

**ARCHER COMMUNITY CENTER ADVISORY BOARD MEETING MINUTES**

**Thursday, July 21, 2016 Time: 5:30 PM**

MINUTES, WHICH ARE PUBLIC RECORD, ARE NOTES TAKEN TO PROVIDE A SUMMARY MEMORANDUM OF MEETINGS OR HEARINGS AND CONTAIN ALL OFFICIAL ACTIONS TAKEN. MINUTES ARE NOT INTENDED TO BE A WORD FOR WORD OR VERBATIM TRANSCRIPTION OF THE MEETING.

**Quorum Present:**

ACCAB Liaison:	Commissioner Joan White
ACC Liaison:	Michelle Harris
Vice Chair:	Roberta Lopez
Board Members:	Sheila Brice
	Laurie Costello
	Iris Bailey
	Annie Studemire
	Frank Batey

**Absent:**

Sue Batey, Chairperson  
Patricia Wiggins  
Jacqueline Polke

**Staff:**

City Manager:	Zeriah K. Folston
Minutes Recorder:	Mary T. Flickinger

**I. CALL TO ORDER**

Vice Chair Lopez called the meeting to order at 5:35 pm. Vice Chair Lopez introduced Ms. Taryn Brown, Archer Branch Library Manager, as a potential Archer Community Center volunteer.

**II. CONSENT AGENDA**

**A. Approval of the minutes from the June 16, 2016, meeting.**

**MOTION**

Board Member Costello moved to approve the minutes from the June 16, 2016, meeting.

Board Member Bailey seconded the motion.

**PUBLIC COMMENT:** None

**MOTION CARRIED:** 6-0

Vice Chair Lopez stated that she would like to add the following items to the agenda: The Co-Chair's Report and the Little Princess Children's Program under New Business, Item C.

**III. REPORT TO THE BOARD**

Vice Chair Lopez stated that Chairperson Batey is unable to attend tonight as she is still recuperating. Vice Chair Lopez reported that the Health Fair was a successful event and thanked everyone for their assistance. Vice Chair Lopez thanked City Manager Folston for cleaning up the yard and noted that new MIA and POW flags were purchased, at a 10% discount, for the memorial. Steve Smith Construction will charge approximately \$250.00 to repair the men's bathroom. O'Steen Brothers will fix the cracked concrete at the front door free of charge. Watson Construction donated 3 yards of red mulch, which is an in-kind donation of \$179.00, but she is still waiting for a response from Lowes regarding their donation of 20 bags of mulch and bark.

Pat Wiggins has stated that she is resigning from the board due to time constraints. Vice Chair Lopez thanked the board, Commissioner White and her son, for cleaning up the building after the recent repass event. Vice Chair Lopez stated that she has started her fundraising mail out and needs assistance to type labels. Plumb Creek was contacted regarding the possibility of applying for their foundation grants.

#### **IV. OLD BUSINESS**

##### **A. Health Fair Discussion**

Vice Chair Lopez stated that this was covered under her report.

##### **B. Technical Training – set date**

City Manager Folston stated that he would like to find out when the Board is available and coordinate the training around schedules. The Board decided to meet for training on August 3, 2016, at 4:00 pm.

##### **C. ACC Brochure Revised**

Board Member Bailey reported that the brochure looked good, but she could not remember the number of chairs that needed to be recounted. Vice Chair Lopez stated that an inventory has been made and the chairs that were over at the Old Fire Station have been moved to the Public Works barn.

Board Member Costello inquired if the board wanted to add to the brochure that additional chairs were available upon request. Board Member Batey stated that he agrees with the consensus of the board, that if people ask if we have more chairs, we can offer, but it is not necessary to advertise this as it will create more work.

##### **D. ACC Guidelines and Use Policy- revised with the New Rates**

City Manager Folston stated that new policies have been added to the guidelines that renters must adhere to while renting the building. Volunteers will also have a check-off list to use at the end of each event. Vice Chair Lopez stated that the additional policies were added because these issues were seen during events and needed to be addressed for safety and preservation of the building.

##### **E. Fundraising Update**

Vice Chair Lopez stated that she is in the process of identifying avenues of financial support. An Excel spreadsheet will be created to record donations and other pertinent information.

Board Member Costello asked if there was any remaining room to begin selling bricks again.

Vice Chair Lopez advised looking in the files to find the name of the man who performed the work as a start to begin selling the rest of the bricks. Ms. Satori Days volunteered to make the labels for the mail outs.

##### **F. Community Center Repairs – Report from City Manager**

City Manager Folston stated that he is planning to find a company to provide a mass cleaning of the facility. The City spray-washed the concrete out front and will spray the overhang next week. Trees and hedges have been trimmed and trees were removed from the drainage area of the retention pond. The City is planning on painting the stage area and when sample colors are available, the board will meet to decide how to proceed.

##### **G. Humanities Grant – Board Member Report**

Board Member Costello reported that the categories for applying for the Humanities Grant include: Lectures, panel discussion, reading and discussion groups, film series, oral history projects, exhibits, and development of cultural resources that compliment public programs. Submission due dates are August 1, 2016 and October 3, 2016, with grants ranging up to \$5,000.00. The application can be filled out on line, but more information is needed to proceed. This item was tabled until a sub-committee could be formed and the board could bring their laptops to view the information on line together.

**H. Revised Volunteer Form**

Vice Chair Lopez stated that Ms. Satori Days will work to on revising the information in the Volunteer Form but the original form is still usable for right now until the new form is presented.

**V. NEW BUSINESS**

**A. Back-to-School Event – ACPO and the City of Archer**

Vice Chair Lopez stated that the Back-to-School Event will be held on July 23, 2016, from 3-5 pm. The Diamond Divas & Gents exercise class is free but dates should be checked to verify where classes will be held.

**B. Planning for Future Events – ACCAB Halloween Party – need Chair**

Vice Chair Lopez asked if anyone would like to plan and Chair the Halloween Party. The Halloween Party name was changed to the Fall Event because some people may not approve of Halloween.

**C. Little Princess Program**

Vice Chair Lopez asked Mary Flickinger to present the details of the Little Princess Children’s Program. Ms. Flickinger researched the program for consideration as a possible addition to the ACCAB youth events. The program is design to give children confidence in a variety of social situations encountered in life.

**VI. CITIZEN COMMENTS**

None

**VII. COMMITTEE COMMENTS**

None

**VIII. MOTION TO ADJOURN**

**MOTION**

Board Member Bailey moved to adjourn the meeting.

Board Member Costello seconded the motion.

PUBLIC COMMENT: None

MOTION CARRIED: 5-0. Time: 8:20 pm.

  
Roberta Lopez, Co-Chair

  
Zeria K. Folston, City Manager