

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

A regular meeting of the Stockert Youth & Community Center Board was held on Monday, August 12, 2019 at 4:30 p.m., in SYCC Conference Room with the following in attendance:

Mayor	David McCauley	Present
City Recorder	Randy Sanders	Present
Assistant Recorder/Finance Director	Amberle Jenkins	Present
Board Member	Pam Bucklew	Present
Board Member	Sam Nolte	Present
Board Member	Troy "Buddy" Brady	Present
Board Member	Tammy Samples	Absent
Board Member	Melissa Franke	Absent
Board Member	Don Nestor	Present
Board Member	Robert Rupp	Present
Board Member	Nancy C. Shobe	Present
Board Member	Pam Martin	Present
SYCC Executive Director	Debora Brockleman	Present
SYCC Program Coordinator	Michelle Harter	Absent
City Attorney	Tom O'Neill	Absent
Grants & Information Coordinator	Callie Cronin-Sams	Absent

Also, in attendance: Larry Carter

**City of Buckhannon Stockert Youth & Community Center
Board of Directors Meeting - 4:30 pm in SYCC Conference Room
Meeting Agenda for August 12, 2019**

- 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 Staff Report: Upcoming Events and Current Programs**
- E. Correspondence & Information**
 - E.1 Letter of Support -UCBOE's grant proposal for School Climate Transformation**
 - E.2 Proclamation & CityPR: Jenkins Family -SYCC Gift Supporting**
 - E.3 Letter to Rotary Club of Buckhannon RE: Pledge to the SYCC**
 - E.4 Mayor's Statement on Buckhannon Rotary-August 1, 2019**
- F. Consent Agenda**
 - F.1 Approval of Minutes: 07/01/19**
- G. Strategic Issues for discussion and vote**
 - G.1 Discussion Update- Multi-Purpose Building/Gym**
 - G.2 Updates on Elimination Dinner to be held at the Event Center on 11/08/19**
 - G.3 Discussion-Raffle License**
- H. Board Members Comments and Announcements**
- I. Mayor's Comments and Announcements**
- J. Adjournment**

Posted 08/05/19 Next SYCC Meeting September 9, 2019 at 4:30pm (Due to Labor Day Holiday)

A. Call to Order - The meeting was called to order, led by a moment of silence and pledge to the US flag.

B. Recognized Guests: Larry Carter was in attendance.

The Mayor reported, on behalf of Grants & Information Coordinator, Callie Cronin-Sams, that our 21st Century Grant application had been rejected. We did receive a critique that will be useful when we apply again in the future.

C. Financial Report – Amberle Jenkins provided a report on the following financial information:

03/25/2018 David McCauley	633819	\$	100.00		
04/02/2019 wvu Med Summitt	635196	\$	417.00		
04/12/2019 Go Fund Me	637673	\$	970.70		
04/22/2019 CSC Holdings	639569	\$	500.00		
					put in savings by 0506191955 transfer
04/25/2019 United Way Lewis Co	639568	\$	625.00	\$ 4,663.03	5-6-19
05/08/2019 David McCauley	642773	\$	100.00		
05/08/2019 Melissa Franke	643030	\$	500.00		
05/22/2018 Marietta Rowland	645755	\$	500.00		
06/19/2019 Fox'sPizza-Chapman	651403	\$	1,700.00		
06/28/2019 David McCauley	653510	\$	100.00		
					put in savings by 0628191317 transfer
06/28/2019 Utility Bill Donations 7-1-18 to 6-30-19	see print-out in savings folder	\$	2,553.87	\$ 5,453.87	6-28-19
	book interest 9-30-18	\$	5.41		
	book interest 12-31-18	\$	9.97		
	book interest 3-31-18	\$	13.03		
	book interest 6-30-19	\$	14.50	\$ 42.91	
07/08/2019 WVU Medicine	655910	\$	417.00		
07/12/2019 Jaws - car show	656908	\$	50.00		
07/12/2019 Community Bank-car show	656909	\$	100.00		
07/12/2019 Racen Auto - car show	656909	\$	100.00		
07/12/2019 Citizens Bank employees	656909	\$	240.00		
07/12/2019 SYC car show donations	656909	\$	138.00		
07/30/2019 Jenkins Automotive	66067&68	\$	25,000.00		
08/05/2019 David McCauley	661066	\$	100.00	\$ 26,145.00	
capital campaign	\$ 282,018.75				
Contributions					
from Utility Bills			needs updated		
					D Thomas Pledge not received yet
				\$ 15,142.00	
				\$ 27,142.00	Rotary Pledge not received yet
Total receive with pledges	\$ 282,018.75				
	\$ 309,160.75				

8-12-2019 12:04 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2018

001-GENERAL FUND

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	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	217.00	217.00	0.00	2,283.00	8.68
001-362-000-02 SYC CAMP BUCANNBER FEES	18,000	9,073.50	9,073.50	0.00	8,926.50	50.41
001-362-000-03 SYC DRILL TEAM FEES	5,000	105.00	105.00	0.00	4,895.00	2.10
001-362-000-04 SYC BASKETBALL FEES	20,000	525.00	525.00	0.00	19,475.00	2.63
001-362-000-05 SYC ROOM RENTAL FEES	6,000	60.00	60.00	0.00	5,940.00	1.00
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	30,000	2,397.27	2,397.27	0.00	27,602.73	7.99
001-362-000-08 SYC DRINK/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-09 SYC DONATIONS	2,000	2,686.00	2,686.00	0.00	686.00	134.30
001-362-000-10 SYC KARATE FEES	2,000	180.00	180.00	0.00	1,820.00	9.00
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	500	0.00	0.00	0.00	500.00	0.00
001-362-000-16 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
001-362-000-17 ZUMBA REVENUE	0	25.00	25.00	0.00	25.00	0.00
001-362-000-18 YOGA FITNESS CLASS REVENUE	1,000	80.00	80.00	0.00	920.00	8.00
001-362-000-19 GUITAR LESSONS REVENUE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-20 SYC MISC ACTV REVENUE ITI	500	0.00	0.00	0.00	500.00	0.00
001-362-000-99 SYC REQUEST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	132,500	15,348.77	15,348.77	0.00	117,151.23	11.58

SALARIES & BENEFITS							
001-907-101-00 STOCKERT YOUTH CENTER SAL	129,000	14,293.69	14,293.69	0.00	114,706.31	11.08	
001-907-103-00 CAMP BUCANNEER SALARIES	23,600	4,426.38	4,426.38	0.00	19,173.62	18.76	
001-907-103-01 SYC BUS DRIVERS	1,000	217.50	217.50	0.00	782.50	21.75	
001-907-104-00 FICA TAX	12,100	1,448.31	1,448.31	0.00	10,651.69	11.97	
001-907-105-00 GROUP INSURANCE	25,300	1,963.70	1,963.70	0.00	23,336.30	7.76	
001-907-106-00 GROUP RETIREMENT	7,500	536.18	536.18	0.00	6,963.82	7.15	
001-907-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00	
TOTAL SALARIES & BENEFITS:	198,500	22,885.76	22,885.76	0.00	175,614.24	11.53	
CONTRACTUAL SERVICES							
001-907-211-00 TELEPHONES	2,500	196.00	196.00	0.00	2,304.00	7.94	
001-907-213-00 UTILITIES	15,000	2,980.15	2,980.15	0.00	12,019.85	19.87	
001-907-214-00 TRAVEL EXPENSE	500	0.00	0.00	0.00	500.00	0.00	
001-907-216-00 MAINTENANCE	8,000	155.45	155.45	0.00	5,844.55	2.59	
001-907-218-00 POSTAGE	250	0.00	0.00	0.00	250.00	0.00	
001-907-221-00 TRAINING	275	275.00	275.00	0.00	0.00	100.00	
001-907-226-00 INSURANCE & BONDS	13,500	1,543.66	1,543.66	0.00	11,956.34	11.43	
001-907-230-00 SYC CONTRACTUAL BUS SER	0	0.00	0.00	0.00	0.00	0.00	
001-907-230-01 WORK STUDY/AMERICORP	6,500	3,000.00	3,000.00	0.00	3,500.00	46.35	
TOTAL CONTRACTUAL SERVICES:	44,525	8,150.26	8,150.26	0.00	36,374.74	18.30	
COMMODITIES							
001-907-341-00 MATERIALS & SUPPLIES EXPE	6,000	1,337.15	1,337.15	0.00	4,662.85	22.29	
001-907-341-01 OPERATING EXPENSES	2,500	0.00	0.00	171.30	2,328.70	6.85	
001-907-343-00 SYC AUTO SUPPLIES	2,500	90.20	90.20	124.54	2,285.26	8.59	
001-907-354-00 DRILL TEAM	5,000	0.00	0.00	0.00	5,000.00	0.00	
001-907-355-00 DANCE TEAM	1,000	0.00	0.00	0.00	1,000.00	0.00	
001-907-356-00 YOUTH BASKETBALL	18,000	131.07	131.07	0.00	17,868.93	0.73	
001-907-357-00 TUTORING	250	0.00	0.00	0.00	250.00	0.00	
001-907-358-00 MISC. DANCE/PARTIES	500	11.09	11.09	0.00	488.91	2.22	
001-907-359-00 ART/DRAMA PROGRAM	250	0.00	0.00	0.00	250.00	0.00	
001-907-360-00 CAMP BUCANNEER SUPPLIES	3,500	567.13	567.13	319.78	2,613.09	25.34	
001-907-361-00 AFTER SCHOOL SUPPLIES	4,300	80.00	80.00	0.00	4,220.00	1.86	
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	2,000	96.00	96.00	144.00	1,760.00	12.00	
001-907-364-00 SKATEPARK	0	0.00	0.00	0.00	0.00	0.00	
001-907-365-00 RED RIBBON MREEK EXPENSE	0	0.00	0.00	0.00	0.00	0.00	
001-907-366-00 FUND RAISER	2,000	0.00	0.00	0.00	2,000.00	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	100	0.00	0.00	0.00	100.00	0.00	
001-907-368-02 YOGA FITNESS CLASS	1,000	88.00	88.00	64.00	948.00	15.20	
001-907-368-03 GUITAR LESSONS	0	0.00	0.00	0.00	0.00	0.00	
001-907-368-04 MISC ACTIVITIES-ONE TIME	500	0.00	0.00	0.00	500.00	0.00	
001-907-368-05 GRANT EXP SYCC	0	0.00	0.00	0.00	0.00	0.00	
TOTAL COMMODITIES:	49,400	2,400.64	2,400.64	823.62	46,175.74	6.53	
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	0.00	0.00	1,000.00	0.00	
001-907-459-00 CAPITAL OUTLAY	3,000	0.00	0.00	0.00	3,000.00	0.00	
001-907-477-00 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00	
TOTAL CAPITAL OUTLAY:	4,000	0.00	0.00	0.00	4,000.00	0.00	
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	296,425	33,436.66	33,436.66	823.62	262,164.72	11.56	

Motion to approve the Financial Report made by Shobe/Brady. Motion carried.

D. Department Report- Debora Brockleman

D.2 Staff Report: Upcoming Events and Current Programs – Director Brockleman gave a report on all activities and programs as outlined here:

Stockert Youth & Community Center
Aug 15, 2019
Staff Report-Debora Brockleman

Camp Buccaneer

- Last day of summer camp was Aug 2, camp went very well this summer with a lot of activities and field trips. On most days we had 60 campers in attendance.

After School

- Began Aug 14; we are already at maximum enrollment and will have a waiting list.

Children’s Festival

- Children’s festival will be September 14 in conjunction with “Truck Fest”. We’re expecting to have participation from community agencies, the high school clubs and WWC organizations.

Fall Fest

- We will be doing an activity or craft with the kids on Saturday morning, at 11:00 AM, and possibly at Jawbone Park during the evening hour before the bands begin.

Other

- We held a staff meeting on Tues, Aug 13 to set the event and program calendar for our newsletter which will be going out to all the schools at the end of the month.

- We will also be attending the Bob Cat Fair on Aug 24 to promote our programs and recruit volunteers for after school and tutoring

The PALS Program

- The PALS which stands for Personalized Alternative Learning School is a pilot program with the Upshur County Board of Education. The program is a classroom alternative for children who are homebound or having difficulties in a day to day classroom sitting. The program has different areas of opportunities to help students succeed. The program will also offer credit recovery for students needing to get caught up in order to graduate. We have an opportunity to have one of the three classrooms held at SYCC. The classroom we would use would be upstairs in the room which was previously used by the Alternative School. Our responsibility is only to offer space; the teacher and the teacher's aid will be responsible for the students and all equipment, and appropriate insurance would be provided by the school system. It is my understanding that we will be submitting a letter of support/agreement to the Board of Education if this is approved.

Youth Involvement hours for July are 13,101.

Motion that this Board recommends to City Council to approve a collaborative effort with the Upshur County Board of Education whereby the SYCC provides the use of one classroom for the Personalized Alternative Learning School with an appropriate letter of agreement, was made by Rupp/Nolte. Motion carried.

August 15, 2019

Dr. Sara Stankus
Superintendent, Upshur County Schools
102 Smithfield Street
Buckhannon, West Virginia 26201

RE: Letter Agreement
City of Buckhannon/Upshur County Board of Education
BOE use of room at Stockert Youth and Community Center

Dear Dr. Stankus,

The purpose of this letter is to serve as an Agreement by which the Upshur County Board of Education ("Board") will use, and the City of Buckhannon ("City") will make available, a room on the second floor of the Stockert Youth and Community Center ("Center") for the Board's use in providing certain programs for the benefit of homebound students.

The Board will make use of the room on a daily basis, Monday through Friday, during instructional days and on such days identified for instruction on the academic calendar published by the Board. The City of Buckhannon will make this space available to the Board free of charge.

The Board will employ and designate an instructor and an aide whose primary workplace will be the Stockert Youth and Community Center for the purpose of undertaking the Board's program of instruction. The Board will equip and supply its personnel and students using the room, and may designate certain secure storage facilities for its property kept on-site. Should improvements be necessary to the used space to meet the requirements of the Board, the Board agrees that such costs shall be bourn by the Board.

Any Board of Education personnel working at Stockert Youth and Community Center will at all times be employees of the Upshur County Board of Education, and neither the Center nor the City of Buckhannon will exercise any direction or control of the Board's personnel or students while they are engaged in carrying out the Board's program, except for necessary safety or other generally applicable directions given to all building occupants. Any Board personnel or students will have access to the room and to those common areas of the Center that are necessary for ingress or egress thereto or therefrom at such reasonable times as the Board's and City's personnel may determine.

The Board will be responsible for insuring its employees, agents, other personnel, or students who enter into or upon the Stockert Youth and Community Center or its grounds or other adjacent City property for the purposes contemplated by this agreement, and the Board agrees to indemnify

and hold the City of Buckhannon harmless for any loss, injury, or damages that may accrue to the City or to any individual entering the Center to participating in the Board's program. The Board agrees that it will solely bear the risk of loss for any persons or property upon the premises, and that the City of Buckhannon disclaims any liability for the same.

This Agreement shall be for the term of the 2019-2020 academic year, and shall terminate at the close of business Tuesday, June 30, 2020. The parties may extend or renew this Agreement, or expand the scope thereof, at any time by written instrument.

The City of Buckhannon is pleased to make this space available for the use of the Upshur County Board of Education, and the students and community we all serve. The City expresses its appreciation to the Board and its Administration and leadership for their collaborative thinking in making use of the Stockert Youth and Community Center as a valuable public resource.

Please indicate your assent to the terms of this Agreement, and intent to be bound thereto, by signing below.

Sincerely yours,

David W. McCauley

Mayor

Agreed to this ____ day of _____, 2019

Upshur County Board of Education

By: Dr. Sara Stankus

Its: Superintendent of Schools

Cc: Jerry Arnold, Director of Public Works, City of Buckhannon
Amberle Jenkins, Director of Finance and Administration, City of Buckhannon
Members of Buckhannon City Council
Thomas J. O'Neill, Buckhannon City Attorney
Debra Brockleman, SYCC Director
File

A discussion concerning the fees that are being charged for after school programs, which is currently \$15, took place and it was determined to leave the fee at that amount.

E. Correspondence & Information

E.1 Letter of Support -UCBOE's grant proposal for School Climate Transformation

July 17, 2019

Dear Ladies and Gentlemen:

Please accept this letter as evidence of the City of Buckhannon's support for the Upshur County Board of Education's grant proposal for a district-wide School Climate Transformation Grant.

This project will work to improve school climate and culture in Upshur County public schools. The project create an environment that promotes strong relationships among students and school staff to diminish interruptions and allow all students to receive high quality education. It also will improve student academic performance and prepare students to be responsible citizens and contributing members of the workforce by developing relationships with others, developing perseverance, improving problem solving skills, and working toward long term goals. Finally, the project will provide resources and support for students affected by the opioid crisis and/or trauma in their home environment.

The City of Buckhannon understands the importance of fostering knowledge and promoting the development of skills that prepare our young people to be informed, thoughtful, and productive individuals and citizens, and this grant will make that possible. We look forward to working with the Upshur County Board of Education through Stockert Youth & Community Center, an entity of the City of Buckhannon, to implement the school climate improvement program as described in the grant proposal.

In conclusion, the City of Buckhannon fully supports the efforts of the Upshur County Board of Education as they seek funding to address improving school climate and culture in our school system.

David McCauley, Mayor

City of Buckhannon

E.2 Proclamation & CityPR: Jenkins Family -SYCC Gift Supporting

MAYOR'S PROCLAMATION

Whereas, the members of the **JENKINS FAMILY** have been excellent contributors to our high quality of life in Buckhannon for more than 30 years, being steadfast supporters of our B-U community in many ways, including our Upshur County schools, WV Wesleyan College, & most recently the City's Stockert Youth & Community Center that they have very generously supported; &

Whereas, the **JENKINS FAMILY** through their business enterprises, **JENKINS FORD & SUBARU-HYUNDAI**, collectively **JENKINS AUTOMOTIVE** is contributing the sum of Twenty-Five Thousand Dollars (\$25,000) toward the City's Stockert Youth & Community Center's Capital Campaign to assist in the realization of the much needed new, multi-purpose building at SYCC constituting the largest, private gift ever received by our City to date for any project; &

Whereas, our Buckhannon-Upshur community appreciates & values the efforts, energy, & dedication of some of our finest residents & supporters & wishes to honor & commend them in their continued, positive mission particularly supporting the youth of our community; &

Whereas, our City now desires to recognize the members of the **JENKINS FAMILY** by bestowing upon them our City's highest honor with the Ambassador's Award.

NOW, THEREFORE, I, DAVID W. McCAULEY, MAYOR OF THE CITY OF BUCKHANNON, pursuant to the power & authority duly vested in me, do hereby proclaim Tuesday, July 30, 2019 to be "**JENKINS FAMILY DAY**" throughout our City of Buckhannon.

To further memorialize the **JENKINS FAMILY'S** devotion to and affinity for our Buckhannon-Upshur community, I further now hereby bestow upon them, the Buckhannon Ambassador Award, becoming one of the very few recipients & honorees of this most prestigious award. Appropriately, I direct the installation of a permanent placard upon the "Ambassador's Bench" on East Main Street in front of our City's Stockert Youth & Community Center to permanently honor the **JENKINS FAMILY**, bearing the inscription-

-- "THE AMBASSADORS' BENCH - HONORING THOSE WHO SELFLESSLY DEDICATED THEIR LIVES TO THE SERVICE, PROMOTION, & ADVANCEMENT OF BUCKHANNON" --

Additionally, the **JENKINS FAMILY** shall be forever recognized as our City's only second platinum level contributor upon the SYCC Wall of Fame & the "Tree of Giving," that recently was established in the entrance to our Stockert Youth & Community Center.

I further urge all of our residents to greet our community's most honored citizens, the members of the **JENKINS FAMILY**, along with their friends, & all members of our City government family during their special day.

Given under my hand & the official seal of
The City of Buckhannon, this 30th day of July, 2019
David W. McCauley, Mayor

July 11, 2019

Mr. John Jenkins
One Billingsley Drive
Buckhannon, WV 26201

RE: Stockert Youth & Community Center

Dear John:

On behalf of everyone associated with our Stockert Youth & Community Center & the City of Buckhannon, but especially the youth of our community, thank you for your forthcoming gift supporting the capital campaign to realize construction of our new, multi-use building at SYCC. If more folks and businesses would step up to the plate as you and your companies are about to do, we could break ground very soon on this much needed and exciting project. The Jenkins family and Jenkins Ford & Subaru shall forever be a charter member of our Thousand Dollar plus Club, and further shall be our single biggest donor to date as a consequence of your gracious \$25,000 gift. You will be forever recognized upon our Giving Tree that adorns the foyer of SYCC. I assure you- one way or another in the near future, our facility will come to fruition.

A couple of weeks ago during our most recent conversation, you indicated the week of July 29 would work best for you and your sons to come to SYCC for your gift presentation. I think you will agree that a photo with some of our SYCC kids around us would make for a nice photo opportunity. I believe we can make any morning during that week work for a presentation. Three days a week the Stockert kids are bussed to the high school pool in the afternoon right after their lunch. May I suggest we meet Monday, July 29 at 11:00 a.m. at Stockert? In advance of your presentation, I can have the talented folks at City Hall blow up a pretend check with both Ford and Subaru icons on it so that it will make for a better photo presentation. Also, our information coordinator, Callie Cronin-Sams, will want to promptly undertake a press release announcing your tremendous gift.

Please call me either at home at (304) 472-3028 or at City Hall at (304) 472-1651 to confirm your availability. Again, on behalf of everyone associated with our City and our Stockert facility, thanks John, so very much! This is an enormous moment in our campaign!

Very truly yours,
David W. McCauley, Mayor & Chair of the Board

cc: Members of City Council
Members of Stockert Youth & Community Center Board of Directors
Debora Brockleman, SYCC Director
Amby Jenkins, City Finance & Administration Director
Callie Cronin-Sams, City Information Coordinator & Grant Writer

Press event at SYCC Tues July 30 11AM

Jenkins Automotive Gives \$25,000 to Stockert Youth & Community Center for Facility Expansion

July 30, 2019

BUCKHANNON, WV: Another member of the Buckhannon community has stepped up to bat for Stockert Youth & Community Center! Today, Jenkins Ford and Jenkins Subaru-Hyundai, collectively Jenkins Automotive, donated \$25,000 toward the facility's expansion so that it may better serve area youth through access to healthy recreation, educational and arts opportunities, and nutritional services.

Regarding their contribution, Jenkins Automotive president John Jenkins remarked, "The city of Buckhannon has been near and dear to my family and me for decades. Our family and business were built here. I have high hopes for our children in Upshur County—they are our future. The kids in our community are at the heart of our gift to the Stockert Youth & Community Center, which is such a valuable asset for improving children's lives in our area."

Mayor McCauley shared that, "John Jenkins and I have been friends since he arrived in Buckhannon more than 30 years ago. His great success in business was just as predictable as his gracious spirit of giving back to his community. This Jenkins family gift is the largest, private gift ever received by our City, and everyone associated with Stockert and our many youth programs are thrilled to add the Jenkins name to our growing list of substantial donors who are invested in realizing our new multi-use building at SYCC."

The City of Buckhannon and Stockert Youth & Community Center remain grateful for all donations toward the new complex, including substantial gifts from the Minsker Family, Mike Ross, and Tim Critchfield and pledges from Buckhannon Rotary and the Thomas family.

Located on East Main Street in downtown Buckhannon, Stockert Youth & Community Center is conveniently located on the Elizabeth J. "Binky" Poundstone Trail System and is just a block away from the Colonial Theatre, which serves as the performing arts venue for Stockert. The center is also adjacent to Jawbone Park and the Public Safety Complex.

Stockert Youth & Community Center provides homework help and tutoring services for children in the afterschool program. The center also hosts Camp Buccaneer, a fun and educational summer camp serving approximately 100 Upshur County youth each year from June until school starts again in August. Both the afterschool and summer camp programs provide a snack and/or meal for participating youth, filling a critical need in an area where food insecurity is a real concern for some families. On average, 13,000 youth hours are realized every month at Stockert.

The expansion will allow Stockert Youth & Community Center to serve more area youth in the afterschool and summer programs, as they currently are limited by the building capacity limit. In addition, the new space will allow for an indoor walking track, additional gym space for the highly successful basketball program and other sports, as well as an area for additional events and fitness classes.

To donate to the SYCC capital campaign, call City Hall at (304) 472-1651 or go to: www.buckhannonwv.org/about-the-city/donate-sycc/

Volunteers serve 1,000 hours on average each month at SYCC. You may also get involved by volunteering! For SYCC volunteer needs, call the Center at (304) 473-0145 or go to the Buckhannon Volunteer Center website at:

www.buckhannonwv.org/volunteer

E.3 Letter to Rotary Club of Buckhannon RE: Pledge to the SYCC

30 July 2019

Bob Kincaid Rotary
Club of Buckhannon

RE:
Buckhannon Rotary Pledge to Stockert Youth and Community Center

Dear Mr. Kincaid,

Earlier this year, the Buckhannon Rotary Club made a generous pledge of ten thousand dollars (\$10,000) to the Stockert Youth and Community Center's (SYCC) capital campaign in support of a facilities expansion. SYCC's new multiuse facility will dramatically improve the Center's offerings, which include tutoring, recreation, sports leagues, classes, after school activities, and summer camp programs. The generosity of donors all over our community and region who have stepped up to the plate on behalf of our community's children, including the Buckhannon Rotary Club, is inspiring .

It appears that the Buckhannon Rotary Club is currently going through a transition; while neither Stockert nor the City of Buckhannon has a vested interest in that outcome, we would like to reiterate the importance of Buckhannon Rotary's pledge in advancing SYCC's campaign. We're counting on Rotary's pledge in order to

advance the Center's goal, and are relying on the promise that was made as we undertake planning and groundbreaking within the coming months. We expect that, as people of honor, Buckhannon Rotary will honor its pledge.

Please be in touch with any questions or concerns.

Respectfully,
Tom O'Neill
City Attorney, City of Buckhannon

CC: Stockert Youth & Community Board of Directors
Buckhannon City Council

E.4 Mayor's Statement on Buckhannon Rotary-August 1, 2019

CITY OF BUCKHANNON – MAYOR’S STATEMENT ON BUCKHANNON ROTARY – August 1, 2019

Organizations are a lot like people- they come into our lives, leave their marks, move away, or pass on. One organization that most of us thought would never become defunct is the Buckhannon Rotary, but after 101 years, that’s exactly what happened at midnight last evening with the club disbanding & surrendering their century-old charter. The reasons for that disbanding are not important & need not be discussed here.

The Buckhannon Rotary has been very gracious to our City for decades in ways too numerous to list here. Suffice to say, our City was very pleased when a few months back the Rotary pledged \$10,000 toward our capital campaign to realize construction of our new multi-use building that will soon go up right beside our existing Stockert facility. One of the old club’s final measures was to allocate several gifts to our City organization including payments of \$6,200 to our Fire Department, \$5,700 to our police department, &- well exceeding their original pledge- \$15,142 toward our Stockert capital campaign for a grand total of \$27,042 in gifts to our City. We thank all of the Rotarians for their wonderful gifts that will greatly enhance all of our citizens’ lives in our B-U community. I’m also pleased to report that the scuttlebutt is that a new permutation of the Buckhannon Rotary is already organizing with many of the old members coming together to continue to perform wonderful work for our ole place. We thank the former group for all they’ve done, & wish the new group all of the best in the future.

With the Jenkins’ Automotive Services’ gift of \$25,000 received just this Tuesday past, our SYCC capital campaign has now well eclipsed \$300,000. We thank the Buckhannon Rotary & John Jenkins & his family for their wonderful gifts to our City. We all are blessed to live in a community where so many aid our good causes. When I utter that ole line about we’re all in this together- the “we” is very broad indeed

All were discussed by the Mayor.

F. Consent Agenda

F.1 Approval of Minutes: 07/01/19

Motion to approve minutes made by Shobe/Bucklew. Motion carried.

G. Strategic Issues for discussion and vote

G.1 Discussion Update- Multi-Purpose Building/Gym – It was discussed that we are still working on additional funding and the proposed site development.

G.2 Updates on Elimination Dinner to be held at the Event Center on 11/08/19- We are getting the final meal cost and we are waiting for a confirmation that the Event Center is available on 11/08/19.

G.3 Discussion-Raffle License – Amby Jenkins gave an update, and provided materials, regarding appropriate state licensing. The license fee could be \$0 (if we are exempt) or as much as \$50.

Motion to approve the spending of up to \$50 for the license was made by Bucklew/Rupp. Motion carried.

<https://tax.wv.gov/Business/BusinessRegistration/Pages/BusinessRegistrationBingoAndRaffle.aspx>

Business Registration - Bingo and Raffle

Only a tax exempt charitable or public service organization may be licensed by the Tax Commissioner to conduct bingo games and raffles in West Virginia. This includes, but is not necessarily limited to organizations that have a letter from the Internal Revenue Service determining that it is exempt from federal income tax under IRC §§ 501(c)(3), 501(c)(4), 501(c)(8), 501(c)(10), 501(c)(19) or 501(d).

Charitable Bingo License

In order to conduct a charitable bingo occasion, an organization must make an application to the Tax Commissioner on a form [BGO-1](#) at least sixty days prior to conducting an occasion. This requirement may be waived for renewal applications. The types of available licenses include annual, limited occasion and State Fair. Details about the type of information necessary to complete an application are located in the [BGO-1 Instructions](#).

Organizations with an annual bingo license authorized to conduct charitable bingo occasions are required to file quarterly financial reports within 20 days after the end of the calendar quarter and an annual financial report within 30 days after the expiration of their annual license. The Annual report must be filed on a form [BGO-3](#) and contain the accompanying schedule [BGO-SCH](#). Details about the type of information necessary to complete a financial report are located in the [BGO-3 Instructions](#).

Organizations with other types of licenses are required to file a financial report on form [BGO-3](#) with the accompanying schedule [BGO-SCH](#) within 30 days after the expiration of their license.

Charitable Raffle License

Similarly, in order to conduct a charitable raffle occasion, an organization must make an application to the Tax Commissioner on a form [RAF-1](#) at least sixty days prior to conducting an occasion. This requirement may be waived for renewal applications. Details about the type of information necessary to complete an application are located in the [RAF-1 Instructions](#).

Organizations with a raffle license authorized to conduct charitable raffle occasions are required to file a financial report within 30 days after the expiration of their license (whether annual or limited occasion). The Annual report must be filed on a form [RAF-3](#) and contain the accompanying schedule [RAFFLE-4](#). Details about the type of information necessary to complete a financial report are located in the [RAF-3 Instructions](#).

All charitable raffle boards and charitable raffle games must be purchased from a distributor who is licensed by the Tax Commissioner to sell charitable raffle boards and games. (see below for information about licensure).

It is important to note that in order to conduct a charitable bingo and a charitable raffle, an organization must attain a license for both activities.

The net proceeds from the conduct of charitable bingo and raffles must be expended by the organization for its exempt purposes or donated to another tax-exempt organization to use for its tax-exempt purposes.

Code reference:

[W. Va. Code §47-20-1 et seq. \(Charitable Bingo\)](#)

[W. Va. Code §47-21-1 et seq. \(Charitable Raffles\)](#)

INSTRUCTIONS FOR FORM WV/BGO-1 (APPLICATION FOR CHARITABLE BINGO LICENSE) Charitable bingo licenses can be obtained by filing an application for a bingo license. The application must provide the following information (WVC § 47-20-7): (Heading): The heading of the application form must include the name and address of the organization that is applying for the license, the identification number and account number issued to the organization by letter from the State Tax Department, and the date that the letter was issued. IS THIS A RENEWAL APPLICATION?: If the application is for a new license, there is a mandatory 60-day filing period that must be observed before any bingo activities may be conducted. This period applies regardless of when the license is approved and issued. If the application is for a license renewal, the mandatory 60-day filing period may be waived. However, licensees are urged to file their renewal applications prior to the expiration of their current license, to avoid interruption in their bingo activities. You may not conduct any bingo activities if you do not have a current valid bingo license. Phone Number: If the organization has a telephone number, it must be provided. If the organization has no telephone, then the address and telephone number of the person applying for the license must be provided. NAME AND ADDRESS OF STATE OR NATIONAL ORGANIZATION If the applicant is a local branch or lodge of a state or national organization, it must provide the name and headquarters address of the state or national organization with which it is affiliated. SECTION 1 - TAX-EXEMPT STATUS: A copy of the organization's IRS determination letter must accompany the application. Exempt organizations that do not have an IRS determination letter must attach a letter explaining the nature of their exempt status. For example: volunteer fire departments, rescue units, other similar volunteer community service organizations or associations, churches, or government subdivisions are eligible to apply for a charitable bingo license, even though they may not be required to have an I.R.S. exemption letter. The West Virginia State Tax Department does not issue tax exemptions, but it recognizes exemptions issued by the Internal Revenue Service. You should consult the I.R.S. if you have questions about the tax exempt status of your organization. SECTION 2 - TYPE OF LICENSE: Select the type of license that best suits your organization's needs: 2 ANNUAL LICENSE: An annual license entitles an organization to conduct up to two bingo occasions per week for the calendar year. ANNUAL SENIOR LICENSE: Bona fide senior citizen organizations pay a reduced rate for the annual bingo license. ANNUAL LICENSE*: Volunteer or nonprofit groups with gross revenues of less than \$20,000 per year pay a reduced rate for the annual bingo license. LIMITED LICENSE: A limited occasion license is issued for a specified period of time, and entitles the organization to conduct one bingo occasion every 24 hours for up to two weeks. If two or more organizations wish to conduct a joint bingo occasion, each participating organization must obtain a limited occasion license. An organization that does not hold an annual license may obtain up to three limited occasion licenses per year. An organization that holds an annual license may obtain one limited occasion license per year. STATE FAIR LICENSE: (Issued only to the West Virginia State Fair Board). SUPER LICENSE: A

super bingo license entitles an organization to conduct one super bingo occasion each month for a calendar year. An organization may award prizes up to fifty thousand dollars at a super bingo occasion. Any organization that holds an annual or limited occasion bingo license may obtain a super bingo license. SECTION 3 – LOCATION OF BINGO OCCASIONS List the address or location of the premises where bingo games will be held. Bingo occasions must be conducted in the county where the organization is principally located, unless otherwise approved in writing by the Tax Department. List the name of the owner of the premises. Indicate whether you own the premises, or are renting or leasing the premises. If you are renting or leasing the premises, copies of all rental or lease agreements must be attached. Rental agreements that are not reflective of the fair market value may be disapproved by the Tax Commissioner. SECTION 4 – DATES AND TIMES OF ANNUAL AND SENIOR BINGO Indicate the date of the first bingo occasion to be held under the license. Circle the days of the week when bingo occasions will be held, and indicate the playing times of regularly scheduled bingo games. If you wish to conduct games on days or at times other than those indicated on the application, you must obtain written permission from the State Tax Department. SECTION 5 – DATES AND TIMES OF LIMITED BINGO OCCASIONS 3 Specify the dates and times that you intend to conduct limited bingo occasions. The limited occasion license is good only for the specified dates. If you wish to conduct games at dates or times other than those specified, you must obtain written permission from the State Tax Department. SECTION 6 – DATES AND TIMES OF STATE FAIR BINGO OCCASIONS Attach a copy of any lease agreement between the State Fair Board and the persons who will be conducting the State Fair Bingo occasions. Indicate whether the persons who will be conducting the State Fair Bingo occasions have conducted Bingo at the State Fair for at least 2 years prior to the current license application. Indicate the date of the first bingo occasion to be held under the license, and the hours that bingo occasions will be conducted. SECTION 7 – DATES AND TIMES OF SUPER BINGO OCCASIONS Indicate the date and time of each scheduled super bingo occasion. SECTION 8 – PROOF OF EXISTENCE In order to qualify for a bingo license, your organization must provide proof that it has been in existence in West Virginia for two years prior to the date of filing. Documentary proof may include a copy of your organization's Certificate of Registration issued by the Secretary of State, and a copy of a business registration certificate issued by the State Tax Department. These documents are not required from organizations that are applying to renew their license, and have previously provided them. SECTION 9 – CONCESSIONS If a concession is to be operated by someone other than the licensee, a copy of any written agreement, or an explanation of any oral agreement, between the licensee and the concession operator must be attached to the application. SECTION 10 – NAMES OF OFFICERS OF ORGANIZATION List the names, home addresses and home telephone numbers of all of the officers, members of the board of directors, governors, or trustees of the organization. If necessary, attach a separate sheet. SECTION 11 – PERSONS IN CHARGE OF BINGO List the names, titles, home addresses and home telephone numbers of three or more bona fide active members of the organization who will be responsible for the bingo operations. At least one of these persons must be 4 present at all times bingo is conducted. For a limited occasion license, only two names are required. SECTION 12 – NAME OF HIGHEST ELECTED OFFICER AND DESIGNEE List the names, titles, home addresses and home telephone numbers of the highest elected officer of the licensee and his or her officially appointed designee. One of these persons must be present at all times bingo is conducted. SECTION 13 Indicate by circling the appropriate answer whether the organization has ever been denied a bingo license, or whether any previous license issued to the organization has been revoked or suspended. If the answer is "yes," attach an explanation on a separate sheet. Indicate whether any member of the organization who will participate in any way in the conduct of bingo has been convicted of a felony, or a misdemeanor for a gambling offense within the previous ten years. If the answer is "yes," attach an explanation on a separate sheet. SECTION 14 – DISPOSITION OF PROCEEDS Indicate the organization or organizations to which proceeds will be donated, using a separate sheet if necessary. Indicate the intended charitable or public service purposes for which the bingo proceeds will be expended. SECTION 15 – AGREEMENT By signing the application form, the authorized representative of the organization is affirming that the persons in charge of the organization's bingo operations and the officers of the applicant organization understand: (1) That it is a violation of the law to allow any unauthorized persons to conduct any part of the bingo games or concessions; (2) That the organization is required to file the reports and keep the records as provided by the law; and (3) That it is a crime to violate the provisions of the charitable bingo laws, and, in addition, that a violation may result in suspension or revocation of the organization's license and denial of future licenses. The signature on the application form by the authorized representative of the organization is that person's certification that the information contained in the application is true to the best of his or her knowledge. To avoid delays, make sure your application is complete, including your check for the appropriate fee, your IRS exemption letter (not required for renewals) and all other supporting documents, copies of all leases or rental 5 agreements, and the signature of the person submitting the application. If the application form is not complete, your license will be denied. The completed application form, along with a check for the applicable license fee, should be mailed to the Charitable Bingo/Raffle License Unit, P.O. Box 1143, Charleston, West Virginia 25324-1143.

H. Board Members Comments and Announcements

Jenkins – None

Shobe – None

Bucklew – Had concerns with some playground equipment. We will have it checked out.

Martin– None

Rupp – Enjoys seeing the children's participation. Wants to see all interested children involved.

Nestor – Feels everything is going well. Ask for a consolidated copy of the AML Grant.

Nolte – Feels all is going well.

Brady - Feels all is going well.

Brockleman – None

Sanders – Feels all is going well; impressed with the enthusiasm of the Board.

I. Mayor’s Comments and Announcements

Mayor – Thanked all for their great work

J. Adjournment

Motion to adjourn made by Shobe/Bucklew. Motion carried.

There being no further business to be transacted, meeting was adjourned at 5:37 pm.

Mayor David McCauley

City Recorder Randall H. Sanders
