. No debit card purchases were made. We had two payroll periods: May 26, 2024, and June 13, 2024.

3. Trustee Stalcup motions to approve the accounts payable for May 22, 2024, through June 18, 2024; Check numbers 12149-12174; No debit card purchases and two payroll periods: May 26, 2024, and June 13, 2024. The Board chooses not to approve the Profit & Loss report or the reconciliation discrepancy until next meeting after further clarification. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes.

Committee Reports

Administrator Report (Debbie)

1. May 23rd we have our elevator inspection (passed), along with the parking lot reseal and stripe. There have been lots of compliments.
2. The Auditors were in the last week of May. I gathered all requested information and completed a fraud interview. Was a busy week.
3. Newsletters went out the first week of June. We usually receive a bunch of inquiries for a couple weeks after for rentals.
4. June 4th I filed our budget.
5. I have been talking with Youngren's about our AC unit. They did the leak test on 5/24. It is leaking from the head unit in the parlor. Will discuss proposals and quotes.
6. One month away from the Corn boil. Please mark your calendars and be ready to volunteer! I will have the sign-up sheet to pick a game.
7. I provided the Fire Department with a key to building to grab and return tables at their convenience.
8. After the meeting today we need to mark our tables, so we know we get them back.
9. I have invoiced and received payment from the Township for their portion of the parking lot. They asked that I wait to deposit until June 19th

Scheduler Report (Debbie)

1. Ten (10) scout meetings (boy/girl/leader mtg)
2. One (1) Senior Lunch
3. One (1) Senior Game Day
4. One (1) Clothes Closet
5. One (1) Parlor rentals (HOA)
6. Four (4) Dining Room

Township Building Liaison

1. Blackberry Creek is running at 20 cfu's which is slightly lower than last month.
2. Food Pantry is still moving forward with using the spot in the community building parking lot. Doug is still negotiating with the new space owners.
3. The auditors have been working on our audit.
4. Jon mentioned he will help find someone that could stripe our basketball hoop lines on our new sealed parking lot.

Unfinished Business:

1. Parking Lot Reseal and Stripe

This project is complete. Next step is to stripe the basketball area for game play.

New Business:

1. Review Correspondence. - None
2. Review Proposals and Quotes

Youngren's Heating and Cooling

The Board reviewed Youngren's quote to fix the leak they found last month. Trustee Stalcup motions to approve the Youngren's quote to remove and replace 1 York head unit and adapt to the existing condenser, line set and electric, in the amount of \$2,309.00, Trustee Sutton 2nds; Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes.

Executive Closed Session – No.

Trustee Kowalczyk makes a motion to adjourn the open meeting at 7:06 pm Trustee Sutton 2nds; motion carried unanimously.

Our next regular meeting date is July 16, 2024, at 6:30 pm.