

Dreamland Villa Retirement Community Board of Directors

March 13, 2019 6:30 p.m. Board Meeting Minutes

Corrected and Approved March 20, 2019

Welcome: Johna Sharp, President

Pledge of Allegiance.

Call to Order: 6:30 p.m. by Johna Sharp, President

Roll Call: Kathie Chismar, Secretary. Present were Johna Sharp, Earl Munday, Dan Hampton, Aggie Forsyth, Larry Thoma, Kathie Wissinger and Kathie Chismar. A quorum was present.

Approval of Minutes: Earl made a motion to approve the February 13, 2019 Board Meeting Minutes, the February 22, 2019 Executive Session Minutes, and the March 6, 2019 Study Session Meeting Minutes. The motion was seconded and passed unanimously.

Announcements: Johna reminded everyone that the Pancake Breakfast is March 16, the Read Hall Open House is Sunday, March 17, and Lumos Arts Academy is presenting the Wizard of Oz on March 28th, 29th and 30th. There is a cooking demonstration in Farnsworth on March 20th at 10am. There is a Special Board meeting on Monday, March 18 at 10 a.m. in Read Hall to elect officers for the 2019-2020 Board.

Johna reminded everyone to clear the pool area at closing time. She also reviewed the Bylaws that confirm the 3 recently elected board members were elected to 3-year terms.

Aggie thanked the Art Department for the Art Work in the multipurpose rooms and Jill Holleque and Linda Harriman for the assistance in putting it up. She also thanked Jill Holleque who lent one painting for display and Alicia Short who donated several of her paintings to the multipurpose rooms.

February 2019 Treasurer's Financial Report: Dan Hampton introduced a new format for the financial report that will appear every month in the Citizen. The full balance sheet will continue to appear on the website. He thanked Mark Novotny, Larry Scheider and Gloria Kellogg for their work on the Audit Committee. His report is on file in the office.

Administrative Service Report: Jack Babb, Administrative Service Manager, addressed the decrease in membership fees. One factor is the change in ownership at the Albany Street apartments. The previous owner paid part of their annual fee and the new owner does not. Letters went out late this year, so fees are still coming in. Follow-up letters have gone out, so we hope to recoup additional fees from those letters. The report is available in the office.

Standing Committee Reports: Reports, if available, are on file in the office.

Old Business:

Building and Grounds: Johna made a motion to rescind the motion passed on January 9, 2019 to purchase 2 pool covers for the Read Hall pools with reels not to exceed a total of \$1400. The motion was seconded and passed unanimously.

New Business:

Policies and Procedures: Earl made a motion to approve an Amendment to Personnel Policy and Procedure #103 to allow the Administrative Service Manager to set the work hours of the office and staff to meet the needs of the membership and add that 15-minute breaks are paid and an unpaid lunch break not to exceed 1 hour should be identified. The motion was seconded and passed unanimously.

Earl made a motion to approve an Amendment to Personnel Policy and Procedure # 403 identifying holidays immediately available after hire for full time employees and adding that non-fulltime employees are not eligible for Holiday Pay. The motion was seconded and passed unanimously.

Directory: Earl made a motion to postpone production of the 2019 Phone Directory until next season, with funds to be refunded as requested by advertisers. The motion was seconded and passed unanimously.

Entertainment: Kathie Chismar made a motion to allow one DVRC 2020 membership to be given away as a door prize at the 2019 Spring Fling, with funds to be pulled from the 2019 Entertainment budget. The motion was seconded and passed with 6 in favor and 1 opposed.

Finance: Aggie made a motion to move the Reda Duehr donation from the Cash Account to the Capital Reserve. The motion was seconded and passed unanimously.

Dan made a motion to approve charging the emergency purchase of a new freezer for Farnsworth Hall, in the amount of \$1692.89 to the Capital Fund Account, using the budget line for Farnsworth Hall Bandshell Improvements. The motion was seconded and passed unanimously.

Dan made a motion to accept the 2018 Internal Audit as provided by the Audit Committee as written. The motion was seconded and passed unanimously.

Building and Grounds: Earl made a motion to approve purchase of energy efficient windows not to exceed \$2200 for the Read Hall facilities. The motion was seconded and passed unanimously.

Committee Chair Appointment: Johna appointed Terry Tiehen as the Strategic Planning Committee chair. There were no objections

Adjournment: 7:58 p.m.

Open Forum: No open forum comments.

Submitted by Kathie Chismar, Secretary

Attachment:

[Administrative Services Manager Report](#)