**Willard Community Center**

**Board meeting minutes from May 18, 2015**

**Members present:** Kassy Knudson, Casey Pflanz, Emily Martin, Justin Pflanz, Cole Pomeroy, and Lyle Wheeler.

**Others present:** Janelle Soderling

**Not present:**  Irene Williams, Mollie Mertens, and Cari Robinson

1 - Ms. Knudson called the meeting to order at 5:35 pm. It was suggested that we move directly to item 3 on the agenda, Board member background checks.

3 – Ms. Soderling informed the board that Ms. Williams was working on a board member packet. Part of the packet would include having board members do background checks. Currently we have the Willard staff, not volunteers, do the Nebraska State Patrol background checks which costs $18.00 per person. The staff and volunteers also do the DHHS Consent and Authorization for Release of Information Form and the Report of Law Enforcement Contact, which are both free. The board discussed the forms and wants to make sure that the people on the board do not put the children at risk (pedophiles, sex offenders, felons, etc.) Mr. Wheeler said that it is important to check board members for fraud or embezzling, so the board would like to do the NE State Patrol background check. Mr. Pomeroy recommended that we do all 3 background checks for all existing board members, new board members, and the executive director.

Ms. Martin made the motion for all current and future board members to complete background checks. The board chair and executive director will review any findings found by background checks and determine if information needs to be shared with the board for approval. Background checks are only required one time. Mr. Wheeler seconded the motion. Motion passed.

Mr. Wheeler said that we need to determine if any of the background checks are national. We need to find out what extent the State Patrol discloses in case we need to check other states they have lived in.

2 – Ms. Knudson called for a motion to approve the consent agenda. Mr. Justin Pflanz made the motion to approve. Mr. Pomeroy seconded the motion and all approved.

4 – Ms. Soderling told the board that she had met with Kim and Aaron Gardner and they have requested that the board take over the planning of the Kenny Gardner Golf Tournament. Mr. Pomeroy volunteered to take the lead with the Gardner Family mentoring him this year and continuing to host the event. Mr. Pflanz asked for the list of donors for the golf tournament. He also questioned if we need a consent form for the golf tournament or poker run that is being planned. Ms. Soderling will ask Inspro Insurance about the liability of the golf tournament.

New business – Mr. Wheeler made a motion to ratify the vote for the audit and 990 for 2014. Ms. Martin seconded. Motion passed.

Ms. Soderling mentioned that the outside stairs to the south parking lot are in need of repair and has contacted Ray’s Lawn and Home Care for an estimate. Mr. Wheeler, Mr. Justin Pflanz and Mr. Casey Pflanz all agreed to volunteer and work together to repair the stairs.

Ms. Soderling also mentioned that a neighborhood association had called to use the building every month this summer. We do not have staff in the building in the evenings during the summer so a rental fee has never been set for neighborhood groups, etc. Mr. Wheeler mentioned that non-profits such as Boy Scouts, etc. should not be charged room rental fees but home owner associations pay an HOA fee and would have funds to pay Willard a fee. We could have one fee if they met during regular business hours and another fee if they met after hours. Ms. Soderling will talk to the group that called to negotiate a fee.

Ms. Knudson called for a motion to adjourn the meeting at 6:30 p.m. Mr. Casey Pflanz made the motion to adjourn. Mr. Justin Pflanz seconded the motion. Motion passed.

The next meeting will be held on June 22nd at Willard Community Center at 5:30 pm.

Minutes submitted by Ms. Kasey Knudson \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_