

KURE BEACH COMMUNITY CENTER
OCTOBER 9, 2012

The October 9, 2012, meeting of the Kure Beach Community Center Committee was called to order at 10:05 a.m. Members present were Charlotte Philemon, Jean Martin, Donna Budd, Pam Bramhall, Mararuth Capell, Glenda Dodge, Lore Eccleston, Connie Mangum, Harriet Owsley and Chuck Keener, Town Council Representative. Jeanne Gordon was absent.

Charlotte called the meeting to order with a prayer for guidance and wisdom in our discussions and blessings for all. The September 11, 2012 minutes were approved.

Jean Martin announced that regrettably she would be resigning from the Committee and would inform the Town Council of same. Jean has been a longtime member who has contributed much time and hard work and will certainly be missed. Jean has taught the Tuesday morning exercise classes at the Center and said that she would continue teaching the class. We all wish her well and hope that she will keep in touch with us.

OLD BUSINESS

ELECTION OF COMMUNITY CENTER OFFICERS AND COMMITTEE MEMBERS.

Following a brief discussion, the following slate of Community Center Officers and Committee members were unanimously elected.

OFFICERS

Chair - Charlotte Philemon

Conducts meetings, reviews and approves meeting agendas, prepare and submit annual budget, attend Joint Quarterly Chair meetings, and generally direct the business of the Community Center.

Co-Chair - Harriet Owsley

Serves as Chair in the Chair's absence and assists with phone calls, attending Joint Quarterly Chair meetings when needed and other responsibilities as needed.

Treasurer - Jeanne Gordon

Secretary - Donna Budd

Prepares meeting agendas and minutes. Monitors and revises Community Center rental packet forms. Creates, revises and updates other forms and documents as necessary. Assists the Chair as needed.

COMMITTEES

Marketing and Advertisement - Connie Mangum, Barbara Boal, Mararuth Capell, Glenda Dodge, (Harriet Owsley and Donna Budd - backup)

This committee is responsible for forthcoming events scheduled at the Community Center. It involves writing newspaper articles, creating event fliers, signs and banners, and distributing them to a prepared list of media resources and local businesses in a timely

manner. The committee also prepares follow-up acknowledgement notes to media and contributors.

Social Events – Lore Eccleston and Pam Bramhall (Harriet Owsley - backup)

This committee is responsible for setting up tables and chairs for dances and cleaning up afterwards, decorate tables with the décor of the season and buy snacks and drinks or bring homemade snacks.

Inventory and Supplies - Jeanne Gordon and Lore Eccleston

This committee was created in October, 2012, and will develop and maintain a master inventory of all capital (nonperishable) assets and perishable supplies within the Kure Beach Community Center. Twice each year (summer and winter), the committee will update inventory and, if necessary, purchase needed supplies to maintain sufficient paper goods and supplies for the operation of the Center and as needed for special events.

Beautification – Lore Eccleston and Pam Bramhall (Jeanne Gordon - backup for watering)

This committee is responsible for buying, planting, weeding and watering flowers and advising Committee members regarding gardening/landscaping needs and estimate costs of planting materials.

NEW BUSINESS

Fall Garden Lecture

Charlotte reviewed the schedule for the Community Center's fall garden lecture on Fall Pruning that is scheduled for October 27, 2012 from 10.00 – 11.00 a.m. Jon Wooten, a Master Gardener from the New Hanover County Cooperative Extension's Speakers Bureau Program will be the speaker. Committee members will assist at the event.

MARKETING CAMPAIGN FOR COMMUNITY CENTER RENTALS

Discussion ensued regarding developing an aggressive marketing campaign to promote Community Center rentals. The Marketing Committee will schedule a meeting to discuss ideas and work on developing an effective marketing campaign.

BEAUTIFICATION COMMITTEE REPORT ON TREE REPLACEMENT

Lore asked Committee approval regarding the removal and replacement of the tree in the center of the front garden that is blocking the Community Center sign. The Committee vote unanimous approval for the Beatification Committee to remove and replace the tree.

REVIEW OF COMMUNITY CENTER WORK DAY

The committee met at the Community Center at 10:00 a.m. on Tuesday, September 25, 2012, to do a general cleanup and assessment. Three closets were cleaned out and reorganized, water leaks that were discovered were repaired, and an overall cleaning and an inventory of items was started. Charlotte reported that Jeanne Gordon has requested the assistance of two members to complete the Community Center's inventory of items that she and Barbara started. Glenda and Harriet volunteered to help. Sonny will be contacted regarding replacing locks on two closets that house Community Center equipment/items.

CHUCK'S REPORT

Chuck will check with Sonny (Public Works) regarding storage of equipment used by the Ballet/Jazz class.

Chuck reported that bookings for the Ocean Park will begin in January 2013 and that the Town Council is ready to hire a person to handle rentals for the Community Center and Ocean Park.

NEW BUSINESS

HOLIDAY LUNCHEON

The Committee voted to have a holiday luncheon at the MadFish Grill restaurant on December 11 at 12:00 noon. Harriet has volunteered to make the reservations and members need to let her know if they will attend and if they are bringing guests.

COMMUNITY CENTER YARD SALE

Barbara presented the idea of having a Community Center yard sale early next year and Committee members are interested in pursuing it at the January 8, 2013 meeting.

Reservation Appointment Book Monthly Report and Maintenance Schedule

Connie reported that there was one non-alcohol event booked in September. There were inquiries regarding our new alcohol-use policy. There is a problem with not being able to confirm a rental until all the required paperwork cited in the General Policies and Procedures is received. Chuck will address the problem with the Town Council.

Following is the schedule of members maintaining the reservation appointment book, which is transferred to the next member at the monthly Committee meeting on the second Tuesday of the month. The schedule is tentative and Town Hall will be notified of any changes to it.

October	Harriet	December	Mararuth
November	Glenda	January	Jeanne

The meeting adjourned at 11:50 a.m.

Respectfully submitted on October 18, 2012 by:

Donna M. Budd
Recording Secretary

NEXT MEETING WILL BE TUESDAY,
JANUARY 8, 2013

Members should notify one of the officers when they cannot attend a meeting.

Our meetings are always OPEN and the public is welcome to attend. We like to hear suggestions, new ideas, and comments for our community from the citizens of Kure Beach.