

WEMCA

West End Manor Civic Association

WEMCA Board Meeting

December 7, 2022

Glen Allen Library

Open Meeting

Attendance: Jimmy, Allen, John, Tom, Cheri, Sara, Craig, RaShel, Dee

Additions, Deletions, Modifications to the agenda

Approve November Board Meeting Minutes

Board Reports

President Report- Jimmy

- Immediate focus/ needs-
 - Pull back and focus on immediate needs (building needs, Treasurer, creating policies and procedures) before looking at future events
 - Will still work towards having Spring Fling
 - John- Motion to focus on immediate needs before future events, Allen- 2nd, all approved

VP Report- Craig

- WEBC Lease Development update
 - Draft reviewed by Jimmy, Sara, John then given to WEBC for review/feedback
 - Lease- January 1, 2023- December 31, 2024 (24 month lease)
 - Jimmy will request copy of WEBC insurance
 - Add:
 - appendix to lease for spaces used and times, etc. which can be updated during the 24 months instead of needing to re-write entire lease
 - break down and putting back up of all church items/equipment within 24 hours notice
 - Discussion points-
 - Hours of building use
 - Would like 1 additional night/ week, would be willing to pay more (5pm-9pm)- Would need to be on night that events are not scheduled (Tuesdays)
 - Cleaning- WEBC will pay for a thorough cleaning 1x/ month, will utilize checklist for all days used
 - Craig- Motion to accept lease in principle with the final vote will be via email within 24 hours of receipt once reviewed/revised by WEBC, Sara- 2nd, All approved

Treasurer Report- Jimmy

- Reviewed Treasurer's report
- Update on position-
 - Cheri will review information in the next week or so to determine if she will accept position
- Dominion billing update-
 - All payments current, automated monthly billing
 - Corrected addresses/names, merged 2 bills, created online accounts
- Trash billing-

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- o Current on payments
- o Will pay quarterly starting in January (not set up to accept autopay)
- Atlantic Union Bank update-
 - o Bill pay is through 3rd party and do not do direct electronic bill pay to vendors
 - o Consider switching banks in the future
 - o Atlantic Union Bank and Wave were connected and reconciled
- Other bills-
 - o Future- Comcast (will set this up as autopay once it begins)
 - o Classroom renovation- WEMCA paid contractor, WEBC needs to pay their half
 - o Grass cutting- still need invoice from J. Goode, Allen will follow up on this
 - o Johnathan Autsin- owe remaining balance from Winter Festival
- December WEBC payment was received
- RaShel- recommends having account audited by professional

Secretary Report- Sara

- Membership- We should be doing our membership drive at this time.
 - o Focus on current member list at this time, do a larger membership drive in future
 - o Craig will assist with letter to accompany invoice
 - o Sara will send letter/invoice once received from Craig
- POD- We need to empty the POD
 - o Items inside need to be out by the night of 12/15/22
 - o Pick up 12/16/22- Cheri or John will open gate
- Henrico Community Food Bank- 2023 dates requested and approved by Board
 - o March 2023 - Mar 23- 25
 - o June 2023 - June 8-10
 - o November 2023 - Nov 9-11

IT and Social Media Report- Jimmy

- Comcast updates
 - o High speed internet is now in building
 - o An extender will be run into the middle of the large room for better wifi access

Building and Grounds Report- John

- WEBC Repairs
 - o Door, ceiling fan- Purchased
 - o Need to purchase: floor (need by Monday 12/12/22) , door knob, deadbolt lock
- Gutters-
 - o Gutter guards on back of building only and downspouts
 - o Taylor Made Construction-
 - o Sara- Motion to pay vendor for gutter guards, Jimmy 2nd, all approved
 - o John will contact vendor to inquire about start date and payment options
- Meeting with J.S. Archer Company, Inc. and Apple Doors to look at replacing doors (not just hardware)
- Jimmy will get estimate from Clay for walling up back door
- John and Tom- will purchase and install corrugated pipe on down spouts by spring

Other Director Reports

- Dee- 2023 proposed events
 - o Dee will bring moc-calendar to January board meeting - 1/18/23 going to focus on flagship events only.
- Dee and RaShel-
 - o Proposing rescheduling Winter Festival for week night from 6-9pm, 19th or 20th
 - o Bring vendors, Santa, Jonathan, etc. back

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- o Santa- company would not honor payment and would have to pay out of pocket again
 - o Need to create formal process for how to handle events
- Ideas for future WEMCA events:
 - o Movie nights on the lawn or inside the building
 - o Use church and high school students (volunteer hours) to provide childcare for WEMCA meetings
 - o Tie membership drive to food drive event

Community Officer Report- Officer Fick

- Not present at meeting

New Business

- Building Use- Move to January meeting
 - o Henrico IB testing (May 2023)-
 - John will work with Henrico Public Schools on opening/closing building
 - o Jimmy will update WEMCA calendar
- WEMCA Google Drive
 - o Cheri gave demonstration
 - o Cheri and Sara will work on creating folders, organization, etc.

Outstanding Old Business- Moved to January meeting

- January general member meeting will be canceled, first general membership meeting of 2023 will be in March
- Development of policies and procedures manual
- Longan PTA Partnership
- Signs-
 - o Signs for lake and park
 - o Handicap Parking Sign
- Lake rules

Open Roundtable of any issues not on agenda

Adjourn to January 18, 2023 General Members Meeting

Location- Glen Allen Library