

**NCAC Minutes
December 2, 2010**

Call to Order 7:11pm

Attendees Present

Michelle Dwojewski, Edward Powell, Robin Hypes, Barbara Southern, Ramu A., Pam Zyvoloski, Pam Petit. (Crystal Dalton was unable to attend due to illness).

Approval of Minutes from November 3, 1010

Minutes from November 3, 2010 Board Meeting were approved as read.

Treasurer's Report

Edward Powell presented the Balance Sheet and Reconciliation Detail for period ending 11/24/10. Mr. Powell indicated that Giles Wellness Center has outstanding invoices totaling \$260.00. Mr. Powell motioned to accept Direct Deposit of rental income from Raines Property Management. The motion was seconded by Barbara Southern, voted and approved by majority vote. Pam Petit requested a brake down of the deposits made. Ed Powell will send a brake down of the deposit via email to Board Members. The Treasurer's Report was accepted.

Old/Unfinished Business

1. **Insurance**. Pan indicated that Bert is still working on a quote from various companies. Ed indicated that a renewal payment must be made by 12/7/10, in the amount of \$1047.00 and the initial premium for current insurance. After that \$542.20 will be due monthly for 10 months – through August 2011. Alternatively, Ed will hold payment until Monday, at which point Ramu A. will contact Bert on insurance options and then contact Ed. It was motion that the Treasure pay the initial premium of \$1047.00 to Brown Insurance since no other quotes have been presented to the Board. Fran seconded the motion and the payment of \$1047.00 to Brown Insurance on Monday was approved by majority vote.
2. **Windows** - Ed provided additional information from National Window and Doors. The two kitchen window units will cost \$875.00 each to be replaced and new window units installed. Fran motioned that the board approve the replacement of the two kitchen window units. Pam Petit seconded the motion. The two kitchen window units will be replaced by National Window and Door in the amount of \$875.00 each as approved by majority vote by the Board Members.
3. **Website Upgrade** – Michelle D. reported that the website is ready to go-live. The only item needing to be done is to point the domain name to the site. David Simpson needs to do this through the current domain host.
4. **Furnace Checks** – Furnace Checks were completed by A-1 Heating and Air.
5. **Newport Fire Department Dinner** – We received a donation of \$100.00
6. **Huffman Benefit** – David Simpson donated funds of \$25.00 to help with utilities for offering the facility to the Huffman's free of rent for the benefit.
7. There was a 50/50 Raffle, which raised \$113.00 that was donated to the NCAC.

8. Local Organizations – Michelle emailed letters out to the local organizations, including the rescue squad and fire department, as well as the Ruritians. COPE and the Book Club is defunct, and Craig County Cancer support meets at another location. There were no responses from the fire department, rescue squad, or Ruritians. Since it has been over 5 months since any of these organizational representatives have attended, the Board must deactivate their board membership and voting privileges.

New Business

1. Outdoor Marque – Fran would like to purchase tracking and some additional letters for the outside marquee. It will cost about \$40.00 for the materials. Ed motioned to allow Fran to purchase tracking and letters for the outside Marque. The motion was seconded. The board approved the purchase of tracking and letters by Fran, to be reimbursed by the NCAC by majority vote.
2. LockBox - Fran indicated that there have been numerous problems with the key code and so many keys being out. Michelle indicated that Brian's Lock and Key can re-key the locks and we can issue new keys, or alternatively, it was suggested that the keycode be changed on a monthly basis.
3. Fee Schedule – The Fee schedule for facility usage will be changed based on hours, to allow the Leasing Agent some flexibility in the Fee Structure.

The meeting adjourned at 8:58 pm.

The next Board Meeting is scheduled for 7:00 pm, January 6, 2011.