

Kingsport Community Association (KCA) Meeting Summary Jan 7th 2025

- Regular Meetings: Scheduled every third Tuesday of the month.
- Upcoming Meetings:
 - Community Meeting: Third week of February (18th)
 - Financial Meeting: February 4th, 7 PM (with Christy Bishop, financial advisor).

Board Members and Roles

- Dave Upton: President
- Ken: Vice President
- Leah: Treasurer
- Tassi: Secretary
- Howard: Board Member
- Hazen : Board Member
- Anne: Board Member
- Pamela: Board Member
- Sharon: Board Member
- Peter: Board Member

***Motion to accept new positions : Proposed by Ken, seconded by Paul
Motion passed***

Key Takeaways

- Next budget meeting scheduled for February 4th with financial advisor from Valley Credit Union to discuss investment options
- Playground project budgeted for \$38,000, using funds already on hand
- Several maintenance projects identified for Lloyd Center, including roof repairs and basement moisture issues, pavilion painting refresh.
- New volunteer needed to take over hall manager responsibilities from retiring member, Liz

Budget Review Process

- Reviewed expense side of budget line-by-line
- Revenue side to be addressed later due to unknowns, especially around canteen operations
- Aiming to have draft budget ready for community review 2 weeks before approval meeting

Facility Maintenance

- Lloyd Center roof needs shingle repairs on overhangs, estimated \$2-3k
- Basement moisture issues to be addressed with fans and decluttering, budgeted \$3k
- Canteen exterior needs staining, ~\$500 for materials

Financial Planning

- \$72k in operating account, \$38k earmarked for playground
- \$13k in contingency funds across various accounts
- Several term deposits coming due January 16th, decision on reinvestment postponed

Staffing & Volunteers

- New hall manager needed to replace retiring Liz
- Responsibilities include managing rentals, supplies, and basic oversight
- Considering splitting duties among multiple volunteers

Community Engagement

- Exploring ideas for increased community use of facility, especially evenings
- Suggestions include game nights, exercise groups, educational presentations
- Need volunteer to coordinate new programming initiatives

Committee Updates

1. Building and Maintenance

- Chair: Hazen (seeking volunteers).
- Projects:
 - Lloyd Center: Roof shingling, basement mold addressed with free labor (materials funded).
 - Temporary washrooms in place, pending engineering report more permanent washrooms may be in the future.
 - Canteen exterior painting (Hazen organizing).

2. Canteen Operations

- Federal grant application submitted; provincial grant pending.
- Claire expressed interest in the manager role (profit-sharing model). She will submit a proposal soon for the board to review, another interest John Taylor who has managed local restaurant establishments before.
- Concerns raised about board members earning revenue from KCA operations, will look at by laws and make necessary changes.
- New equipment? Potential purchase of fryers.
- Ken staying on to support new management.

3. Playground & Park Committees

- Pleasant Street Park: Led by Jessie.

- Playground: Led by Valerie
- Anne: Board liaison for both committees.
- 4. **Waterfront/Boat Launch Committee**
 - Chair: Dave, supported by Howard.
- 5. **Special Committees**
 - Comfort Centre: Howard.
 - Communications: Denise Grant and Tassi McQuade.
 - Fundraising & Events: Pamela Matheson (seeking financial clarity).

Hall Management

- **Seeking a Hall Coordinator for:**
 - Key code access.
 - Cleaning and supply management.
 - Hall rental coordination and bookings.

Budget Overview

- **Key Allocations:**
 - Playground: \$38,000.
 - Gala Days: \$3,000.
 - Insurance (Property & Liability): \$7,550.
 - Repairs & Maintenance (EMO Center): \$600.
 - Canteen: \$2,500.
 - Lloyd Center: \$3,000.
 - Utilities (Power, Oil, Water, Internet): \$8,200.
 - Miscellaneous Community Needs: \$500.
- **Key Projects:**
 - Grant for AED update?
 - Potential investment changes to be discussed February 4th with Credit Union representative.

Community Engagement Initiatives

- Game nights, social evenings, and presentations proposed.
- Volunteer needed to coordinate events.

Budget items proposed adjustments by board:

- Volunteer gift to \$400
- Purchases for KCA \$800
- Amortization Expense \$4000
- Gala days expenses- \$3000
- Insurance property- \$2800
- Liability insurance, two policies, oil tank, base general, \$4750
- Square- \$1000

- First Data can be removed
- Office supplies- \$400
- Special event fundraiser cost- \$1500
- Technical Devices & Software
- Property Taxes - 850
- Playground \$38,000
- Park- \$1000
- Donations & Gifts- \$500
- Repairs & Maintenance EMO centre - \$600
- Canteen- \$2500
- Lloyd Center- \$3000
- Waterfront- \$1000
- Park- \$500
- Kitchen- \$200
- Cleaning- \$850
- Kitchen Equipment and appliances- 0
- Telephone- \$400
- Internet- \$1300
- Web hosting- \$1095
- Water- \$400
- Electricity/Power- \$4000
- Oil- \$2500
- Rental fee- \$200
- Misc Expenses- 0

Next Steps

- Sharon to contact Christi Bishop at Valley Credit Union about Feb 4th meeting
- Dave to compile draft budget in spreadsheet and distribute to board
- Tassi to look into community volunteer for new Hall coordination
- Sharon to ask Dawn about taking on supply management for cleaning and inform on increase in pay
- Board to review term deposit options after meeting with financial advisor
- Pamela: Explore community grants and fundraising ideas.