

LPCC Board of Governors Meeting
Meeting minutes 2025-01-16

I. Call to Order

The fully remote meeting was called to order shortly after 6:00 pm. Natalie Roy served as Secretary for the meeting. In attendance were: David Newman, Ann Pitts, Natalie Roy, Kim Franklin, Elizabeth Wray, Jeannette Wick, John Ausink, Paul Showalter, Shelya White, Bill Anhut. No members were absent.

II. The minutes of December's meeting were unanimously approved.

III. Announcements and Administrative Items

- Request for waiver of rental fees and cleaning requirement.

Two Thomas Jefferson Middle School students made a presentation in support of their requested rental fee and cleaning waivers. They asked to use the LPCC for a community service project required as part of their IB program. Their project would be a Bingo Night to raise funds for a non-profit organization, PathForward, which empowers those experiencing homelessness to build a foundation of lasting stability.

VOTING ITEM: The Board approved the waivers unanimously, subject to certain conditions, including: the students' parents must sign a rental agreement, pay an \$800 security deposit, and assume full legal responsibility in accordance with the rental agreement. Students will coordinate with the Rental Agent in choosing an available Sunday afternoon for the event. Paul Showalter agreed to lend the students a wireless sound system and Bingo cards.

- Rescheduling Monthly BOG Meetings. Following limited discussion, Ann offered to send out a poll soliciting member views on the best day of the month for the monthly meetings.
- Kim Franklin announced she will resign from the Board, once a replacement has been identified. There will be an election at the LPCA's February meeting to identify a successor.
- Follow up request for new Secretary. No BOG members came forward, so it was decided that responsibility for notetaking would be rotated.

IV. Old Business

- Update on status of Lori Cruz/TNAG as rental agent and cleaning services provider. In sum, Ann and David reported that everything seems to be going smoothly and Lori already has received positive reviews. Lori's contract as rental agent and cleaning services provider has been signed, her training is complete,

she is now managing the LPCC Rentals email account, and communicating with prospective renters using approved communication templates, including the new rental agreement. Lori has completed 5 events. 4 of them decided to use TNAG Services for cleaning: 2 for post-event cleaning, 2 for full service: setup/take down, trash removal, cleaning.

- VOTING ITEM: Approve Susan Bell to be new trustee to replace Larry Myer (who no longer resides in or owns a home in the community), along with Rich Robinson and Gary Putnam.
- Insurance update - building replacement cost. John reported on communications with the LPCC insurance broker, who suggested a valuation of \$900,000 (increased from \$500,000), based on data we provided.
- VOTING ITEM: The BOG unanimously agreed on increasing the building replacement value to \$900,000 and paying the additional \$1,396 insurance premium associated with that change. John will also look into a future appraisal and review other questions.

V. Standing agenda

- A. Treasurer's Report was distributed electronically by the Treasurer.
- B. Rental Agent Report was distributed by the Chair in advance of the meeting and was discussed briefly at the meeting.
- C. Special Events

Rental income

| | |
|-------------|---------------------|
| DEC | \$ 5,112.00 |
| JAN | \$7662 .00 |
| 2024 | \$120,043.00 |
| 2025 | \$35,663.00 |
| 2026 | \$ |

- Member reports on:
 1. Pancake breakfast 1/25 - The event chair is Trish Montgomery. She is recruiting volunteers. A sign has been placed at the park advertising the event.
 2. Valentine Cupcake Sale 2/7 - 2/8
 3. Chili cook-off. Date has not yet been set and there is no firm commitment to host the event. Discussions continue.
- The BOG discussed possibly setting default dates for all annual events for inclusion on the rental calendar, to ensure dates are reserved, subject to change by event chairs, once selected each year. Paul Showalter noted the LPCA had started work on a similar initiative previously. He agreed to follow up with them.

D. Capital Improvements

- Discussion of installing moisture detectors for the basement as early warning for sump pump failure and freezing temperatures. Shelya pointed out that moisture detectors should be placed not only in the basement for sump pump failure, but upstairs in the kitchen and bathroom areas as protection for the hardwood floors. Ann will identify the best locations for installing units and report updates.
- A request for a member willing to represent the BOG on the Playground Renovation Committee was answered by Paul Showalter. He will follow up with the community members who already have expressed interest.

VI. New Business

- Discussion of initiative to recognize new donors since the cutoff date of the current poster. With BOG support, David will ask Liz Delmar to pull a list of all donors since June 24, 2019, which was the cutoff date for the current poster, because it was the date the renovation loan was paid off. Once that information is available, the BOG will consider whether the new list should have a minimum donation for recognition.
- VOTING ITEM: The BOG unanimously approved donating one birthday party for a child under 10, including waiver to allow self-cleaning and reduced security deposit (\$500), to the Long Branch PTA fundraiser auction, with the offer to expire in one year.
- VOTING ITEM: The BOG unanimously approved acceptance of Zelle (which has no administrative fees) and credit cards for payment of rental fees, cleaning fees and security deposits, provided associated fees are paid by the renter.
- VOTING ITEM: The BOG unanimously approved discontinuation of acceptance of Venmo, because Venmo does not allow a business to set up an account separately from a personal account.

Taking into account the preceding votes, the acceptable forms of payment now include credit cards, personal checks, bank checks, money orders, bank transfers (including from Quickbooks), Zelle and Paypal. Of those, only credit cards and Paypal have administrative fees. Ann will investigate how to use the BOG's Square account to accept credit card payments.

- The BOG discussed options for logos on LPCC correspondence, including the Rental Agreement, but reached no consensus. For now, no logo will be used.
- BOG participation in committees - The following BOG members will staff the committees listed below, which were formed by unanimous vote last month:
 - Outdoor Sign Placement Committee - Natalie

Purpose: To recommend placement of three historical signs outside in the park, in coordination with Elizabeth Sheehy.

- Rental Procedures Committee - Ann and David
Purpose: To develop recommendations and options for BOG consideration to streamline the rental process and improve customer satisfaction, including new technology, as appropriate.
- Noise Mitigation Committee - no members volunteered at this meeting
Purpose: To develop recommendations and options for BOG consideration for mitigating noise inside the LPCC and for monitoring it outside.
- LPCC Pricing and Usage Committee - Bill
Purpose: To develop recommendations and options for BOG consideration on balancing the time the LPCC is used for community events (that further our mission but produce no income) versus private rentals, understanding that income is needed to maintain and operate the LPCC and subsidize community events.

All committees should solicit community participation and additional community input, as warranted, and should report on progress monthly.

- The question of compensation of the outgoing rental agent for work done on potential rentals for specific potential 2025 events, where no signed contract or payment was received prior to 12/31/24, was discussed.
- VOTING ITEM: The BOG vote was split evenly (5 in favor, 5 opposed) on whether LPCC's books should be considered closed on 12/31/24, precluding any additional compensation to the outgoing rental agent for any purpose. Consequently, the BOG did not preclude the possibility of some additional compensation.
- VOTING ITEM: The BOG voted on whether the outgoing rental agent should receive partial commission for two specified events (events being considered for July 26, 2025, and October 11, 2025), for which no signed contract or payment was received before 12/31/24, with the stipulation that any commission payment would be made following the event, provided the renter signed the contract sent by the outgoing rental agent, and further stipulation that no additional compensation would be paid for any other potential rentals. The resolution carried, seven BOG members voting in favor and three opposed.

VII. Action Items

- Ann will send out a poll soliciting member views on the best day of the month and time for the monthly meetings.
- Paul Showalter will generate a list of annual events at the LPCC and follow up with the LPCA on efforts to standardize their dates.
- Ann will identify the best locations for installing moisture detectors as early warning for sump pump failure and freezing temperatures.
- Paul Showalter will form the Playground Renovation Committee by following up with community members who have expressed interest to join.
- Ann will ensure Zelle is added to the Wells Fargo bank account and to the rental agreement as an accepted form of payment.
- Ann will investigate how to use the BOG's Square account to accept credit card payments.
- Natalie will staff the Outdoor Sign Placement Committee.
- David and Ann will staff the Rental Procedures Committee, solicit community involvement and begin meetings.
- Bill will staff the LPCC Pricing and Usage Committee, solicit community involvement and begin meetings.
- David will provide Liz Delmar parameters for the donor list, so she can pull the list from her records.
- David will pursue required steps to put Susan in place as trustee.
- David will pursue required steps to install John Ausink as LPCC registered agent for the Commonwealth and Wells Fargo, as required to change signatories on the Wells Fargo account.

VIII. Adjournment at approximately 8:45 pm 😊