

Minutes
TOW COMMUNITY CENTER ASSOCIATION
135 CR 221, Tow, Texas 78672
April 7, 2022

1. Prayer and Pledge of Allegiance lead by Gloria Buchanan
2. Meeting called to order by Gloria Buchanan at 6:30 pm
3. Quorum established; Gloria Buchanan, Linda Jackson, Tim Hackney, Toni Milam, Paul Norman, David Hooge, Linda Wallen and Donna Davis were in attendance. Debbie Povec and was absent.
4. Welcome by Gloria Buchanan
5. Citizen Comments - none
6. Approval of prior minutes from March 3, 2022 with amendment.
Motion by Tim Hackney and second by Dave Hooge. Passed.
7. Discussion and possible action on:
 - a). TCC Rental Agreement. The first two pages of the contract had been passed in March. Motion by Dave Hooge and a second by Toni Milam to approve the Terms of Contract and Requirements. Passed
 - b). Report by Paul Norman on what constitutes gambling for Bunco and Farkle. Groups may rent the TCC to play these games, so long as the TCC receives no "cut" of the winnings (rent only).
 - c). Additional weekly game day and chair exercise classes. Nita Cappell presented information on a survey for an additional game day sponsored by the TCC. It will be held on Wednesday afternoons from 1:00 - 5:00 beginning in May. Nita will be the contact. Paul Norman and Donna Davis will be the contact for the Tuesday game days.

Exercise classes will begin in May on Monday, Wednesday and Fridays from 9:30-10:30 am. They will be lead by Nita Cappell, Tammy Pokorny, and Cindy Barkley. They will need the TV installed and a waiver to have participants sign.

These additional events will need to be advertised in the community. Motion by Paul Norman, second by Toni Milam. Passed.
 - d). June Pelat has offered to hold canning classes for no more than 10 people at a time. Participants would bring their own jars and produce to can or pickle. Classes would likely last 2-3 hours once or twice a month.

There was a lot of interest, but the item was tabled until the TCC gets a range with electric coils that is more suitable for canning. It would also

be helpful to have the dishwasher hooked up.

e). Shirley Favors requested that the Tow Bunco Club be allowed to hold a Bunco game once a month. They will hold an organizational meeting to see if there is interest in the community. Motion to table until there is more information by Toni Milam, second by Paul Norman. Passed.

8. Policies and Procedures

a). Discussion and motion to approve the rental agreement with the Church of Christ. Motion with amendment of box number by Paul Norman, second by Linda Jackson. Passed.

9. Committee Reports

(a). Safety and Maintenance

1). Range - bottom element is out in the oven. Burners have been repaired. Estimate of \$30-\$40 to replace the element.

2). Flooring - rough estimate to replace flooring with proper underlayment is \$6,200 and can vary depending on the flooring we select. Estimate with locking floor in the front area and lifetime flooring for back and wet areas.

3). Hot water for restrooms. Need two new valves

4). Pavilion - Boy Scouts have volunteered to do work on painting the Pavilion as an Eagle Scout project. We will need to provide materials (est. \$300). There was discussion to add a large fan(s).

5). Roof Inspection

6). Handicapped parking on the side of the building needs to be addressed (signs, painting on pavement, etc.)

7). Dishwasher - Estimate about \$200 - \$250 total. It will require a new circuit.

Motion to reimburse Tim for actual expenses for 1, 3, 4, and 7. by Donna Davis, second by Paul Norman.

(b). Treasurer - Linda Jackson presented the Treasurer's report with a balance of \$6585.96 as of March 3, 2022 and \$6983.09 April 7, 2022.

An audit of TCC financial records was conducted by Cindy Sikorski and observed by Linda Jackson, Treasurer on April 1, 2022. Financial records available were from August when the new Board was named through December 31, 2022. There were no recommended changes other than a thank-you note sent with each donation for the donor's records. A sample thank-you note was presented by Linda and amended by Paul Norman to include the TCC Federal tax id and EIN#.

Motion to approve Donna Davis, second Linda Wallen. Passed.

(c). Tax exempt status and grants. Paul Norman has received official

confirmation of our 501c3 status and listed the TCC on Guidestar in preparation for grant applications as needs are identified. He has completed the Texas Annual Franchise Tax Report for 2021. He also has a letter for 2020, but no information. The 990 for August - December is already done.

(d). Communications - Linda Wallen gave a report on the rental of the Rental contract (already approved) and will update the website with minutes, agendas and financial reports.

(e). Events/Fundraising -

1). 1090 plastic eggs filled for Easter Egg hunt. April 16; Areas for hunting will be roped off. There will be cookies, water and prizes for the children. An Easter Bunny will also attend for photo opportunities. \$187.17 was spent. Motion to reimburse Gloria by Donna Davis, second by Tim Hackney. Passed.

2). April 28 - Water Colors; May 7 - Sip and Paint; May 21 Mosaic;

[REDACTED]

10. Future agenda items - Grounds maintenance.

11. Next Meeting Date : May 5, 2022

12. Motion to adjourn by Linda Wallen, 2nd Tim Hackney. Passed
Adjourned 8:23 pm.

Minutes by Donna Davis

Gloria Buchanan

Gloria Buchanan, President
Tow Community Center Association