

Alano Club Board Meeting Minutes

November 14th, 2023

Meeting called to order at 4:00pm.

Attendance:

- Board members present (Zoom and in person at Club): Kathleen P., Kendra K., Tom C., Kelly Y., Deb A., Luther K., Paulette J., Randy B., Richard M.
 - Staff: Scott K. and Richard O.
 - Board members and Staff absent: None
 - Guests: None
1. Review of minutes from 10/10/23 meeting (prepared by Kelly Y). **ACTION** - Minutes need to be amended to show Scott K., Richard O. were also in attendance as staff members. Mike C., and Mike J. were in attendance as guests. Motion to accept amended minutes by Deb, Tom seconded, all in favor.
 2. Transition Update by Executive Steering Committee
 - a. Security:
 - Deb has all keys (including basement closet).
 - b. Finance:
 - Deb would like to distribute a Quickbooks print-out moving forward to show transactions.
 - Deb requests to withdraw \$20,000 from Community Foundation and put into checking. Motion to withdraw \$20K was motioned by Luther, seconded by Kendra. Discussion followed. Decided \$10,000 might be sufficient for now. Motion by Richard M. to withdraw \$10K, Luther seconds, Kelly opposed. Motion to withdraw \$10,000 passes with the stipulation that if we need more before January 1st, 2024 Kathleen has the OK to transfer \$10K more to checking from Community Foundation. **ACTION**- Deb will work with Scott to transfer \$10K from community foundation to checking account.
 - Discussion on holding a fundraiser this year. Motion by Richard M to have fundraiser this year with goal of \$10,000. Randy seconds. Luther opposed, all others in favor. **ACTION**-Deb, Luther, and Kathleen will meet as the fundraising committee to discuss options.
 - Trying to connect Wild Apricot software to Quickbooks. We are approved to process credit cards on Wild Apricot.
 - c. Club Cleaning/Club Manager Report
 - Richard O. informed that the air conditioners have been shut down and covered. GFS account was moved to electronic funds transfer.
 - List in locked closet downstairs with GFS product numbers of frequently ordered products.

- Jeanishia C. has signed a contract to clean the Club (\$300/month). Linda has given her a set of building keys.
 - Site Planning will plow snow when there is 2" at \$45 per visit. Will clear handicap spot and sidewalks.
 - Wojans has serviced the two furnaces for the year.
 - Richard O. is cancelling his Club credit card on 11/30/23.
 - The Club phone is attached to this card, so bill needs to be transferred to something else.
 - Club keys: Tom O., Dave M., Mike C., Jeanishia C., Richard O., Kendra K. (downstairs closet), and Deb A. have keys to the Club. Kathleen P. will be given Richard O's set. **ACTION:** Richard O. will put his keys in the Club safe.
 - **ACTION:** turn water to a trickle and remove handle on kitchen sink starting in January to prevent pipes from freezing.
 - **ACTION:** Richard O will get the board a list of vendors.
 - Richard O. left file boxes in the basement for the board to go through.
 - Kendra K. will take over ordering supplies from GFS. Jeanishia will communicate needs.
- d. Food for upcoming potluck/open speakers will be taken care of by Scott K./BASES and we will be ordering pizzas.

Meeting adjourned at 5:22 pm

Next board meeting:

Tuesday, December 12th at 4pm