

Bayshore Gardens Board of Trustees Workshop Minutes

January 2, 2019

Draft by Gwen Norris

Item 1. Roll Call. Sharon opened the meeting at 7:08 pm (after the BOT Organizational Meeting).

Trustees in attendance were Jim Couey, Terry Zimmerly, Sharon Denson, Barbara Susdorf, Jim Frost, and Belle Baxter. A quorum was established. Also in attendance was Gwen Norris, scribe and Jodie Lawman, Manager. Sharon apologized that the Workshop was scheduled for the same night as the Organizational Meeting, but the Organizational Meeting was required by the Charter and another meeting night did not have to be scheduled for the Workshop.

Item 2. Update electrical in hall. Steve Watkins had supplied the quote from Green Lighting Solutions. Steve stated that he and Don Baith of Green Lighting Solutions came through the hall a few weeks ago and reviewed electrical switches and replaced them. He then had the outlets reviewed and made a list. Steve went over the list: the kitchen outlets need installed for the freezer that will be moved from the old breezeway concession stand. They found a possible safety issue with ice maker that needs fixed. Another cracked switch in the men's room needs fixed. Any loose receptacles that need replaced. The proposal is for \$550.00 and Steve thinks that it is very fair. Steve will make a motion at the next board meeting to accept the proposal. Steve asked that if anyone thinks there is any more work to let him know. Barbara asked if we are just updating. Steve confirmed that we are mainly updating. Jim Couey asked why there is no plugs (outlets) in the ladies' bathroom. The need was discussed. Sharon stated that an outlet could be added to the existing switch so it would be off when the light is out. It would be a GFI outlet. Steve will get that quote prior to the BOT Meeting.

Item 3. Hall audio system. Steve had given the Trustees a handout of a proposed unit(s). Steve proposes a 19" rack mount chassis in the wall at the area marked on the hall wall in orange. He said all connections will be accessible on the front and the components locked up with a key in the storage room. He said that any connections on the back of the equipment will be remoted through a patch bay to the front. He stated that anything that needs to be connected; cell phone, smart phone, cable, audio connection SD card, thumb drive, etc. will be incorporated in the access. He stated that someone could control the audio through their cell phone Bluetooth at the other side of the room. A Trustee will have to get into the storage room and turn the unit on and set it up. Steve said the system would be compatible with any smart phone and hall renters can have it set up for their event. He said he needs to add an iPhone cable if their Bluetooth is not working. Jim Frost suggested that we require Bluetooth from the users. Steve said the lightning cable is only \$8 or \$9 for the S9 and above iPhones.

Steve said that we need a new amplifier. He said everything is currently connected to the 'right channel' and reported that the 'left channel' on the existing audio amplifier is not working. The proposed amplifier will be rack mounted to the front facing the hall.

Steve proposes a Bluetooth transmitter/receiver that would be connected and locked up in the room. He stated the existing wireless microphone receiver will be connected in the room. He said we probably need four more wireless mics. He proposes two rack mounts which have two receivers each that do not interfere with the other mic frequencies so everyone will have a microphone. He proposes a digital tuner as an option that adjusts the actual sound of the amplifier. He said that he plans to place that at

Bayshore Gardens Board of Trustees Workshop Minutes

January 2, 2019 cont.

the very bottom of the rack mount. He proposes a switch control center that is nine switches on the rack mount and all of the equipment will be plugged in to that. He proposes cooling fans to keep everything cool. He said that an UPS (uninterruptible power source) is also needed. Steve said we probably need some cables for RCA connections that can be configured the way you want it to. He proposes a rack light bar. The Bluetooth speaker example was in another proposal which Steve said he is trying to figure out how to incorporate. He said that the existing 70" TV will be incorporated into the system to use the subwoofer speakers and all.

Steve said the estimate for the units is close to \$1,000.00. Sharon would like a mic stand at the podium and for the bands be added to the estimate. Steve asked for questions. Belle asked if an engineer will be required or who would be responsible for hook up when the hall is rented. Sharon suggested Austin be trained in the set ups since he is usually here for the events, and also Randy. Steve said that it will not be hard to turn on. Sharon asked Steve to estimate a 'not more than' amount for the Board Meeting vote. Steve agreed.

Item 4. Install water catch basins outside breezeway. Steve stated that water is standing in the breezeway and entrance after a rain event because the little drains fill up. Steve said he asked Shawn (our plumber contractor) for a quote. Sharon said she has asked Jodie to for an estimate for seamless gutters at the breezeway entrance with down spouts away from the building. Steve said a lot of the water comes from the parking lot also. Steve said that Shawn has a gutter contractor phone number. Jodie will check with Shawn.

Item 5. Woodshop air conditioner and door. Steve said stated that a split ac system, 18,000 Btu was proposed. He found 1800 BTU with free shipping for \$928.00. Steve figures the installation wiring and mounting hardware of about \$300, the bracket at \$39, totaling \$1267.00. Sharon said there are \$2000 in reserves allocated for the woodshop. Steve said he will make a motion (at the Board Meeting) for \$1350. Sharon asked if there are any local sources. Jim Frost said he will look for a local/cheaper source by the meeting.

Steve stated that the Shop's back door needs replaced. Steve said the Club has a 36" fire door that will need a heavy duty door frame to replace the existing termite damaged jamb. Steve said that we don't want to make the door smaller than the existing 48" width perhaps by making the wall move (swing). Harold Donaldson, President of the Woodchoppers Club stated that the 36" commercial fireproof door was donated by a member for the existing 48" doorway. Harold said that they had measured the equipment and found that a 36" door width would work. He said that if anyone has a larger project than that they cannot get it into their home. Sharon asked if the Woodchoppers could frame in a new doorway. Harold stated that they could probably do it if they had the materials. Steve said that removal and mounting has to be done in one day. Sharon said that if Jodie a list of supplies for the door, and the purchase was approved, then Randy could pick up the supplies needed when needed. Harold said it should work but maybe House and Grounds should install the outside paneling to match the existing siding. Sharon said that once the door is secured then Randy can do the outside work. Harold said the gas swing arm is with the door. Harold said it may take about \$250 for screws, knob, and everything. Sharon said that the costs are minimal and will come out of the allocated money. Sharon said she would like to make sure that the purchases are what the club needs to work with. She asked that once it is

Bayshore Gardens Board of Trustees Workshop Minutes

January 2, 2019 cont.

approved, could Harold get with Randy and work out a list materials needed items for Jodie to have Randy purchase which will be in two weeks. Jim Frost asked if the 36" opening will be ADA compliant. This will be researched. The Shop's front door is also 36" wide. Steve said he could check with Jack Humburg. Sharon said that 36" door seem standard. Sharon asked if the width needs to be more, can a second door be added. Harold said that the door could be mounted and adjacent a swinging wall with anchored to the concrete added. Sharon stated that she assumes that the purchase will be approved at the board Meeting and then Randy and Harold will take care of it. Harold agreed. Sharon suggested that \$500 should be in the motion at the Board Meeting in about two weeks, Tuesday, January 15th.

Harold stated that he is not sure that 18,000 BTU will cool the room sufficiently. He said that the existing unit is a 10,000 BTU unit and wonders if adding another 8,000 would actually cool it down enough to be comfortable since the walls are not insulated. He said it will take more than normal (calculation). Harold guesses the room size at 30'x 35' and with no wall insulation. Steve said that there is a chart using square footage. Gwen presented the chart showing 18,000 BTU for a 22'x40' room and a 24,000 BTU for a 25'x50' room. Steve said the next size over 18,000 BTU is 24,000 BTU which also runs at 208 volts. He stated that the 24,000 BTU is \$1138.00. Jim said that he will price locally the unit size that we chose. Harold said the larger one will cool down the room faster and for \$200 or \$300 difference in price it would be nice to have one that really works. Harold said the larger 220 unit would probably be almost as efficient as the existing 10,000 unit. Steve said the unit has heat for Gwen, who gets cold. Steve asked for more questions or comments. Being none he moved on to the next item.

Item 6. Scanner large enough to scan in past Banners. Steve said he had researched Amazon for their '#1 best seller' scanner to digitize the old Banners going back to 1958 to be put on the website. He presented data an Epson scanner model for \$189.98 with a four year warranty for \$9.82. It scans in PDF. Sharon asked if the scans can be put on a thumb drive. Steve confirmed they can. Jodie asked if it would be hooked up to the Banner computer. Steve said it could be hooked to the Banner computer. Sharon said it could be stored to a thumb drive and uploaded at another computer. Jodie questioned who would be scanning. Steve said we would be looking for volunteers. Dan said the scanning would require a lot of time. Steve said the scan can be adjusted in case it is crooked. Gwen asked if several scans can be combined into one file. Steve said it can take the PDFs on Jodie's computer and use the PDF Advance to combine. He said it can also be made searchable. Sharon said that once they are all scanned we need them backed up on a thumb drive and the paper ones can be disposed of. She said that some are so fragile that we may have a problem scanning them. With no questions Steve moved on to the next topic.

Item 7. Banner contract processing for sales rep. (1017PR) Steve said that the policy has items changed and added since the last review. He has added the Office Staff in the first bullet on page one, clarifying they do not write the ad contracts. Also two bullets are shown concerning contract filing procedures and that the office staff will not be permitted to complete the contracts. On page 2 states that the file box labelled 'Ad Contracts New/Renewed for Kim' will be used for the office manager to notify the Banner publisher (Kim Wind). Sharon stated that the policy states that original contracts cannot leave the office which is the state law. There was no more questions or changes.

Item 8 and 9. Entrance Ramp and Key FOB system for District. (ADA issues). Jim Frost, Chair of House and Grounds, reported that Tempus is in training and he will get the quotes later. He said Tempus is

Bayshore Gardens Board of Trustees Workshop Minutes

January 2, 2019 cont.

training on new updates/application for our system. Jim Frost said the ADA contractor is back from vacation and he will get quotes for the ramp and doors. They should be ready by the next meeting.

Item 9. Hall Rental Contract (1004HC and 1004HR). Sharon asked attendees to look at the Recreation Hall Contract and be ready to vote at the BOT Meeting. She said she thinks it has everything that has been discussed. Sharon said she read several rental contracts from other facilities to see how they were presenting their facility. She stated that the other facilities does not seem to have a problem with the hours and end of rental hours. She said that she thinks the confusion comes in when you state that it is 'setup time'. She said we need to set up the hours and if they want, more they can rent them. She said that the 'Rules' now clarify the start and stop possession times of the rental and anything more will come out of their deposit. She said she wants all renters treated the same.

Steve stated that there needs to be some extra setup time for some renters. Sharon stated that the renter can rent the extra hours at \$25 (resident) per hour.

In discussion of the screened rent (not on the agenda) Steve said they had an issue on the screen room where the maintenance crew took a couple hours to cleanup and the deposit should be raised to \$40. Sharon said that this issue needs to be taken up in the Committee Meeting next week.

Jim Couey stated that the park gate needs a new lock. Steve said he took care of that today.

Dan mentioned that someone messed up the hall bathrooms last weekend. Steve said that he knows what happened and explained. Sharon said we need to review the Key Policy and a FOB system would help but the front door cannot have a FOB system installed yet so in the meantime we could change the locks. Jodie said that Randy stated the last time the key was changed on the front door Manatee Lock and Key changed the tumblers and provided new keys. Sharon said we will put the door lock on the next Committee Agenda along with the Screen Room Contract.

Jim Couey moved to adjourn. Steve Watkins seconded the motion. It was voted on and passed. We adjourned at 7:52 PM.

A handwritten signature in black ink, appearing to be 'Steve Watkins', is written in the lower right quadrant of the page. The signature is fluid and cursive, with a long horizontal stroke extending to the right.