



**BOYS & GIRLS CLUBS  
OF TOWN OF WALLKILL INC.**

**Serving Northern Orange & Sullivan Counties**

TOWBGC 6/19/14 Board of Directors Meeting Minutes

The meeting began at 6:05pm on Thursday June 19, 2014 at the new Club House located at 60 Creamery Road, Circleville, NY 10919.

Board Members Present: Board Chair Tony Morino, Board Treasurer Sharon Jankewicz, Ex Officio Michael Swensen, Board Vice Chair Karen Fisher, Board Secretary Brian Powers, Ralph DeVito, Charlie Degliomini

Board Members via Phone: Sean Rieber

Board Members Absent: Hon. Mike Paduch, Steve Plain, Chrissy Schiff

Also present: TOWBGC Executive Director Alexis Eggleton and TOWBGC Operations Assistant Katrina Apelles.

**Welcome to the Clubhouse**

Eggleton took the board members on a tour of the new space and brought the Board up to speed on the construction in the Recreation Center.

Eggleton then talked about all of the new features in the building, including the security and fire system through PN Alarm, and working with TOW Police Department on additional patrols in the evenings and at night.

The Town is planning a dedication ceremony in August, and Alexis & Robyn will be working with them to set up the event, and hopefully add a carnival or other fun element. Our summer Development Intern, Darrigan DeMattos, will run point on the Carnival.

Once the building is fully operational, Alexis and the staff would like the Board's help leading "Blue Door Tours," where we bring in key donors, businesspeople and officials to brown bag it for lunch with the campers. As soon as a certificate of occupancy is received, we can set up these tours.

The Board reviewed the April Board minutes. Mike Swensen motioned to accept the minutes and Brian Powers seconded. Unanimous vote. Motion carried.

Sharon and Tony reviewed the terms of the lease for all Board members, most importantly the terms of a 3 year lease with automatic renewal of two years, and the Town must give 7 month notice increase rent. We will then have 30 days to review, and must give the Town 6 months' notice of any intention to vacate.

Alexis led the Board through updates on the summer day camps. Town of Wallkill is up 30% while Town of Mamakating is down 30%. The increase at TWOSDC is being attributed to the new facility, while the decrease at TOMSDC is being attributed to parents wanting sessions, rather than 1, 8-week session.



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The summer interns through the PB and Middletown Academies have worked out fantastically this summer, allowing Katrina to cover for Allyson during her maternity leave.

Alexis proposed a formal staff restructuring to create a Program Director position to oversee the Unit Directors. With all of the vacant positions, and the unanticipated funding from the TOF Camp, there is no net cost for the staffing restructuring this year and a \$1000 difference for 2015. Brian Powers motioned to approve. Michael Swensen seconded. Unanimous.

Michael Swensen and Sean reviewed the enclosed proposed expansion policy:

**Town of Wallkill Boys & Girls Clubs Expansion Criteria**

*The Town of Wallkill Boys & Girls Clubs is committed to responsible, sustainable growth within our region, and has developed the following criteria to help provide structure to the expansion process, and develop expansion plans that will allow a Boys & Girls Club site to thrive and grow to serve more youth in the expansion area.*

*In order to consider a new community for a new Unit or Extension of the Town of Wallkill Boys & Girls Clubs, the community and the Clubs must agree to the following criteria:*

***The Community***

*The community will gather a Steering Committee of volunteers who will commit to monthly meetings for 24-30 months to help develop the Clubs in the community.*

*The Steering Committee will be comprised of no less than eight members and no more than 12 members, including representatives from:*

- The local school district*
- The towns, villages or city government within the service area*
- The PTA/PTO and/or the Teachers' Union for the local school district*
- Local law enforcement*
- Local community development corporation*
- Local civic organizations (Kiwanis, Rotary, Elks)*
- Local religious organizations*
- Business owners within the service area*

*The Steering Committee will commit to locating and securing space suitable for a licensed Boys & Girls Clubs (if serving youth ages 4-12) or a Teen Center, for a minimum of three years. This space should be rent free if at all possible.*

*The Steering Committee will commit to securing or developing a plan to secure at least 40% of the funding necessary for the expansion site, outside of existing Boys & Girls Clubs events and donors, for a minimum of three years. This funding can be derived from special events, a directed appeal, grant funding and member fees.*



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***The Clubs***

*The Clubs will undertake and provide a Community Needs Assessment at the outset of the expansion process, as well as poverty indexing, donor canvassing and other resource development assessments as needed.*

*The Clubs will provide the Executive Director, Program Director or appropriate Club staff and a member of the Expansion Committee of the Board of Directors for each Steering Committee meeting.*

*The Clubs will provide the expansion project up to 10 hours of programmatic assistance through Town of Wallkill Boys & Girls Clubs, the New York State Alliance of Boys & Girls Clubs and Boys & Girls Clubs of America, on a monthly basis.*

*The Clubs will develop an expansion budget, depending on the ages and number of children anticipated, and will also handle all NYSOCFS licensing, liability insurance and staffing (child to staff ratios, background checks, fingerprinting, etc) requirements.*

*The Clubs will handle all marketing and public relations regarding the expansion. The Clubs will also provide technical and marketing oversight for any special events or fundraising efforts, and will ensure that these events in no way conflict with existing Club efforts.*

Michael Swensen motioned to accept the new policy. Sharon seconded. Unanimous.

There was discussion about the conflict of interest and code of ethics updates, and the policies were tabled to the Internal Affairs Committee.

There was a discussion about opening the Board up to 4-6 new Board members this year, and Ralph presented a Board nomination form. Board members will make recommendations and get back to Alexis with their suggestions.

The Board then debated a method of evaluating Board members and determined a self-evaluation should occur each February at the Board Retreat.

Susan Ketron joined the Board for an hour-long brainstorming session on cultivating donor relationships and the Board settled on a 3x3 plan where each Board member will work to cultivate relationships with three donors or prospective donors over the next three months. Alexis and Tony reviewed the proposed House Parties, and solicited more volunteers!

Sharon Jankiewicz motioned to adjourn the meeting at 7:50pm. Ralph seconded. Unanimous.



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