



## MINUTES

### BOARD OF DIRECTORS MEETING

Wednesday, April 23, 2025 - 2pm

West Center Auditorium / Zoom

**Directors:** Kathi Bachelor (President), Candy English (Vice President), April Hasson Hillard (Secretary), Nellie Johnson (Treasurer), Bart Hillyer (Assistant Secretary), Steve Reynolds (Assistant Treasurer), Dave Barker, Barbara Blake, Marge Garneau, Bev Lawless, Lanny Smith, Scott Somers (non-voting)

**Staff Present:** Nanci Moyo (Administrative Supervisor), David Webster (CFO), Natalie Whitman (COO)

**Visitors:** 10

### AGENDA TOPIC

#### 1. Call to Order / Roll Call – Establish Quorum

The President being in the chair and the Secretary being present.

President Bachelor called the meeting to order at 2pm MST. Secretary Hillard called the roll; quorum established.

#### 2. Amend/Adopt Agenda

**MOTION: Director Blake moved, Director Hillard seconded to adopt the Agenda.**

**Passed: unanimous**

#### 3. President Report

- Volunteer luncheon was held, with 45 volunteers attending.
- Thanked members for attending the Board meeting.

#### 4. CEO Report

##### A. CEO Monthly Report

- West Center Lapidary Club expansion is at 60 percent design. Working to get a Design/Build Contractor for the Lapidary expansion. A bid was put out and the contractors are being interviewed. A contract will be awarded at the May meeting.
- West Center Artisan Shop construction is moving forward. The shop will be closed till the end of May.
- Metal Shop expansion project is moving forward with a contract on the Action Items at today's meeting.
- Desert Hills Locker Room expansion project and the supporting joist for the Kiln Club is moving forward with a contract on the Action Items at today's meeting.
- Desert Hills pool is at 60 percent design with equipment completed. Cost estimates will be coming, then a permitting and going out for bid.
- Pickleball Court expansion project (a club funded project) is moving forward.

#### 5. Presentations

##### A. Quarterly Financial Report

- This is the first quarter financial summary for 2025.
- Revenue is 4.3 percent behind from the budget. Currently Recreation (programs and instructional classes) budget is 25 percent down, and the expenses for Recreation are also down. Recreation team is working on reversing these numbers.
- Capital Revenue is up by 2.7 percent due to housing sales being up slightly. The projection for the rest of the year is under budget by 3.2 percent due to uncertainty in the housing market.
- Expenses are down by 7 percent of the budget.
- There are inflationary pressures with costs of maintenance and building costs.
- Conservatively projecting a \$105,000 deficit for the year. Conservative approach to forecasting for the next three quarters.
- Investments performance are down from the benchmark and this will be watched by the Investment Advisors.

**6. Committee Reports – Reports were received and placed on file.**

- A. Audit
- B. Board Affairs
- C. Fiscal Affairs
- D. Investments
- E. Nominations & Elections
- F. Planning & Evaluation

**7. Consent Agenda**

**MOTION: Director Blake moved, Director Johnson seconded to approve Consent Agenda.**

**Passed: unanimous**

- A. Minutes:
  - BOD Regular Meeting Minutes: March 19, 2025
  - BOD Special Board Minutes: March 26, 2025
  - BOD Special Board Minutes: April 9, 2025
  - BOD Work Session Minutes: April 16, 2025
- B. Financial Statements:
  - March Financials

**8. Action Items**

- A. Acceptance of Draft Audit

**MOTION: Director English moved, Director Blake seconded to accept the Draft Audit.**

**Passed: unanimous**

- B. Award Contract for Metal Arts Improvements

**MOTION: Director English moved, Director Blake seconded to approve a budget adjustment in the amount of \$243,000, award a contract for the Metal Arts Improvements Project to Building Excellence in an amount of \$207,278 and authorize staff to expend up to an additional ten percent in change orders, if necessary.**

**Passed: unanimous**

- C. Approve Desert Hills Locker Room Concept and Award Contract for Both Locker Room and Ceramics Kiln Room Improvements

**MOTION: Director English moved, Director Blake seconded to award a contract for the Desert Hills Locker Room and the Ceramic Club Kiln Room Improvements to Building Excellence in an amount of \$343,822, and authorize staff expend up to an additional ten percent in change orders, if necessary.**

**Passed: unanimous**

D. Announce Committee Members to the Board

President Bachelor shared the Committee members for the 2025-26 Board year as listed in the Meeting Book.

E. Discuss Approval of Annual Meeting Minutes

**MOTION: Director Johnson moved, Director Blake seconded to approve the Annual Meeting Minutes from the 2024 Annual Meeting.**

**Passed: unanimous**

F. Approve the Proposed Board Calendar

**MOTION: Director Johnson moved, Director English seconded to approve the Annual Board Calendar by meeting each month except for July and December.**

**Passed: 10 yes / 1 no (Hillyer)**

G. Lapidary Expansion Budget Adjustment

**MOTION: Director Hillard moved, Director English seconded to adjust the 2025 Capital Budget by moving the \$43,000 from the gas manifold line item to the Lapidary/Artisan Shop Expansion line item.**

**Passed: unanimous**

9. Member Comments - 0

10. Adjournment

**MOTION: Director Blake moved, Director Hillyer seconded to adjourn the meeting at 3:11pm.**

**Passed: unanimous**