

**Yarnell Regional Community Center
Board Meeting Agenda
May 12, 2020 (meeting held via Zoom)**

1. Review and approval of minutes from April 14, 2020
2. Reports
 - A. Treasurer's report: Rebecca
 1. Challenge Results
 2. LDR Report
3. Management
 - A. Training outline for Cyndy
 - B. Welcoming/introduction process for Cyndy
 - C. Updates: Curbside Takeaway
 - D. NACOG offer (3-parts) a. Reimbursement b. MOW Wish List
 - E. Gift for Angie
 - F. Website update
 - G. Re-opening: congregate dining, thrift store
 - H. Contract for ED
 - I. Inventory Process
 - J. Clean/paint office
 - K. Address the roof leak problems
 - L. Recycle aluminum cans
4. Blood Drive
5. Appointment of Michelle Jacobson to Board of Directors

Meeting was called to order at 2:30pm by Frances Lechner, President

Board Present - Frances Lechner, Rebecca Wilks, David Devaney, Roxie Barringer, Leah Tidey

Board Absent - Joyce Dennison

Note - Gale Henry has resigned from the Board of Directors of the YRCC

Staff Present - Cyndy Evans, new Executive Director

Guests Present - Michelle Jacobson

Minutes of April 14, 2020 - motion to approve was made, seconded and carried.

REPORTS

Treasurer - In file and available to all at meeting. Motion to approve was made, seconded, and carried. **Challenge Results** - to date over \$10,000 raised.

Development Coordinator - Presented and in file.

BUSINESS

Training Outline - Cyndy will be going with the MOW drivers to learn routes. Working with Frances, Kim Lytle and Board members to learn functions of the YRCC. Goal is to independent by June 1.

The Board of the Yarnell Regional Community Center (YRCC) authorizes Cynthia Evans, as the new Executive Director of the YRCC to be added as a signer to the checking account effective immediately. Effective immediately, Mike Dixon will no longer be an authorized signer on the checking account for the YRCC. Motion to approve Roxie Barringer, 2nd by Rebecca Wilks, all in agreement.

Welcome/Introduction - Facebook, YRCC website and newsletter, notices going out to Community with information about new Executive Director.

Curbside Take-Away - Begun on Monday, April 13. People are following protocol and phoning in the day before and leaving a message. Most are NACOG clients already but for those who are not we are getting phone numbers and date of birth. Average 10 meals a day are being collected, with Chicken Enchilada day being 25 meals. YRCC volunteers and Board members are managing the program.

NACOG Offer - Incurred expenses can be sent to NACOG for reimbursement. \$6-\$7K will be submitted by Friday. **MOW Client Wishlist** - YRCC has been given the opportunity to purchase and deliver needed supplies to NACOG MOW clients with a cap of \$100 per client. 32 MOW clients qualify. Purchase supplies from local businesses. Roxie to put master wish list together and check with NACOG and the YRCC Board before it goes out to MOW clients.

Gift for Angie - Appreciation gift to acknowledge her efforts during this crisis. Thank you note and cash gift, coming out of YRCC budget.

Website - Website is being maintained and updated and is current with minutes, menus, notifications. Need to add picture and bio of Cyndy Evans, David Devaney, Roxie Barringer, and Michelle Jacobson.

Re-Opening - NACOG is recommending to NOT open Congregate Dining. Check with NACOG weekly to get updates, possibly open in a month. Thrift Store - Thrift Store Manager provided a detailed suggested Guidelines for Re-opening the store. ED to talk with other thrift stores and see what they are doing. ED and Thrift Store Manager to coordinate rules and possible opening date in the next month. Board to review Guidelines presented and send thoughts/ideas/suggestions to ED.

Contract for ED - Signed. Board will conduct performance review in August after the four-month probation period and review contract.

Inventory Process - David provided a detailed Thrift Store Operations Analysis on inventory procedures that will be reviewed by the Board and ED. Board to send thoughts/ideas/suggestions to ED.

Clean/Paint - A thorough cleaning inside and outside before re-opening of thrift store and dining room; including landscaping.

Roof Leak - Clean the ceiling and fix roof leaks. Grant monies from Del E. Web Center can be used for this. Will know if the grant is approved in July.

Recycling - The payment for aluminum cans is .48/pound. Possibly have plastic barrels at the YRCC for storage. Cyndy volunteered to take the cans to Wickenburg and will inquire about cardboard as well. Possibly begin a program in June or July when the Thrift Store re-opens. ED to investigate further and make decision.

Blood Drive - Rebecca has inquired with the American Red Cross about hosting a blood drive at the YRCC in the dining room. Red Cross needs a space, volunteers and help from YRCC with publicity.

Appointment of Michelle Jacobson - Motion was made, seconded, carried for Michelle Jacobson to join the Board of the YRCC and fulfill the term of Gale Henry, who has resigned. This term expires in February 2021.

Adjourned at 4:10pm

Next Board meeting June 8, 2020 either at the YRCC at 2:30pm or via Zoom.