

WEMCA

West End Manor Civic Association

WEMCA Board Meeting

June 15th, 2022

Open Meeting- 5:30pm

Attendance: Dan S., Craig, Jimmy, John, Bob, Sara, Dan H., Tom M.

Additions, Deletions, Modifications to the agenda

Approve April and May Board Meeting Minutes

Community Officer Report- Officer Eric Fick

- Not present.

Board Reports

President Report

VP Report- Dan S.

- Attended Henrico County Board of Supervisors Meeting last night
 - Award for individuals working on WEMCA roof
 - Dan spoke on behalf of WEMCA Board Members
- Roof-
 - Not finished yet, hope to be done in the next few weeks
 - Tech Center will replace the shelter room as well
- Trashcans donated by a WEMCA member/ Tropical Smoothie

Treasurer Report- Dan H.

- Report has outgoing checks for last month and this month to help with transition between Treasurers
- Balanced expenses for the month
- \$5,000 from Henrico County- Have not received 3rd quarter yet
 - Henrico provided a calendar for Treasurer to have moving forward

Secretary Report- Sara

- NNO- spoke with Dee, Craig will help out too

Webmaster Report- Jimmy

- Wifi- Comcast will run cable to building to put in wifi, waiting to hear if WEMCA will or Comcast will cover cost

Building and Grounds Report- John

- Henrico County brought new ceiling tiles
- Draining issues-
 - Dan S. will talk to Public Works about getting a ditch dug behind the building to help with drainage
 - Need to install downspout diverters
- Cleaning- estimates for floor getting resealed-
 - Main floor needs to be stripped and waxed annually to maintain
 - SSC Service- \$1,500 for stripping and waxing the floor
 - Floor Top Scrub and waxing- Motion Bob, 2nd Jimmy and Craig, Discussion- Craig using Henrico funds is important to show that we are utilizing, Passed and Approved
 - Would honor \$200 cleaning fee
 - Motion to switch from Mr. Taylor to SSC Service for cleaning by Craig, 2nd Bob, No discussion, Approved

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- John will get estimate on bathroom floors
- Building Rental-
 - Person interested in renting building September 24th- Directed to rates and process online

Other Director Reports-

- None.

New Business

- Presentation by WEBC concerning desired renovations- Brandon Bishop
 - Ticket Room and Office Remodel Proposal-
 - Need for space for children's services (kid's club) and nursery
 - Discussed benefits
 - Discussion of scope of work
 - Discussion of bids from 2 contractors
 - Additional expenses-
 - project contingency
 - Flooring
 - Door
 - Discussion of Cost Sharing
 - Jimmy- recommendation to get references and examples of contractor's work before agreeing to contractor
 - Any contract would be signed by WEMCA, not church
 - Discussion of Lease-
 - Longer term on the lease to help with development of the construction project (12- 18 months)
 - Discussion of memorandum (will sign contract and pay half permitted they will sign 2 year lease, plus additional lease to get until January)
 - Renovation- Craig- Motion to approve renovation with WEBC pending 3 positive references and completion of work in a timeframe that is agreeable by the board and agreement for church to pay their half up front and WEMCA would sign contract, 2nd- Sara, No discussion, Approved
 - Lease- Craig- Motion- secure a lease with WEBC for up to December 2024, details TBD and worked out with church, 2nd Jimmy, Approved
- July 11th, 2022 Bond Referendum and new Longan Meeting
 - Henrico County will put on this presentation
 - 7pm, doors open at 6:30pm
 - Request for Henrico County send out mailer, WEMCA will advertise on social media
 - Dan will host the event on behalf of the new WEMCA Board-
 - Craig motioned for Dan to host even on behalf of new WEMCA board, Jimmy 2nd, Approved
- Community Watch Program
 - Complaints from neighbors can be addressed through Neighborhood Watch
 - See start up packet on how to set this up
- Draft Operations Handbook
 - Consider creating this in order to aid in not having to amend bylaws as frequently

Outstanding Old Business

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- Bylaws amendment- Priority for new board
- AOI amendments- Priority for new board
- Wifi/ Security cameras- See above.
- Draft lease document with WEBC- Priority for new board
- Jacob's Change/ Beyond Boundaries potential use of property (Fall 2022 Presentation)
- Creation of Immediate Past President position- consider in bylaw amendments

Open Roundtable of any issues not on agenda

- July Board meeting-
 - Email to coordinate meeting date
 - Dan will attend to preside over executive position election
 - Craig- Motion for Dan to lead next meeting for elections, 2nd by Jimmy, Approved

Adjourn to July 2022 Board Meeting (TBD)