

STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:

A scheduled meeting of the Stockert Youth Center Board of Directors was held at the Stockert Youth Center, 79 East Main Street on Monday, 4 December, 2017 at 4:30 pm with the following in attendance:

Mayor	David McCauley	Present
City Recorder	Susan Aloï	Absent
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
Board Member	Pam Cuppari	Present
Board Member	Robert Rupp	Absent
Board Member	Pam Martin	Present
Board Member	Tammy Samples	Present
Board Member	Troy Brady	Present
Board Member	Nancy Shobe	Present
Board Member	Don Nestor	Present
Board Member	Jessica Fabbriatore	Present
SYC Director	Debora Brockleman	Present

Meeting Agenda Posted 11-27-17

*City of Buckhannon Stockert Youth Center
Board of Directors Meeting - 4:30 pm in SYC Conference Room Meeting Agenda for
Monday, December 4, 2017*

- A. Call to Order**
 - A.1 Moment of Silence**
 - A.2 Pledge to the Flag of the United States of America**
- B. Recognized Guests**
- C. Financial Report**
- D. Department Report- Debora Brockleman**
 - D.1 Upcoming Events and Programs**
 - D.2 Basketball Update**
 - D.3 Staff Training**
 - D.4 New Phone System needs**
- E. Correspondence and Information**
 - E.1 Utility Bill Gift/Donation Form**
- F. Consent Agenda**
 - F.1 Approval of Minutes -October 2, 2017**
- G. Strategic Issues for discussion and vote**
 - G.1 Discussion-Update-Auditorium/Gym**
 - G.2 Discussion-Bumper Sticker Contest**
- H. Board Members Comments and Announcements**
- I. Mayor's Comments and Announcements**
- J. Adjournment**

Posted November 27, 2017

The meeting was called to order by Mayor McCauley followed by a moment of silence and pledge to US Flag.

Financial Report: Mrs. Jenkins submitted the following information.

As of Nov 30, 2017
 SYC Capital Campaign # 150, 516.67

12-04-2017 12:23 PM

CITY OF BUCKHAMTON
 REVENUE REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2017

001-GENERAL FUND

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	% OF YEAR COMPLETED: 41.67	
					BUDGET BALANCE	% YTD BUDGET
CHARGES FOR SERVICES						
001-362-000-00 SYC CONTRIB. DCC AND BOE	45,000	0.00	0.00	0.00	45,000.00	0.00
001-362-000-01 SYC UTILITY REVENUE	2,500	209.00	1,044.50	0.00	1,455.50	41.78
001-362-000-02 SYC CAMP BUCANNERE FEES	18,000	0.00	26,017.68	0.00	8,017.68	144.54
001-362-000-03 SYC DRILL TEAM FEES	2,500	1,665.00	5,561.00	0.00	3,061.00	222.44
001-362-000-04 SYC BASKETBALL FEES	18,000	7,229.50	13,915.50	0.00	4,084.50	77.31
001-362-000-05 SYC ROOM RENTAL FEES	3,500	900.00	2,320.00	0.00	1,180.00	66.29
001-362-000-06 SYC ART/DRAMA FEES	0	0.00	0.00	0.00	0.00	0.00
001-362-000-07 SYC AFTER SCHOOL FEES	18,000	4,440.53	14,584.32	0.00	3,415.68	81.02
001-362-000-08 SYC DRINK/SNACK MACHINE	300	0.00	0.00	0.00	300.00	0.00
001-362-000-09 SYC DONATIONS	2,000	0.00	3,077.43	0.00	1,077.43	153.87
001-362-000-10 SYC KARATE FEES	1,500	480.00	1,358.00	0.00	142.00	90.53
001-362-000-11 RED RIBBON WEEK	0	0.00	0.00	0.00	0.00	0.00
001-362-000-12 SYC GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-362-000-13 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-362-000-14 SYC BINGO FUND RAISER	0	0.00	0.00	0.00	0.00	0.00
001-362-000-15 SYC CHILDRENS FESTIVAL DO	1,000	0.00	1,426.00	0.00	426.00	142.60
001-362-000-16 SYC TEEN DANCERS	150	0.00	25.00	0.00	125.00	16.67
001-362-000-17 ZUMBA REVENUE	300	120.00	870.00	0.00	570.00	290.00
001-362-000-18 YOGA FITNESS CLASS REVENUE	1,000	5.00	185.00	0.00	815.00	18.50
001-362-000-19 GUITAR LESSONS REVENUE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-20 SYC MISC ACTIV REVENUE LYI	500	0.00	2,010.00	0.00	1,510.00	402.00
001-362-000-99 SYC REQUEST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	114,250	15,049.03	72,394.43	0.00	41,855.57	63.36

12-04-2017 12:25 PM

CITY OF BUCKHAMTON
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2017

001-GENERAL FUND

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	% OF YEAR COMPLETED: 41.67	
					BUDGET BALANCE	% YTD BUDGET
STOCKERT YOUTH CENTER						
SALARIES & BENEFITS						
001-907-101-00 STOCKERT YOUTH CENTER SAL	124,500	9,742.46	64,888.60	0.00	69,611.40	44.09
001-907-103-00 CAMP BUCANNERE SALARIES	22,000	1,307.19	12,974.71	0.00	9,025.29	58.98
001-907-103-01 SYC BUS DRIVERS	8,000	0.00	236.25	0.00	7,763.75	2.95
001-907-104-00 FICA TAX	12,100	844.42	5,206.37	0.00	6,893.63	43.03
001-907-105-00 GROUP INSURANCE	23,000	0.00	7,365.68	0.00	15,634.32	32.02
001-907-106-00 GROUP RETIREMENT	7,500	659.13	3,068.68	0.00	4,431.32	40.92
001-907-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	197,100	12,553.20	83,740.23	0.00	113,359.71	42.49
CONTRACTUAL SERVICES						
001-907-211-00 TELEPHONES	2,100	174.43	875.64	0.00	1,224.36	43.70
001-907-213-00 UTILITIES	13,500	798.20	6,707.94	0.00	6,792.06	49.69
001-907-214-00 TRAVEL EXPENSE	500	0.00	0.00	0.00	500.00	0.00
001-907-216-00 MAINTENANCE	5,500	271.63	1,485.67	0.00	4,014.33	27.01
001-907-218-00 POSTAGE	250	0.00	0.00	0.00	250.00	0.00
001-907-221-00 TRAINING	250	0.00	80.00	0.00	170.00	32.00
001-907-226-00 INSURANCE & BONDS	13,500	433.34	4,371.32	0.00	9,128.61	32.38
001-907-230-00 SYC CONTRACTUAL BUS SER	0	0.00	0.00	0.00	0.00	0.00
001-907-230-01 WWC WORK STUDY	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	35,600	1,677.68	13,520.64	0.00	22,079.36	37.98
COMMODITIES						
001-907-341-00 MATERIALS & SUPPLIES EXPE	5,000	658.85	2,975.97	0.00	2,024.03	59.52
001-907-341-01 OPERATING EXPENSES	1,500	311.94	264.55	0.00	1,235.45	17.64
001-907-343-00 SYC AUTO SUPPLIES	7,000	0.00	0.00	0.00	7,000.00	0.00
001-907-354-00 DRILL TEAM	3,500	53.96	1,378.61	0.00	2,121.39	39.39
001-907-365-00 DANCE TEAM	1,000	0.00	192.47	0.00	807.53	19.25
001-907-356-00 YOUTH BASKETBALL	18,000	414.00	2,564.00	0.00	15,436.00	14.24

12-04-2017 12:25 PM

CITY OF BUCKHAMTON
 EXPENDITURES REPORT (UNAUDITED)
 AS OF: NOVEMBER 30TH, 2017

001-GENERAL FUND

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	% OF YEAR COMPLETED: 41.67	
					BUDGET BALANCE	% YTD BUDGET
001-907-357-00 TUTORING	250	0.00	0.00	0.00	250.00	0.00
001-907-358-00 MISC. DANCE/PARTIES	500	72.15	72.15	0.00	427.85	14.43
001-907-359-00 ART/DRAMA PROGRAM	250	0.00	0.00	0.00	250.00	0.00
001-907-360-00 CAMP BUCANNERE SUPPLIES	3,000	0.00	2,071.18	0.00	928.82	69.04
001-907-361-00 AFTER SCHOOL SUPPLIES	3,500	409.17	2,470.04	0.00	1,029.96	70.57
001-907-362-00 DRINK/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
001-907-363-00 KARATE CLASS INSTRUCTION	1,500	312.00	873.60	0.00	626.40	58.24
001-907-364-00 SKATEPARK	0	0.00	0.00	0.00	0.00	0.00
001-907-365-00 RED RIBBON WEEK EXPENSE	500	0.00	0.00	0.00	500.00	0.00
001-907-366-00 BINGO FUND RAISER	500	0.00	0.00	0.00	500.00	0.00
001-907-367-00 GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-907-368-00 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-907-368-01 ZUMBA	300	256.00	660.00	0.00	360.00	220.00
001-907-368-02 YOGA FITNESS CLASS	1,000	24.00	224.00	0.00	776.00	22.40
001-907-368-03 GUITAR LESSONS	500	0.00	0.00	0.00	500.00	0.00
001-907-368-04 MISC ACTIVITIES-ONE TIME	500	219.57	219.57	0.00	280.43	43.91
001-907-368-05 FIVE PROMISES GRNT SYC	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	48,300	2,630.74	13,966.14	0.00	34,333.86	28.92
CAPITAL OUTLAY						
001-907-458-00 CAPITAL CAMPAIGN (BOE & U	0	0.00	0.00	0.00	0.00	0.00
001-907-458-01 SYC CHILDRENS FESTIVAL	1,000	0.00	447.50	0.00	552.50	44.75
001-907-459-00 CAPITAL OUTLAY	5,000	0.00	379.00	0.00	4,621.00	7.58
001-907-477-00 SYC TEEN DANCERS	500	0.00	0.00	0.00	500.00	0.00
TOTAL CAPITAL OUTLAY	6,500	0.00	826.50	0.00	5,673.50	11.72
CONTRIBUTIONS						
001-907-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL STOCKERT YOUTH CENTER	287,500	16,861.62	112,053.57	0.00	175,446.42	38.98

Department Report-Debora Brockleman

- Mrs. Brockleman distributed the following brochure:

Follow us on Social Media!
Facebook: Stockert Youth Center
Twitter: @StockertYouth

Stockert Youth Center
79 East Main Street
Buckhannon WV, 26201
Phone: (304) 473-0145
Fax: 304-473-0902
E-mail: stockert@stockert.com

Stockert Youth Center
It's all about ME at SYC!
79 East Main Street
Buckhannon, WV 26201
Phone: (304) 473-0145

Adult Fitness/Programs

Fitness Center
Open Monday–Thursday 10:00 AM–6:00 PM and Fridays 10:00 AM–5:00 PM

Cardio Kickboxing
Tuesdays at 5:30 PM Cardio Kickboxing taught by April Small.

Environmental Programs
SYC's most recent youth program involves gardening and environmental education. Youth assist with planting, nurturing, and harvesting various plants throughout the year.
SYC is also involved in the WV Department of Environmental Protection's Youth Environmental Program. Members participate in environmental projects within our community including litter control, beautification of public spaces, and recycling.

Special Events
Throughout the year we have special events including: Teen Dances, Kids' Fun Nights, Drop and Shop, Halloween Bash, and Family Movie Nights.
On the third Saturday in September, SYC partners with local organizations to present the Upsher County Children's Festival. Families enjoy no cost activities that may include bounce house, a magic show, games, crafts, face painting and MORE!
SYC also hosts an Earth Day Festival each April to celebrate our planet, our community, and our health. Activities include gardening projects, environmental education, games, and crafts.

Our Mission
To provide youth with the opportunities and support they need to become healthy, responsible, and caring adults. Our programs are provided to youth with minimal fees. Scholarships and financial assistance are offered to all youth so that ALL are able to participate.

Our Philosophy
At Stockert Youth Center we believe that each child is unique and should be provided with an environment that respects that uniqueness and allows him or her to grow, learn, and explore. We believe that our future lies in the hands of our children. Therefore, it is our responsibility to empower them with the tools to succeed.

STAFF:
Debora Brockleman
Director
April Small
After School and Volunteer Coordinator

Youth Programs

After School
Children ages 5-12 attend Monday-Thursday from 3:30–6:00 PM throughout the school year. We provide fun activities, homework help, and a healthy snack.

Camp Buccaneer
Camp begins the first full week of summer vacation for children ages 5-12. It operates Monday-Friday 7:00 AM–5:30 PM. Activities include swimming, arts and crafts, educational programs and activities, library days, field trips, and so much more! Registration begins in May.

Tutoring
Monday-Thursday with hour long sessions starting at 4:00 PM. Students meet one-on-one with their tutors twice a week. Schedules are arranged individually.

Drill Team
SYC's Drill Team is well known in the area and has won several awards. It includes rifles, flags, batons, and pom poms. Sign-ups are ongoing.

Cheerleading
For children in Kindergarten through 9th grades. Sign-ups are in September. We also hold a week-long cheerleading camp during the summer!

Karate
Sensei Larry Carter, Kevin Stingo, and Michael Kirk offer classes Tuesdays and Wednesdays at 6:30 PM. Classes are for ages 10 and up.

SYC BASKETBALL
My Buddy and Me is a program that allows children in K-1st grades to learn basic basketball skills with the help of a buddy (parent or volunteer).
SYC Winter Youth Basketball is a skills league designed to help children in 2nd-8th grades learn to play the game, enhance their skills, and build confidence.
SYC Winter Rec League is for youth in 9th-12th grades to further develop their basketball skills in a fun atmosphere.
SYC's Summer Pony League is for youth ages 5-18.

SYC afterschool kids helping with the Buckhannon Food Drive!

- SYC Staff Report Oct-Dec 2017

*End of October- Haunted River Trail
Although the weather was bad we had 95 people go through and grossed appx. \$850.
We plan to do it again next year but have a few rain dates well in advance.
We had very good feedback from the folks attending.*

*After School
We are full every day with 60 + attending. We have well over 120 enrolled.
Tutoring is doing well with 11 students and appx 10 each day in homework help.*

*Drill Team
The Drill Team have been in several parades around the area. They have traveled to Weston, Jane Lew, Rock Cave, and Buckhannon.*

*Basketball Leagues
We have had several basketball sign ups and practices are starting this week and games will begin in January.*

Once again we are having trouble with gym time for our program. Some teams (MS and HS) don't have adequate gym space or time to practice.—we have Rec teams practicing in small gym which in reality is unsafe. Now more than ever we need our own space for our programs.

Staff Training

We will have a staff self-defense class/active shooter training on Dec 7 at 6:00 pm. The class will be taught by our local City Police Dept.

Phone System

Our current Phone system is over 30 years old and needs updated. The equipment is breaking and there are not parts or phones available to replace what we have. Amby has instructed me to call Tate Communications and inquire about a replacement system or to be an add-on to the City's system. This purchase would be after the new budget year.

Respectfully Submitted

*Debora Brockleman
Stockert Youth Center
December 4, 2017*

-Mrs. Brockleman also reported: About \$850 was received at the Haunted Walk Trail event. \$166 was received during the pet contest.

-The Basketball Program has about 400 participants with youth and coaches.

-Mrs. Shobe asked if gym expansion would actually solve the issues of need for space. Mrs. Brockleman stated that they would have to continue to use other schools for practice, but could use a larger gym for games. A larger gym could also be split for practices.

Correspondence and Information:

- **Utility Bill Gift/ Donation Form:**

**CITY OF BUCKHANNON, WV
CUSTOMER AUTHORIZATION TO
ADD MONTHLY GIFT TO UTILITY BILL**

I _____, of _____,

whose Utility Account # is _____ hereby authorize the following amount(s) to be added to my monthly utility bill to help support the following City projects:

<u>CITY PROJECT</u>	<u>AMOUNT</u>
(A) Stockert Youth Center capital campaign to construct a new auditorium/gymnasium	\$ _____
(B) City's comprehensive flower & landscaping program	\$ _____
(C) City's Colonial Theatre/Cinema V restoration at 48 East Main Street	\$ _____
(D) Buckhannon Dog Park along City's River Trail	\$ _____

I understand this is a voluntary donation & I may cancel my gift at any time upon providing the City with written notice.

_____ / / _____
Customer signature Date

WITNESSED BY: _____
City employee/representative

-The Board discussed donation and capital campaign at length. Suggestions to kick start a drive included challenging a donation amount to others, set up a donation tracking display and attending the next City Council meeting to give a report about Stockert Youth programs and begin a campaign. Board members concurred that information about services that are provided, what donations will go toward and how an auditorium expansion can help all activities is needed.

Consent Agenda:

**Motion Samples/Fabbricatore to approve the minutes of the meeting held October 2, 2017.
Motion carried.**

Strategic Issues for discussion and vote:

- **Discussion – Update Auditorium/Gym** – Previously discussed in meeting. Some of the Board Members will attend the next City Council meeting to challenge donations and give a SYC report.
- **Discussion Bumper Stocker Contest-** Mrs. Brockleman presented several pieces of artworks by the SYC youth. These could be displayed at the Council meeting. Board discussed displaying the pieces for vote.

Board Member Comments:

- **Fabbricatore & Martin** – Wished Happy Holiday’s to everyone.
- **Shobe** – Reiterated need to inform public of needs and success of programs for capital campaign.
- **Cuppari** – Looks forward to presentation at City Council meeting
- **Samples** – Will be happy to help put together information after the semester is over.
- **Nestor** – Believes enticing fund raising matches is good tool. He asked Mrs. Brockleman if she could report of youth involvement hours next meeting. Mr. Nestor commented on options to donate other than to capital campaign. Such as new coats.
- **Brady** – Look forward to his presentation at the next Council meeting.

Motion Shobe/ Samples to adjourn at 5:35 pm.

Mayor David McCauley _____

Assistant Recorder Amberle Jenkins _____