

LPCC Board of Governors Meeting Minutes 2025-08-05

I. Call to Order

Attendees: Elizabeth Sheehy, Ann Reimers Pitts, Natalie Roy, David Newman, Elizabeth Wray, Shelya White

Absences: Bill Anhut, John Ausink, Jeannette Wick, Paul Showalter

Note Taker: Natalie Roy

II. Review and Approval of June minutes – Approved unanimously

III. Announcements and Administrative Items

- Thanks to Bill, who received a \$1,769 grant from Arlingtonians for a Clean Environment for care of the trees in Lyon Park. This was a reimbursement made under their Tree Canopy Funds grant for emerald ash borer trunk injections.
- Elizabeth S. populated the three historical cases and an historical date marker was installed to the left of the front door. They look great according to BOG members. Elizabeth S. is going to add the official County proclamation to the display cases.
- Ann created a donation QR code & acknowledgement card templates. The QR code will be published in the newsletter.

IV. Old Business (David)

- New 12-month contract signed with Lori Cruz on 7/4/25. - She is doing a terrific job. Every Google rating she has received (9 of them) has been 5-stars.

V. Treasurer's Report (David)

- Treasurer's Message for FY2025 to be published in newsletter

The Lyon Park Community Center's ("LPCC") fiscal year ended June 30, 2025, reporting the ninth year of operations for the renovated Community Center. Rental income totaled \$119,292 – a \$10,531 decrease over the prior year.

Bank interest is a new revenue entry because the Board of Governors has placed cash not needed for operations in CDs at Main Street Bank.

Operating expenses increased mostly because of maintenance and repair costs, including about \$12,500 in HVAC repairs. Net Operating Income decreased by about \$2,000.

LPCC held unearned cash security deposits and prepaid rent for future rentals totaling about \$60,000 at the end of the fiscal year. The Community Center's Net Equity (cash balances held in bank accounts less liabilities, unearned security deposits and prepaid rent) increased to \$167,811 compared to \$118,266 for the prior year.

- July and August income will be reported at the Sept meeting

VI. Rental Agent Report

Rental income only (does not include fundraising and donations)

June 2025 earned rental income	\$ 13,650
Fiscal 2025 total rental income	\$119,292
Fiscal 2024 total rental income	\$123,902

- June/July report will be sent in August

VII. Building Maintenance and Capital Improvements

- Trash corral and trash cans power-washed and repainted

VIII. New Business

- September's BOG elections
 - John will be stepping down as Treasurer from LPCC and LPCA and will also be leaving the BOG.
 - Natalie Roy will be stepping down from the BOG to be more active in the LPCA. Michael Kunkler will be running for the BOG in Natalie's stead. He is also interested in the BOG's Treasurer position.
 - David and Ann asked for suggestions on how to recruit a Secretary for the new year. Discussion ensued with no resolution.
- Budget discussion
 - Spending comparison – Ann went through the previous three fiscal year's financial information in fine detail. Members asked questions to clarify their understanding. Members were comfortable with maintaining a reserve amount of ~150% of FY 2025's expenses, although no vote was taken to establish a threshold. We currently hold 146% of FY2025's expenses in cash reserve (\$167,811).

	FY 2023	FY 2024	FY 2025
TOTAL Income	\$129,405.19	\$159,765.75	\$153,206.66
TOTAL Expenses	\$88,178.96	\$104,318.44	\$114,916.17
PROFIT	\$41,226.23	\$55,447.31	\$38,290.49
RETAINED EARNINGS	\$62,285	\$118,266	\$167,811
Current retained earning are 146% of FY 2025 expenses.			

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- Proposed FY26 spending - Members discussed additional spending items that have been proposed by BOG and community members listed on the last page. A discussion of priorities ensued. Further discussion is planned for the September meeting when a budget vote is planned. More information will be supplied to the BOG before that meeting.

IX. Committee Reports

- Playground Committee (Paul)
 - Community survey results - The BOG discussed the results, which spanned a wide range of ideas, and looks forward to the Committee's recommendations.
- Rental Procedures Committee (Ann)
 - Rental contracts are now being sent and signed electronically (started in June). Going well thus far. Most people have moved from sending in checks to using electronic payment methods. (Zelle is the most common.) Security deposits are currently refunded once a month. We will start returning security deposits twice a month in September.
 - A new rental brochure has been printed and looks great, according to BOG members.
- LPCC Pricing and Usage Committee (Bill)
 - Ann mentioned the committee at the Centennial picnic to hopefully increase participation once it picks back up in September.

X. Special Events

- Lyon Park Centennial Event - Elizabeth Sheehy and team did an amazing job on organizing this incredible event. Elizabeth even repainted the historic Lyon Park Community House Sign facing Fillmore Street. Michael Kunkler and David Morgan staffed the bar and served signature drinks. Ann and Tagrid rocked the homemade ice cream stand. Brooke Alexander and Ann Felker took the helm of the tree tent. Helen (Pickleball ambassador) White and Natalie Roy did an excellent job running the pickleball jubilee. One suggestion during the debriefing: Natalie suggested that in the event of inclement weather, and there was major weather that day, we plan to hold, at least part of the event, inside. Others disagreed and thought if we moved the event inside no one would come. We should review the attendance at other inside LPCC events to see if there was also poor attendance.
- We have leftover ice cream from the Centennial Picnic (13 half-gallons). Ideas on how to use it were discussed but there was no resolution.
- The upcoming dates and help page in the June newsletter was very well designed and yielded two new volunteers to organize events.
- Spaghetti Dinner is currently planned for Sept 28 with a new organizer.
- Fall Food Truck Festival will not take place.

XI. Action Items

- David and Ann will provide the BOG with a proposed budget for the September meeting.

XII. Adjournment - 7:56 pm

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Proposed basic budget spending (beyond FY25 spending)

	High estimates	Notes
annual oven hood cleaning	\$ 350.00	actual cost
upcoming HVAC repairs	\$ 2,557.00	actual cost
inspection of and possible replacement of backflow preventer	\$ 2,500.00	could be \$300 if not replaced
programmable lock for front door	\$ 500.00	from Lori
cleaning of grease catcher in the basement	\$ 250.00	guess
scoping plumbing to identify smell in men's bathroom	\$ 400.00	guess from Lori
Selected painting of interior and other handyman items	\$ 3,000.00	guess
build second corral for recycling and organics bins	\$ 3,000.00	
Repair upper wood gables, if necessary	\$ 800.00	guess
Replace standard thermostats with programmable ones (\$400 each* 4)	\$ 1,600.00	estimate from contractor
Have a professional make make a video for the website	\$ 1,000.00	internet info
discretionary funds for community events (e.g.: 5 cleanings = \$1375)	\$ 3,000.00	
Total	\$ 18,957.00	

Maybes or later

Either fix plumbing based on scoping or Install vent fans in bathrooms	?	
paint entire exterior of the building	\$ 20,000.00	guess
Install new venting so that small upstairs room is not so hot in the summer	\$ 1,000.00	estimate from contractor
pay a professional to redesign our website	\$ 4,000.00	internet info
20 new tables	\$ 1,400.00	from Paul
Have a professional make recommendations/design on sound reduction material in the main hall	\$ 500.00	guess
Installation of sound reduction material in the main hall	\$ 10,000.00	Could be lower
Instant water heater in the small kitchen	\$ 500.00	guess
refinish the wood floor	?	need an estimate