

## Canton Community Center Minutes 3/27/17

This meeting began at 7pm as an unofficial meeting due to low board turnout.

Present at this meeting was Crystal Bell, Betty Hudnut, Jeremy Tryon, Kirby Clark, Katie Farr, and guests Richard and Barbara Pace from the American Legion...Richard is the Post Commander

Official Meeting began at 7:49pm, as Scott Robertson arrived.

- Announcements, Charles King has been moved to a committee position, which opens up a 2<sup>nd</sup> board position. The board was asked to think of and let Bell know of any potential board members.
- Richard Pace was present to request info on how to help the Canton Community Center get off the ground, and get running. Bell explained where we were at with the grant from the USDA and what any of the holdup was. Richard stated that he was thinking that the legion could help with support after the grant with material equipment in the building, such as a TV and volunteers during events. He did request that Bell give him as much notice as possible. He extended an invite to Bell to attend the Legion meetings, they meet each 2<sup>nd</sup> Tuesday of the month at 6:30pm currently at the Saints Avenue Café (until their building remodel is complete) He gave Bell the number for him to be reached at of 288-0115
- Bell then reviewed the Treasure report that Robertson had sent to her as to he would be late, his report is as follows;
  - Treasurer Report
  - ALL bills are paid. This includes: City water, garbage and trash, Century Link, Liberty Utilities, West Bend Mutual Insurance Company (Both policies - Not-for-profit Board D and O and the Package for the building).
  - Our checking account balance is:\$1410.87
  - Donations: \$3483.21
  - Investors: \$2193.78
  - In Robertson's email he also added;
    - We need to sell the truck and have a great Lasagna Supper.
    - I look forward to hearing about the grant and when I can start writing checks.
    - Additionally, I have not seen an invoice for the architect or the inspection for the lead and asbestos (I believe that was what it was for). Please let me know when those are in and due so that can be completed. Thank you all.
  - Bell noted at this time we need to increase the checking account amount that the following would be due soon, but with added notes:
    - Monte Stock \$2K
      - Note: this amount will not be due until we receive the final ok from the USDA to place the bid.
    - Asbestos Test \$270
      - This is the last amount that was quoted, but the company that we used may waive this fee
    - Bid Marketing \$250

- This will be due and is an approximate amount to place bids advertising out
    - Farmers Market Ads
      - This amount is not set, but it will be for marketing, more on this later
    - Membership Ads
      - This amount is not set, but is included as a reminder that there will be a lot of advertising we will need to do.
  - Bell reported that she got the Ameren Bill and Centurylink bill are now in the Centers name, Tryon reported that the website for the center is now in the centers name
- Truck—Clark reported that the individual who was very interested in the truck has not been able to secure funding, and Clark suggested that we try to auction it off.
- USDA update—the 3<sup>rd</sup> entry to the USDA has been submitted by Luanne. Bell suggested that when it comes time to send out bids, that we hand deliver the bids info to the local contractors and then place ads to reach further into the area.
- Marketing—Bell stated that Michael Rose from kickfm, that he is willing to assist us with advertising as much as possible on the radio for as cheap as possible, some items would be, the farmers market, glow run, building project, membership drive, and instructor advertising
- Committee Updates
  - Hiring Fitness –Farr reported that Bell and herself met to review applications, of the 6 or 8 they had, 3 of them were potential. Farr is going to talk with the YMCA to see if she can get any leads there, Bell talked with Emily from the Kroc and just recommended to advertise
  - Renovation meeting that was scheduled for tonight will be postponed due to no word back from USDA. No new date scheduled yet.
  - Organizational meeting is scheduled for April 24<sup>th</sup> after the regular board meeting, Bell, Robertson, and Tryon are on this committee
- Glow Run
  - The website will be updated with current info and the online registration form will go live on April 1<sup>st</sup>, which will begin the massive push for all advertising.
  - Sponsorships letters and phone calls, Bell has been working on letters, she will email them to the board for their review this week, so we have a chance to look them over so we can vote to send them out at the next board meeting.
  - Richard Pace requested a sponsorship packet be sent to him/Legion as to he would take it to his board so he would try to get a sponsorship for us.
  - Bell stated that she would like to see a black light booth more water and coolers, and port-a-potties needed this year
  - Clark stated he could do a sprinkler at his house as to he is on the race route
  - Bell mentioned Fryer would do signage for event and directional
  - Bell mentioned we need MORE awards, several age groups were discussed, such as every 10 years, Farr mentioned maybe under 12, 13-25, 26-40, and 41 and up for each sex, or something similar, this will be discussed more later.
  - Everyone was asked to think of areas they would like to work in.

- Dj has been booked and Bell mentioned that Michael Rose from kickfm may be at the event so there is logistics to work out if that is the case since Rose would be providing music as well.
- Clark said he has Tables and barrow trash bins
- Robertson Arrived—Official meeting was called to order at 7:49pm by Tryon and Bell
- Farmers Market
  - Bell received word that the land is a go from Keith Otte, for THIS YEAR, since he was able to work out a deal with the guy that is buying the land.
  - So far Bell has 7 vendors, and Tryon will update and send Bell the application and all pertinent info, in addition Hudnut and Farr would like info as well as to they may have items to sell. Tryon will send to all members by end of week all info.
  - Tryon reported he with the help from Bell was able to secure \$100 from Canton Tourism, it was discussed that this would be spent as follows.
    - \$75 on radio advertising with Michael Rose and Kickfm
    - \$25 on Facebook advertising by boosting posts at a rate of \$5 per week till gone.
    - This advertising will be to draw vendors and shoppers
  - Tryon will work on a logo to get to Bell for the farmers market, for a banner that Fryer agreed to make at last meeting to be placed on site. Banner needs to be in place by no later than April 15<sup>th</sup> as to this will serve as a portion of our marketing.
  - Signup was passed around for signup of dates to work. Dates are as follows...please email Tryon on any dates you can work. Requirements will be to arrive at 6am and stay till 1pm, basic requirements will be ensuring that vendors are registered with the center (displaying a permit) ensuring no major health code violations, and having a small booth for info about the center and possibly selling bottled water etc.
    - May 6<sup>th</sup>, Bell
    - May 20<sup>th</sup>, Robertson
    - June 3<sup>rd</sup>, Hudnut
    - June 17<sup>th</sup> \_\_\_\_\_
    - July 1<sup>st</sup> \_\_\_\_\_
    - July 15<sup>th</sup> Tryon
    - July 29<sup>th</sup> \_\_\_\_\_
    - August 12<sup>th</sup>, Farr
    - August 26<sup>th</sup> \_\_\_\_\_
    - September 9<sup>th</sup> \_\_\_\_\_
    - September 23<sup>rd</sup> \_\_\_\_\_
    - October 7<sup>th</sup> \_\_\_\_\_
- Cash flow was discussed during treasure report however a recap was given to Robertson
- Lasagna Dinner
  - Hudnut discussed what was still needed for the dinner in terms of food. Items needed are as follows please let Hudnut know of any items you can provide
    - Some additional dessert options
    - Silent Auction items
    - Small amount of cash to cover the cost of some additional items needed.
  - Hudnut passed around a sign up for tasks.

- Thursday if available please let Hudnut know when available however setup will begin at 9am and run till majority is done. Evening workers are signed up.
  - Friday, please get with Hudnut ASAP on what tasks you would like to do. In addition to find out what time you need to show up.
- It was also discussed that we need to have a FAQ brochure type thing that includes the following for handouts at dinner
  - What's taking so long
  - Fees for membership
  - What is membership
  - Opening info
  - Tentative schedule
  - Class ideas
  - Website
  - Upcoming events (farmers market, glow run)
  - Paper application for glow run with info
- Board meeting ended at 8:48pm