

BOARD OF DIRECTORS MEETING

Monday, May 20, 2013, @ 1:00 PM

Attendance: Bill Hansen, President
Merlyn Carlson, Vice President
Susan Lewis, Treasurer
Mike Trent, Secretary

Mary McGrath
Flora Capps
Dusty Bowenkamp
Chuck Reott

Connie Scott, Executive Director

Absent: Dave Poling

- | | |
|---|-------------|
| 1. Call to order, pledge to flag | Bill Hansen |
| 2. Establish a Quorum | Bill Hansen |
| 3. Welcome to PORA members, guests, and press | Bill Hansen |
| 4. Minutes of April 22, 2013, approved as written | Bill Hansen |
| 5. Presentation by Jeff Dickerson from Glendale Insurance | |

6. PORA Membership July 1, 2012-	12,299
PORA Membership for April, 2013 -	<u>11,986</u>
PORA Membership in fiscal year - net loss	(313)
PORA Membership One year ago April, 2012 -	<u>12,115</u>
PORA Membership one year ago – net loss	(129)

7. Executive Director's report

Connie Scott

- Director Trent and I each ordered 2013 Quicken software to accommodate the Bingo reports. We will job share information for weekly, monthly and quarterly reports for the maintenance of required Bingo documents.
- We had a serious leak from the outside faucet on the Visitors Center wall that needed repair.
- I have faxed the quote from Grand Building along with other pertinent information needed to State Farm Insurance in regard to the damaged wall, inside and outside, caused by a Ms. Elias running into the PORA building with her car. The quote for the damage was for \$1,910.00. We have received the check from State Farm and I am waiting for a start date from Grand Building for the repairs.
- The contract has been signed with Sun Cities Publishing for the Sun City West telephone books. Staff and I met with them to discuss expectations of each organization.
- George Hoover will be leaving for the summer at the end of this month.
- We have received our annual royalty agreement check from Marcoa Publishing in the amount of \$1,256.68 for the publishing of the Sun Cities Arizona Community Maps.
- Bill Simpson, CPA for PORA, sent the 990 form for 2012 to the IRS.
- The Board of the Community Fund decided not to have a representative from their organization use an office at PORA.
- Reminder – services for Bob Jones will be held on Friday, May 24th at 10:00 a.m. at the Prince of Peace Church on Deer Valley Road.

A11 Other Activity

8. Financial Reports:

Susan Lewis

Revenue:

Revenue stream currently reflects a negative variance of -\$9,751 YTD, which is a 1.6% deficient from estimated budget revenue. The majority of the negative variance lies in revenues from Membership, Business Services and the Fund Raiser (the Vendor Expo).

Expense:

Total operating expenses is under budget by \$51,485. The categories reflecting the largest variance continue to be in Wages, Repair & Maintenance and Promotion/Advertising. That being said, PORA is looking at spending funds toward the end of the fiscal year for capital improvements of approximately \$25,000, which will reflect in the financials closer to the end of the year.

Total Income \$588,301.24

Total Expense \$482,420.40

Net \$105,880.84

Motion by: Dusty Bowenkamp to approve the Financial Report as written was seconded and passed unanimously.

STANDING COMMITTEE REPORTS

9. **Bingo**

Dusty Bowenkamp

Number of Weeks Played 4

Number of Players 1368

Total in Checking Account as of: 3/31/2013 \$ 29, 416.55

Income: \$19395.00

Expenses: 17433.16

Total in Checking Account as of: 4/30/2013 \$31,373-39

10. **Governmental Affairs** Report attached

Bill Hansen

11. **Health & Environment**

Mary McGrath

Health: Nothing to report

Environment: The Joint Environment Group in the process of getting a larger group to help fight the new mine that is starting up in the Youngtown-El Mirage area. Youngtown has hired an environmental lawyer to see what can be done to stop this action before it goes into full running.

Sun City West Citizens Corps Council: Next meeting is June 3rd at the Fire District Office on Spanish Garden.

12. **PORA Adult Learning** Report attached

Dave Poling

13. **Luke Air Force Base** No report

Mike Trent

14. **Membership**

Chuck Reott

We are stopping the new resident welcome letters and will no longer mail them out. The merchant coupons will be going out to all new members. Karen and I are reevaluating the first and second billing letters Colby mails out to all membership renewals. We want to let the community know how they benefit from PORA.

15. **Transportation & Water**

Merlyn Carlson

Traffic:

Pedestrian lights going up:

- 138th and Camino del Sol
- 138th and RH Johnson
- Granite Valley Dr. and Mantor Ln.

Traffic signal:

- Granite Valley Dr. and Dashtler Rd.

John Merkel with the SCW Posse and myself will be meeting with MCSO regarding the speed sign and mobile radar unit.

Water:

- The ongoing replacement of the old water meters to the new digital meters.
- Also replacing the water butterfly valves with the new gate valves.
- Both Briarwood Country Club and SCW Rec Centers are right on their water allotments at this time.

16. **Special Events/Special Activities** - No report

Flora Capps

NEW BUSINESS

17. Hire Beth Mulcahy to investigate 501(c) (3)

Bill Hansen

MOTION: by Chuck Reott to hire Beth Mulcahy to investigate 501(c) (3) was seconded and passed unanimously.

18. Approve PORA Budget

Susan Lewis

MOTION: by Merlyn Carlson to approve the PORA Budget, I formally approve Capital Expenditures in current fiscal period was seconded and passed unanimously.

	<u>Current Fiscal Year</u>	<u>2013/14 Budget</u>
1. Asphalt parking lot	\$ 5,500	
2. Exterior paint & repair	\$ 6,600	
3. Carpeting Visitors Center	\$ 3,855	
4. Carpet Adult Learning Camino #1	\$ 1,035	
Carpet Adult Learning Camino #2	\$ 1,460	
<u>Sub-Total</u>	<u>\$18,450</u>	
II Revisit: Carpeting versus tile/laminated wood	<u>Carpet</u>	
5. 8 Offices- (VCT - \$3,840)	\$2,635	
6. Master Gardner's - (VCT \$2,260)	\$1,665	
7. (Plus maintenance)		
<u>Sub-Total</u>	<u>4,300</u>	
III Staff/ITT/Adult Learning	<u>Current Fiscal Year</u>	<u>2013/14 Budget</u>
8. Staff		\$13,000
ITT		\$ 9,000
Equipment for ITT	\$ 625	
9. Online Registration		

Implementation	\$ 798	
Annual fee		\$3,037
10. Website Revamp	\$2,000	
11. Chairs for Adult Learning (Provided Bingo contributes \$5,000)	\$3,452	
Sub-Total	6,875	\$25,037
Current F.Y. budget totals	\$29,625	
New 2013/14 budget (Staffing & Registration)		\$25,037
Grand Total		\$54,662

IV Approve Budget in Total:

<u>Income</u>	\$638,408
<u>Expense</u>	\$638,408
<u>Retained Earnings</u>	0

19. Next Meeting June 17, 2013
20. Comments from Board of Directors
21. Comments from PORA members, press or visitors
22. Adjournment 2:20 p.m.

Special Meeting immediately following the regular board meeting to elect Officers.

By:

Mike Trent
Mike Trent, Secretary

Date:

6/17/13

BOARD OF DIRECTORS SPECIAL MEETING
Monday, May 20, 2013, @ 2:25 P.M.

Present: Bill Hansen, President
Merlyn Carlson, Vice President
Mike Trent, Secretary
Susan Lewis, Treasurer
Connie Scott – Executive Director

Mary McGrath
Flora Capps
Chuck Reott
Dusty Bowenkamp

Absent: Dave Poling


1. Meeting Called to order at 2:25 p.m. Bill Hansen
2. Establish quorum
3. The sole purpose of the meeting: elect new offices.
4. Board officer positions (President, Vice-President, Secretary, and Treasurer).

Motion: Merlyn Carlson moved to instruct the Secretary to approve the slate of the existing officer positions:

Bill Hansen, President
Merlyn Carlson, Vice-President
Mike Trent, Secretary
Susan Lewis, Treasurer

Seconded: Mike Trent; passed unanimously.

5. Next board meeting will be Monday, June 17, 2013, at 1:00 p.m.
6. Adjournment 2:55 p.m.



Mike Trent, Secretary

Date: 6/19/13