

**Minutes of the
North Mesa Senior Recreation Center Advisory Board
North Mesa Senior Recreation Center
Regular Meeting
1112 N. Mesa
Wednesday, November 13, 2019,**

Voting Members Present:

Sally Garner	Board Member
Helen DeAnda	Board Member
Beth Fredrick	Board Member
Jean Loafman	Board Member

Voting Members Absent:

Jigger Skillern	Board Member
Jay Redman	Board Member
Ysidro Molinar	Board Member

Board Secretary Present:

Dina Navarrette	Center Manager
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Others Present:

Cherie Folk	Center Assistant Manager
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1. ROLL CALL OF VOTING MEMBERS AND DETERMINATION OF A QUORUM

Roll call of those present was taken at 3:02 p.m. by Chairperson Sally Garner. It was determined that a quorum was present.

2. CONSIDER APPROVAL OF AGENDA

A motion was made by Beth Fredrick and seconded by Helen DeAnda to approve the November 13, 2019 agenda. The vote was as follows:

Yes- Helen DeAnda, Beth Fredrick, Jean Loafman, and Sally Garner

Absent- Jay Redman, Jigger Skillern. Ysidro Molinar

3. CONSIDER APPROVAL OF OCTOBER 9TH MEETING MINUTES

A motion was made by Beth Fredrick and seconded by Jean Loafman to approve the October 9, 2019 minutes.

Yes- Helen DeAnda, Beth Fredrick, Jean Loafman, and Sally Garner,

Absent- Jay Redman, Ysidero Molinar, Jigger Skillern

4. **DISCUSS CURRENT FY 2019-2020 BUDGET (attachments)**

Dina stated the current operating budget is in good shape. Each board member received a budget report listing the capital FY19-20 projects in the works. This included the update of the doors in the facility, the storage building, Lapidary, HVAC replacement and shelving for the library.

- **Storage unit purchase** – Dina will be submitting a requisition for the storage unit in the next several days. The unit will take approximately 6 weeks to build and deliver to Carlsbad from Seminole Texas.
- **A/C replacement** – The original budget was for only one unit however a donation was made to the city that will enable us to change out a second unit badly in need of replacement.
- **Update Doors** – Construction companies in the surrounding areas are very busy and it is continuing to be a challenge finding companies who can find the time to come to the center to bid on the project. Dina will continue the bid process.

5. **UPDATE & DISCUSS MAINTENANCE, CONSTRUCTION AND REPAIRS**

Dina updated the board on the following:

- **Library - Shelving**--The quote for the new shelving was over the allotted budget. This includes being custom made, with bottom shelf raised 1 foot for easier reach and includes adjustable shelving. This will double our current book/media space. Dina stated she would continue with additional estimates but will plan on submitting the new estimate in next year's budget request.
- **Closet Conversion** This project will allow the maintenance staff to have a designated place for tools and other maintenance items. This work will be paid for with the current operating budget and should begin in January.
- **Pool Table-cover** - The three pool tables are set to be recovered on Monday, November 18th with monies donated by member Hayden Kempley

6. **DISCUSS AND CONSIDER APPROVAL OF UPDATES /CORRECTIONS ON POLICY & PROCEDURES MANUAL FOR NMSRC. (attachments)**

- Necessary updates were made to facility forms that require board, City Administration and City Council approval. Member reviewed the changes and a vote was taken and the changes will be submitted to City Administration for further review.

A motion was made by Jean Loafman and seconded by Beth Fredrick to approve the updates, corrections and changes.

Yes - Helen DeAnda, Beth Fredrick, Jean Loafman and Sally Garner

Absent – Jay Redman, Jigger Skillern, and Moe Molinar

7. UPDATE ON NMSRC ACTIVITIES AND EVENTS

- **Craft Fair- Saturday, October 26th.**

Dina turned the report over to Ass't. Manager Cherie. Cherie stated there was 25 total vendors that signed up. With a great variety of items to sell. There was a steady stream of customers throughout the day. 17 vendors have already signed up and paid for the next Craft Fair to be either April or October of 2020. We received good feedback from the vendors.

- **Weekly Bingo**

Cherie again took the floor to inform the board of the success of the Big Win Bingo now held on Tuesdays. Pay out sheets were passed around for board members to see the amounts given out. She told members that the average number of players attending is about 50. Many center and community members are enjoying the games.

8. ANNOUNCEMENT OF NEXT MEETING

The next meeting will be held Wednesday, December 11th at 3:00 p.m.

9. Adjournment

Motion made by Beth Fredrick and seconded by Helen DeAnda to adjourn.

Yes - Helen DeAnda, Beth Fredrick, Jean Loafman and Sally Garner

Absent – Jay Redman, Jigger Skillern, and Moe Molinar

Meeting adjourned at 3:41p.m.

Minutes approved on behalf of the North Mesa Senior Recreation Center Advisory Board:

Sally Garner

Sally Garner, Chairperson

2.12.2020

Date