

East Berlin Area Community Center
Board Meeting Minutes
Monday, September 23, 2024

The meeting was called to order by Vice-President Heyser at 6:39pm.

Present: Robin Heyser (Reading Township/Vice President), Sam Leese (Paradise Township), Jennifer Stefanik, Treasurer (Member-at-Large), Jack Krenitsky (Washington Township/Secretary), Rob Blandy (Reading Township), Karen Wire (Paradise Township), Robbie Teal (East Berlin Borough), Ryan Groft (Hamilton Township), Laura Baker (Abbottstown Borough), Mark Malinowski (Washington Township), Lori Sherlock (Hamilton Township), and Alice Bosley (Bookkeeper), Chris Orndorff (Fitness Center Manager), and Pamalee Lady (Operations Manager).

Absent: Sherry Brown (East Berlin Borough/President) and Dennis Posey (Abbottstown Borough).

Motion to approve September 2024 agenda by Wire and second by Sherlock. Motion carried.

Public Participation: none

Motion to approve August 26, 2024 minutes by Wire and second by Teal. Motion carried.

Kimmel-Bogrette Presentation

- Matt McQuaide presented the first renderings of the Project 22 building layout and design

Committee Reports:

- Project 22 Report – Heyser
 - Capital Campaign Minutes
 - Project overview and Pre-Campaign Update:
 - Meeting with GMS and DAZA. GMS is working on RACP and LSA. LSA will be asking for fitness equipment to be replaced or added for the new building
 - Fetterman’s office is working with the USDA Carlisle office for grant options for \$5 million for urban development. DAZA has worked with them before. Better to use this grant for equipment and not construction. Anything relating to programs.
 - The EBACC Board will be receiving all the information and renderings for the new building at the September 23 meeting. We will review this information at the October Steering Committee Meeting.
 - Casey’s office is ready to send recommendation letters to support our mission.
 - Need to verify a FEIN number if not, we need to apply.
 - Events Ideas and Locations:
 - Adams County Chamber of Commerce Mixer at EBACC for an informational booth of Project 22 – January or February 2025
 - Sydney’s East Berlin may be a location for our core donors to date
 - Campaign Information and Materials Updates:
 - Videographer from DAZA interviewed Lady and Heyser about Project 22 for use in future material for campaign
 - Kimmel-Bogrette Site Feasibility Report will supply DAZA with much of the information and visual content needed to create materials to begin the campaign with our donor base.

- Governmental Funds Update:
 - Conversations with Senators Fetterman and Casey offices and will be meeting with their representatives on Oct 8th at 2 pm to show the EBACC facility and the future site of the center. Senator Fetterman's office representative is Christine Kauffman and Senator Caseys is Benjamin Martin. Ms. Kauffman reviewed the EBACC's concept and suggested EBACC ask for \$5 million of the earmarked monies available.
 - EBACC qualifies for USDA Federal Program that covers specifically libraries and community centers up to \$5 million dollars. We would also qualify for low interest loans if necessary.
 - There is a 2025 Statewide LSA \$1 million grant that covers land, building and clearing of land that we are pursuing for Project 22.
 - Senator Fetterman's office relayed a Shell Fund in Pennsylvania is from fracking is available as well, more information to come.
 - DAZA will continue to research more options for funding
- Donor Lists Review
 - Lehman reported on the lists of current donor list. Some of the lists provided were not on the current list. Heyser will make sure Lehman receives all lists.
 - Foundations are not included on this list.
 - Members who have not provided a list, Heyser will contact before the next meeting.
 - Matched committee members with donors for future contact.
 - Soliciting and Training will begin in November of this year, until this time, you should be making contact with your individual contacts to make them aware of Project 22
- Campaign Timeline:
 - Meeting Dates
 - Steering
 - Pre-Public
 - Kick-Off - 2026 Event
- Committee Structure and Implementation:
 - Steering Committee:
 - Campaign Chair, EBACC Operations Manager, EBACC Project 22 committee members, key EBACC Board members and Capital Campaign Committee members and additional influential philanthropists of our surrounding communities.
 - This committee will meet 3 to 6 times per year during the campaign to monitor and advise/manage the overall campaign effort.
 - Pre-Public Campaign Committee (Quiet Phase)
 - Campaign Chair, EBACC Operations Manager, and 5+ of the best volunteer solicitors from the steering committee
 - This Committee will meet monthly during the quiet phase until all lead gifts, board and committee members have been solicited and 65% or more of the working goal has been raised.
 - Kick-Off Committee: (Going Public)
 - Development Director, Board Liaison, Volunteers who love to plan events and are committed to the success of your campaign
 - Responsible for planning a celebration event announcing your campaign to the community.
 - Building Committee:
 - Who will serve

- Next Meeting Tuesday, September 10, 2024 at 6:30pm.
- Auxillia Donor Base – discuss on subscribing to program to track capital campaign. \$100 per month. Motion by Baker and second by Wire to sign agreement with Auxillia. Motion carried with one negative vote.
- Finance Committee
 - Stefanik presented the August Treasurer Reports. Motion by Blandy and second by Malinowski to accept the reports. Motion Carried.
 - Stefanik reminded committee chairs budgets are due October 4 to the Operations Manager.
- Fitness Center – Orndorff
 - Programs and Classes:
 - Group classes in session – no changes since last month
 - Open Gym for volleyball – no changes since last month
 - Fundraisers:
 - 5K had over 155 participants in both events (3K & Kid’s Fun Run)
 - \$2,740 in pre-registration revenue
 - \$65 in donations
 - Total of 20 Sponsors, \$5,926
 - Additional revenue also came in from day of event registrations and raffle tickets
 - Advertisements:
 - Advertisements for upcoming fitness classes and personal training submitted for Winter Newsletter, posted on Facebook and on website. Amilia is up to date. Fitness classes have been added to both bulletin boards. New pricing changes have been updated.
 - Car Show flyers delivered at 6 other car shows.
 - Car show posted on 41 online forums and chat groups.
 - Personal Training:
 - Active sessions: 8
 - Packages sold in August: 3
 - Total revenue for August: \$470.78
 - Equipment and Facility:
 - Membership Appreciation announced with details to come.
 - Life Fitness elliptical – replaced battery and wire harness
 - Staffing:
 - Charles Altland will be our new Fitness Attendant
 - Memberships:
 - 43 Silver Sneaker/Tivity members had 305 visits in July bringing in \$622.50 of revenue
 - Ashlink’s report was not available
 - August report is not out, Estimate for August: 33 RenewActive members that brought us \$740 in the month of August
 - Currently we have 149 active paying accounts in August which is 7 more than last month,

64 Single	41 Family	11 Seniors	33 Students
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- Ways and Means
 - Activities & Events
 - Summer Camp -- \$10,177.12 profit
 - 5k -- \$7,852.23 profit
 - Upcoming Events
 - 10/10-12 Indoor Yard Sale
 - 10/10 Apple Dumpling Sale
 - 10/26-27 Conewago Carver Show
 - Retail Sales
 - August Thrift Shoppe -- \$4,332.01 revenue
 - August Indoor Yard Sale -- \$2,381.00 revenue
 - Online Sales -- \$57.56 revenue
 - Kitchen – Wire
 - August Indoor Yard Sale -- \$491.09 revenue
 - Grants – no report
- Building & Grounds Report – Krenitsky
 - Gymnasium Floor Update: The East Berlin Borough will be voting on repairing and/or refinishing the floor in the gym by next board meeting.
 - 1B Air Conditioner – maintenance completed
- Personnel
 - Volunteer Hours for 280 volunteers donated 1538.25 hours
- Marketing & Promotion – Sherlock
 - Winter Newsletter deadline 10/1

Municipalities and Borough Reports:

- No reports

Old Business

New Business

For the good of the organization

Next Meeting – October 28, 7:00pm. Zoom available

Motion by Malinowski and second by Sherlock to adjourn. Motion carried.

Respectfully Submitted,

Robin Heyser, Vice President