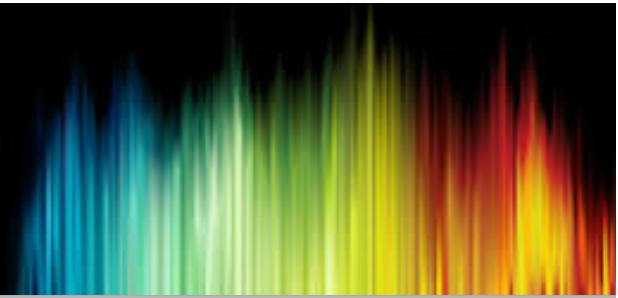


MINUTES

May 1, 2016

Lambda Center

Board of Directors



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

Board Members not present: Eric C. (Membership-Elect)

Corporate Officers present: Lynette Ross (President), Sheila Elwell (Corporate Treasurer/Secretary), Lisa McDougald (Chief Technology Officer)

Members and visitors present: Lloyd G., Melinda, Linda K., Everett P., Eric N.

Call to Order: Tom A. opened the meeting at 5:03 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 March were presented. Dave U. made a motion to accept the minutes and Mikey W. seconded the motion. The motion was carried and passed unopposed.
- The Minutes for the month of April were presented. Dave U. made a motion to accept the minutes and Kathi S. seconded the motion. The motion was carried and passed unopposed.

TREASURER'S REPORT:

Presented by: Kathi S. (Treasurer)

- The financial reports for April were unavailable as there was insufficient time to prepare them by the May 1st Board Meeting.

MEMBERSHIP REPORT:

- Mat does not have any new information to report since the last Board Meeting.
- Mat hasn't had an opportunity to work on the Lambda Census and hopes to have some new information for the Board Meeting in June.
- The website has a current meeting listing and the Minutes for the Board Meetings since January of 2016 have been updated on a monthly basis.

FUNDRAISING REPORT:

Presented by: Mikey W. (Fundraising)

- The Talent Show held on Saturday, April 16 raised approximately \$880.00.
- The next event will be the Seis de Mayo which will be held on Friday, May 6 at 7:30 p.m.
 - There will be a variety of piñata filled with candy and prizes.
 - Sheila Elwell made a cash contribution of 100.00 for the purchase of a Donald Trump piñata.
- The event following the Seis de Mayo will be the Miss Lambda contest.

CHIEF OF TECHNOLOGY'S REPORT:

Presented by Lisa Mc. (CTO)

- The new computer was installed and the appropriate files transferred for the immediate use of the new machine.
- The old computer will be kept in the office for a period of time to insure if any additional files are necessary (other than the ones that have been transferred) that they are still accessible if the need arises.
- Lisa Mc and Lynette R will purchase the approved scanner with an automatic document feeder.
- Mikey W was calling Comcast for an unrelated issue and asked them about the splash page that is available for people who log onto the Lambda Center WiFi. Each time the WiFi is accessed by a visitor, this page can be used to promote upcoming events, ask the user to consider joining Lambda Center as a member and other uses.
- The price for this service is 39.00 a month. Mikey W and Laurel K will call Comcast and make sure the price is firm and check into all the details to understand the full use and the operation of this service.
- Mikey W made a motion to use this service and the motion was seconded by Paul T to approve signing up for this service. The motion was carried and was unopposed.
- The people who will be responsible for regularly updating the splash page will be Mikey W, Mat W, Marc S and Lisa Mc.

OPERATIONS COMMITTEE REPORT:

Presented by: Tom A. (Chair)

- Sales Tax has been paid on our monthly electric bill and perhaps other bills as well. Tom checked with the State Comptroller and was told a refund on sales taxes paid in error is available for up to the past three years of payments. Tom will check with each vendor and make sure that sales tax is not charged on our bills. No mention was made to whom may be researching the previous payments made in error.
- Tom has asked Rebecca to file a change of address form on any bills that have been coming to 1201 West Clay and have them directed to the Post Office Box.
- Tom was unable to find a current Alarm Permit with the City of Houston. Tom will proceed to make sure we are in compliance and have a current permit. The alarm system will be updated to

include motion detectors to be installed in pertinent spots to let us know if activity is taking place inside the building once the alarm has been set. The burglar bars will be removed to improve the appearance of the common area.

- Fire extinguishers have not been inspected since 2014 and are out of compliance. The vendor who has taken care of this in the past will come to re-inspect the extinguishers and to provide a hands-on training. This will take place on Tuesday, May 17th at 9:00 a.m. This is a mandatory meeting for all coffee bar employees so they can learn how to use the extinguishers properly and what to do in case of a fire. The training will be paid to the employee and the fee for the instruction from the vendor is 99.00 per hour. All Board Members or Officers were invited to attend.
- Marc S will be in charge of creating Fire Evacuation Boards to be placed in each room. These will be a diagram of where the room is in respect to the whole building and the nearest exit in the event of an emergency.
- Round-Up rent payments will be the same as the previous three years at 2,500.00. Regarding liability insurance, it was confirmed that any activities (fundraisers and meetings) taking place on Lambda Center property are covered under our current CG&L insurance policy. Events taking place offsite at a hotel will be covered under 'Event Insurance' by that location. The estimated amount for the current hotel used is 250.00 – 300.00 dollars. Everett P will confirm this coverage and the amount with the hotel and either he or Lisa Mc will confirm this insurance will be in place to prevent any liability while off site at the Board Meeting on June 12, 2016.
- Round-Up personnel will not be covered under Lambda Centers D&O insurance policy. Brittany made a commitment that all people driving items to the hotel for Round-Up will have a valid driver's license and current insurance.
- The roof has been inspected and we do not need to replace it now or as it appears anytime soon. Work on the roof may need to be done, or possibly replaced in approximately five years.
- The status of the air conditioning project is addressed in New Business: Capital Improvements.
- The back parking lot is getting worse and people have gotten stuck in the mud. Tom will look into having gravel dumped on the lot and spread out until further measures are taken for a long term solution. The ad hoc committee taking care of the air conditioner will come up with a long term solution to the parking lot and the look into the moving of the garbage dumpster(s) to a better location to prevent garbage trucks from damaging the surface. This may allow the lot to have a black top surface versus a reinforced cement surface as originally considered.
- Laurel K made a motion to have the ad hoc committee who works on the air conditioning problem first, take care of the parking lot and options second. This motion was seconded by Paul T. The members of the ad hoc committee agreed to take this responsibility. The motion passed and was carried unopposed.

OLD BUSINESS:

- Signs prohibiting all guns on Lambda Center property will be installed this week.

NEW BUSINESS:

Capital Improvements and Action Items

Air Conditioning

- It was evident this past Saturday at Birthday Night that the existing problems with the failure of one of the two units to cool the front of the building and the inability of the big room to be cooled by the two units dedicated to that room that a decision to solve the air conditioning problem is upon us.
- After much discussion of options, Tom requested an ad hoc committee to immediately address the options and have bids made to solve the problem. One of the options is to remove the four independent units with one large unit. The large unit will provide zoning for efficiency and by replacing all of the duct work we will insure that the cooled air is going into the rooms and not leaking into the space between the drop down ceiling and the roof.
- Laurel K made a motion to approve an ad hoc committee to move forward with coming up with a solution for the air conditioning issue. This motion was seconded by Mat W. The motion was carried and was unopposed.
- The ad hoc committee will consist of Linda K, Sheila E, Kathi S and Mikey W. The committee will get three different bids from three different vendors to have a solution and bring it to the Board. It is understood that the findings of this information will be discussed well before the next Board Meeting.
- Laurel K made a motion to secure a line of credit from the bank in the amount of \$150,000 to pay for the upcoming expenses of air conditioning, the back parking lot, consider replacing the florescent lighting in the building with LED lights and fixing the façade on the front of the building. The motion was seconded by Dave U. The motion passed and was carried unopposed.
- President Tom Aubry appointed Kathi Schmidt, Treasurer to approach Comerica Bank to secure a line of credit.

MEETING ADJOURNED:

- A motion to adjourn the meeting was made by Kathi S. and was a seconded by Dave U. The motion passed.
- Meeting adjourned at 6:10pm.