

# Minutes

# Michael Solomon Support Committee

2/6/99

10:00 AM – 12:45 PM

Michael Solomon Pavilion

**Type of meeting:**

Regular meeting of the Michael Solomon Support Committee

**Attendance:**

Chair ..... Ed Cordray / Leslie Hyll

Treasurer ..... Marilyn Peck

Date'N 8s ..... Hugh Murty

Dayton Contra Dance Club ..... *not represented*

Dayton Whirlaways ..... Phil Baumer

Fayvorite Rounds Round Dance Party .... Elaine Stocker

Gem City Squares ..... Karin Gurr

Golden Squares ..... George Heinz

Miami Valley Callers Association ..... *not represented*

Miami Valley Dance Council ..... Jean Aills

Miami Valley Folk Dancers ..... Michael Clark

Miami Valley Round Dance Club ..... Roy Gurr / Joanne Murty

National Carousel ..... Clarita Maples

Rounds By Jobe ..... Charles Jobe

Tuesday Afternoon Plus ..... *not represented*

Washington Two by Fours ..... Harvey Pierce

Other attendees:

John Stocker, Mildred White, Don & Margaret Cobbs, Jean & Bob DeRegnaucourt

**1. Miscellaneous opening remarks:**

- a) There was a question as to where the white schedule book has disappeared. Jean Aills said she had directed her newly appointed scheduler to take the book. Ed Cordray pointed out that the schedule book on the counter was only a copy and that the new scheduler needs to get together with Ed to transition the official schedule materials.
- b) Ed requested that each club inform him of who has what cabinets in the Pavilion. Some Pavilion items have recently been put away (coffee filters, speaker cords) with club stuff. We know it happens accidentally when someone doesn't know what belongs to the Pavilion and what belongs to the club. We will endeavor to mark these items as belonging to the Pavilion.

- c) A club recently called to ask if we had seen some pipe that belonged to them that was apparently stored in the table closet. If you know of its whereabouts, please inform Ed Cordray. Clubs - please - if you store something in the Pavilion that is not locked up in your cabinet, clearly mark it as yours. Otherwise, it is likely to be thrown away. In general, clubs should not be storing items in the Pavilion if they don't fit in your cabinet. If you really must, please contact Ed Cordray so we know it is there.
- d) We still have not received Club Delegate forms from several clubs. Please get these in ASAP. The information on this form is the only information we officially know about your club. We don't know who your officers are, we don't know who your Council representatives are, we only know what you put on the Club Delegate form. The delegates are the only people we will officially communicate with, so it is very important that you fill out and return the form. Please. Yesterday.

## **2. Minutes:**

We took a few moments to review the minutes from the last meeting (10/24/98). Roy Gurr moved that the minutes be approved as submitted; Karin Gurr seconded. Minutes were accepted.

## **3. Treasurer's Report:**

Marilyn Peck reported the treasury balance, as of January 1, 1999, is \$16560.51.

## **4. Decoration Committee Report:**

Joanne Murty reported that they spent \$167.73 for the Christmas tree used in December. Approximately \$80.00 was spent on Valentine's decorations. The committee submitted a bill for \$248.20 for the combined Christmas and Valentine's decorations. General comments from the MSSC were that the decorations have been very nice. Karin Gurr & Joanne would appreciate your suggestions and comments. Their plans are not complete for the rest of the year.

## **5. Cleaning Committee Report:**

Marilyn Peck had no comments.

## **6. Introduction of Attendees:**

At this point, we took a moment to have each attendee introduce himself.

## **7. Discussion of MSSC Method of Operations:**

At the last meeting, upon the MSSC's adoption of a Method of Operations (to the extent that it does not conflict with the Council Bylaws), Leslie Hyll was tasked with presenting a proposal to the Council that they grant the MSSC the responsibilities and authorities as stated in Article I of the adopted Method of Operations. Leslie reported that the proposal was presented at the November Executive Board meeting. The Executive Board had several objections to the proposal. The Executive Board was asked what they would prefer instead. The suggested changes were:

- a) With regard to Maintenance - they wanted a \$500 dollar limit on expenditures that the MSSC could approve without additional Council approval.
- b) With regard to Improvements - they wanted all improvements to be approved by the Council.
- c) With regard to Schedule - they agreed that the MSSC could appoint the Pavilion Scheduler.
- d) With regard to Usage Fees - they wanted fees and time blocks to be approved by the Council.

Given this input, Leslie informed the Executive Board that she would not be presenting the proposal to the Council, but would instead return to the MSSC for further direction. Also during this discussion, Bob DeRegnaucourt, President, expressed his opinion that the Council should approve the MSSC Method of

Operations. Leslie reiterated that the Method of Operations should be internal to the MSSC and should not have to be approved by the entire Council.

It was the MSSC's intention to continue to work on the Method of Operations. However, before we had a chance to meet again (the MSSC January meeting was rescheduled due to weather), the new Executive Board appointed an ad hoc committee to "draft a final set of guidelines for the MSP Committee." This ad hoc committee is made up of Bob DeRegnaucourt, Charlie Prass, Don Cobbs, John Stocker, and Iris Maloney. Leslie pointed out that the MSSC was not informed that this committee was being formed and no one from the MSSC was asked to participate. Next, Leslie asked Bob DeRegnaucourt to provide an explanation of what was going on.

Bob indicated that the Council was only trying to put together what they felt the responsibilities of the MSSC should be and that the ad hoc committee was prepared to present their MSSC guidelines to the MSSC. Bob distributed a copy of their proposed guidelines. We took a few minutes to read through these proposed guidelines. Bob noted that the ad hoc committee started with the MSSC Method of Operations, so the proposed guidelines are similar. Then Bob pointed out some of the salient points:

- a) Definitions are provided for the terms "maintenance" and "improvements"
- b) The MSSC would submit a budget for approval to the Council
- c) Two Council trustees are added to the membership of the MSSC
- d) All schedule and usage fee sections have been removed
- e) The office of treasurer has been deleted as usage fees are to be put in the Council treasury instead of a separate MSSC account
- f) The Council trustees assigned to the MSSC are each given a vote regarding changes to the guidelines.

Before going further with these proposed guidelines, Leslie pointed out that we would not be able to come to a conclusion today, as the committee needs to have time to carefully review the full text. Additionally, as the MSSC has adopted the MSSC Method of Operations we have to follow the rules of that document that require changes to be submitted to the Club Delegates at least two weeks in advance of the meeting.

Leslie pointed out that just from her initial perusal there were some issues:

- a) The description of the MSSC as being an appointed ad hoc committee is in conflict with the Council Bylaws.
- b) The MSSC Chairperson is described as being appointed by the MVDC President, which is in conflict with the Council Bylaws that say the Chairperson is selected by the members of the MSSC.
- c) The MSSC not having a separate fund from the MVDC treasury is in conflict with Council Bylaws.

Next Leslie asked for some immediate feedback from the MSSC members. Several comments were given. There was a discussion of where the MSSC money should reside, MVDC Treasury vs. MSSC account. There was discussion that it is difficult to accomplish things because there are three meetings that must be hurdled before a proposal can be approved. There was discussion of animosities between past MVDC officers and past MSSCs and that the current people involved are not those people; that roads run both ways; and that we need to learn to trust each other again as we are all the same Council.

A Club Delegate suggested that a sub-committee be formed, with an equal number of members as the Executive Board's ad hoc committee, to meet with the ad hoc committee to work out issues and come to an agreement on a guideline proposal. As this would have formed a joint committee of 10 people, it was felt this was too large a number to work effectively together. Leslie then asked Jean Aills, MVDC President, if she would agree to a smaller ad hoc committee to meet with a MSSC sub-committee, say 3

people, and she agreed. Karin Gurr moved that MSSC appoint an ad hoc sub-committee to work with the Executive Board's ad hoc committee to continue development of MSSC guidelines. Seconded by Joanne Murty. Motion passed. Volunteers Leslie Hyll, Stuart Lewis, and Roy Gurr of the MSSC will meet with Bob DeRenaucourt, John Stocker, and Don Cobbs of the ad hoc committee.

**8. MSSC Budget Discussion:**

Ed Cordray presented a proposed budget for 1999. It projected income of \$12, 295 from usage fees. Projected expenditures were:

Ameritech (pay phone in kitchen).....	\$434	Record keeping supplies, auditor, mailing.....	\$200
Cleaning (labor only) .....	\$2860	Floor Maintenance (Refinishing, cleaning)..	\$1100
Cleaning (supplies).....	\$500	Women's Restroom (makeover).....	\$800
Decorations .....	\$800	Replacement Entry Doors .....	<u>\$2000</u>
Maintenance, General (excluding floor)	\$1000		

Total projected expenditures . . . . \$9694

Discussion from the floor:

- a) A request was made to elaborate floor maintenance. Ed indicated that his intention was to have the finish removed, have the floor cleaned, and then put new finish on. This would not be a full sanding of the floor that would take off a quarter inch of wood. The floor is in pretty good shape and a full sanding is not needed right now. Ed requested input on floor contractors, otherwise he will look into a couple he has found. Although we could ask the City to refinish the floor, it would be at their convenience not ours. Ed would prefer to hire a contractor and have the floor done when it is convenient for us so as to disrupt regular dances as little as possible.
- b) A question was asked about replacement doors. Ed indicated that the south doors are in bad shape and he would like to replace them. Someone suggested that perhaps they could be repaired instead. Ed said this might be a possibility. However, if our long-term goals include air conditioning, he would like to eventually replace all the old doors with heavier duty, energy efficient doors. Also, if any doors are replaced they would include keyed entries. People were frozen out of the building this winter, and other keyed entries might allow access. Ed has already spoken with Peggy Collins of the City about new doors. She said that the City has no money for new doors, but if we wanted to provide the materials she would be happy to provide the labor to install the doors.
- c) It was asked what the women's restroom makeover entailed. Ed replied that he intended that to include wallpaper, a new floor, and a new vanity set. It was asked that these notes be included on the budget sheet.
- d) Someone noted that the \$800 allocated for decorations was meant to cover the end of 1998 and all of 1999. Ed said, yes, but that almost none of the amount of new decorations was reimbursed in 1998 so he put the full amount in 1999.

Harvey Pierce moved that the MSSC accept the proposed budget. Karin Gurr seconded. Motion passed.

**9. Women's Restroom Proposal:**

Karin Gurr presented a proposal to spruce up the women's restroom. She showed us wallpaper samples, a floor tile sample, described a vanity, suggested that the ceiling tiles be painted, etc. Her estimate included the following items:

Sink/cabinet.....	\$89	Wallpaper .....	\$150
Faucet .....	\$50	Flooring - tile .....	\$214
Ceiling paint.....	\$17	Floor adhesive .....	\$11
Stall paint .....	\$23	Paint / roller set .....	\$7
Wallpaper removal kit.....	\$11	Tile removal kit.....	\$30
Wallpaper glue activator .....	\$6	Plumbing supplies .....	\$30

Clarita Maples brought up the issue of handicap accessibility in the restrooms. Someone else explained that ADA only kicks in for a major rehabilitation of a building. Unfortunately, it would take a major rehabilitation of the restrooms and the building to make them accessible. This is something that we would like to avoid at this point.

Discussion of the sink / cabinet included that although Karin was considering a small set, a set should be at least the current size or slightly bigger. We also might be able to clean up the current cabinet, but Karin felt a new sink was needed.

Next, discussion focused on the floor. Comparison of different types of floor coverings and if the floor even needed to be replaced. After a quick break to look at the floor, it was decided that although it wasn't pretty, it was in good shape. So a new floor was deleted from the proposal and the flooring budget may be used for the cabinet.

Ed Cordray moved that we accepted the proposal with the lighter wallpaper, a sink/cabinet set that is the same size or slightly larger than current, paint/clean ceiling and stalls, and other miscellaneous repairs as needed, limited to \$800. Roy Gurr seconded. Motion passed.

**10. Ongoing Maintenance List**

Ed Cordray informed us his maintenance list now includes:

- Knot hole repairs
- Torn / damaged drapery lining replacement
- Table repairs
- Plastic floor runners cleaning
- Light fixture repairs
- Women's room hooks
- Down spout repairs
- Earth-wood contact outside
- Outside window wash

He proposed a maintenance project book be placed in the kitchen. Folks could peruse the tasks and skills needed for the tasks and sign up to take care of some things. While these are mostly things that Ed can do, it will take him a long time to get to everything. Though there was some skepticism that anyone would volunteer, Ed may go ahead and implement such a book. Several suggestions were made to publicize these tasks: a poster on the bulletin board, announcement in newsletter, announcement at Council meetings, and announcement by representatives at their clubs. Someone wanted to make sure that a volunteer would not begin a task or incur expense without Ed's approval. The forms are clearly marked that volunteers needed to wait for approval.

Next, Ed solicited suggestions for other maintenance tasks. Suggested items were:

- South door damper
- Southeast heater runs continually
- Clean ceiling fans
- Check switches for ceiling fans
- Kitchen door swelling

There was a question on the thermostat settings for winter, whether they should be 60 or 65. Ed said that since the water pipes were moved inside it really hasn't been an issue and either temperature is fine. He will look into updating the instructions.

**11. New Business:**

There was a question about where usage fee checks are now to be sent. They are to be sent to the new Scheduler, Charles Prass. We will send out a notice to everyone to that effect.

**12. Schedule Next Meeting:**

The following meeting dates were set. All meetings will be held at the Michael Solomon Pavilion.

- a) Thursday, March 4, 1999, 6:00 pm - Special meeting to hear the results of the guidelines sub-committee.
- b) Saturday, April 24, 1999, 10:00 am - regular meeting
- c) Saturday, June 19, 1999, 10:00 am - regular meeting
- d) Saturday, August 28, 1999, 10:00 am - regular meeting
- e) Saturday, October 23, 1999, 10:00 am - regular meeting
- f) Saturday, December 11, 1999, 10:00 am - regular meeting