



Board Members present: Tom A. (Chair), Paul T. (Chair-Elect), John F. (Secretary), Dave U. (Secretary-Elect), Kathi S. (Treasurer), Mat W.(Membership), Eric C. (Membership-Elect) Mikey W. (Fundraising), Marc S (Fundraising-Elect).

Board Members not present: Laurel K (Secretary-Elect)

Corporate Officers present: Sheila Elwell (Corporate Treasurer/ Secretary)

Members and visitors present: Linda K

Call to Order: Tom A opened the meeting at 2:00 pm.

Confirmation of a Quorum of the Board: John F. confirmed that a quorum of the Board was present.

SECRETARY’S REPORT:

Presented by John F. (Secretary)

- The Minutes for the month of May were presented. Kathi S made a motion to accept the minutes and Paul T. seconded the motion. The motion was carried and passed unopposed.

THE AD HOC COMMITTEE PRESENTED THEIR FINDINGS:

Scope of Work:

Exterior (Front) of Building

- Demolish and remove existing siding from building (including overhang over front door).
- Install new 4x8 Hardie stucco-finish panels
- Replace 10’ roll up door with 6’ wide x 7’ tall hollow metal doors with removable post (mullion) in middle for delivery or removal of large items.
 - Use panic hardware and closers on interior of doors only
- Double paned window will be installed above new double doors (original bid was for single pane glass, but it was determined for noise we would voted on paying the difference to used double paned glass)
- Remove exterior fans and infill holes
- Minor brick repair
- Paint galvanized (or aluminum) runners to hold 2” x 4” wood slats in #1 pine (stained and finished similar to pictures of property at Dunlavy and Fairview)
- Replace window sills and reglaze all windows

- Supply and install three new awnings per drawing (one will be placed over the front door replacing the old overhang)
- Paint all brick and new materials with two coats of paint
- Haul off all debris from job site
- Job includes labor, materials, COH permit and insurance.
- \$29,600.00 (without double paned glass above door)

Coffee Bar

- Demolish existing coffee bar and back counter
- Supply and install 6' of lower cabinets with L shaped granite countertop (the original bid was to use laminate countertop and we voted to pay the difference and install granite)
- Swap locations of cooler and refrigerator
- Relocate coffee machines to side counter
- Install shelving standards with open shelving above back bar for display items
- Lighting will be can lighting in ceiling with dimmers (supplied with lighting package)
- \$2,495.00 (without upgrading to granite from laminate)

Lighting / Electrical

- Big Room
 - Change existing fixtures to accommodate LED dimmable bulbs
 - Add twelve new fixtures to improve the lighting in dark areas around perimeter of room
 - Reconfigure and bring up to code all the plugs in the ceiling for future needs of lighting and props for performances.
- Electrical (all electrical work will be completed by a Master Electrician)
 - Replace 2 of the three existing breaker boxes and bring them up to code (they are out of compliance)
- All existing florescent fixtures and their housings throughout the remainder of the building will be replaced with new LED fixtures and bulbs.
- All light fixtures on the exterior of the building will be replaced with new LED outdoor lamps.
- \$7,800.00 for all fixtures (given to us at cost)
- \$2,600.00 for installation of new fixtures
- \$8,000.00 for all electrical described in any of the areas discussed in this report

Parking Lots

- Front parking lot will be resurfaced and restriped
- Rear Parking Lot has a bid on two options:
 - Option 1
 - Demolish and remove existing asphalt
 - Install 20' wide strip of 8" thick concrete down the middle for dumpsters
 - Sides will be 5" thick concrete with #4 re-steel at 12" on center each way
 - Concrete will be valued at 3,000 psi
 - Lay out and stripe for approximately 20 parking spaces with car stops and including 2 Handicap spaces.
 - Slope towards center and grade to street.
 - Job duration will be three weeks from receipt of permit
 - Cost of job includes labor, materials, COH permit and insurance \$48,963.00.

- Option 2 (This option was all but dismissed as the portion where the concrete ends (underneath) and the asphalt begins may show signs of separation and cracking as the ground below settles).
 - Demolish and remove existing asphalt
 - Install 20' wide strip of 8" thick concrete down the middle for dumpsters
 - Lay asphalt to cover the entire surface
 - Lay out and stripe for approximately 20 parking spaces with car stops and including 2 Handicap spaces
 - Job duration will be three weeks from receipt of permit
 - Cost of job includes labor, materials, COH permit and insurance
 - Approximately \$30,000.00
- Linda K was going to check with Heights Builders to see if there is a reasonable solution between the 30,000 option and the 50,000 option and hopefully have the information ready for review at the next Board Meeting on July 10, 2016.

Foundation problems on the east side of the south wall of the building were brought to the Boards attention.

- The floor in Room 3 is sloping and the wall is with the south entrance to the room is separated from the brick wall.
- Lynda K will have Heights Builders look at the problem and see what solution is necessary.
- Lynda discussed in previous years this portion of the building has moved as a result of either drought or excessive moisture in the ground under the slab. With all the rain we have had this year, hopefully the solution will be to pump something under the slab to firm it up.

TREASURER'S REPORT:

Presented by: Kathi S. (Treasurer)

- Kathi discussed the financial statement indicating our overall position was positive and that we had a net revenue of 9,698.18 for the month of May as opposed to a loss of revenue of 1,524.97 in the previous month of April. Revenue was up in the coffee bar, fundraising, groups income and member dues. The increase in revenue from the previous month was \$8,202.53. The expenses were similar to the previous month, yielding a net income of \$9,698.18.
- Only a few copies of the financials were printed and copies of the reports will be provided at the Board Meeting on July 10 for further review of the Board.
- She discussed the difficulty she was having with the banker at Comerica Bank and how slowly the process of having access to the money and closing on the loan has been. Lynda K. offered to speak with her officer at Whitney Bank to use that bank and officer as an alternative to Comerica.
- Kathi reviewed a summary of the total expenses for the improvements to the building as follows:
 - Parking Lot 30,000 – 50,000
 - Air Conditioning 32,600
 - Front of Building 30,000
 - Coffee Bar 2,500
 - Lighting 7,800

- Install Lighting 2,600
- Electrician 8,000

- Using the 30,000 figure for the parking lot would be an investment of 143,500.
- Kathi wanted to include a 20% leeway for actual bids vs actual cost to have the projects completed. That figure is 2,870, for a total of 146,370 with the parking lot at 30,000.
- We are approved for an advancing term loan of 150,000, with 9 months to use the money.
- The rate is (prime +.75%) the result would be 4.75%. An estimate was discussed of a monthly payment of 2,500.00 to repay the loan in full within five years.
- A capital campaign was discussed to defer some of the cost of the loan, but it was determined not to use this approach, which will provide fundraising a greater opportunity to increase the maximum amount of income to help defray some of the expense of the loan.

MEMBERSHIP REPORT:

- Mat does not have any new information to report since the last Board Meeting.

FUNDRAISING REPORT:

Presented by: Mikey W. (Fundraising)

- The details of the previous months fundraising were not discussed; however, there was approximately 10,000 in income raised at the Miss Lambda contest.
- Mikey and Marc proposed setting up a computer in the lobby dedicated solely for the purpose of people being able to go to our website online and join as a member of Lambda Center. The computer would be donated by Marc, we have a screen and keyboard already and Marc would set up the link to the site for people to use. The coffee bar employees would be shown the process to help people if they are having trouble with the process on their own. The cost would be little if any money for this convenience.
- This was voted on and approved and the motion carried.

OPERATIONS COMMITTEE REPORT:

Presented by: Tom A. (Chair)

OLD BUSINESS:

- The Alarm Permit was renewed, new motion detectors were installed and the alarm system was inspected.
- The fire extinguishers in the building were inspected and all are working properly. A training session for coffee bar employees was held on May 17, 2016 on the proper use of the extinguishers and what to do in the case of a fire.

NEW BUSINESS:

- Matt W will write an e-mail blast to be sent to the Membership to indicate the findings of the Ad hoc committee and the Boards decision to move forward with the improvements necessary to the building. He will review the notification with Tom A.

- Brittany delivered a check for rent to Lambda in the amount of 2,500.00 in May.

MEETING ADJOURNED:

- A motion to adjourn the meeting was made by Kathi S. and was seconded by John F. The motion passed.
- Meeting adjourned at 4:20 pm.