

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 Thursday, July 7, 2022, at 4:30 p.m., in City Hall Council Chambers with the following in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Absent
City Recorder	Randy Sanders	Present
Assistant Recorder/Finance Director	Amberle Jenkins	Present
Board Member	Pam Bucklew	Present
Board Member	Sam Nolte	Absent
Board Member	Tammy Samples	Present
Board Member	Melissa Franke	Present – by GTM
Board Member	Don Nestor	Present – by GTM
Board Member	Nancy C. Shobe	Present
Board Member	Pamela Martin	Present
SYCC Executive Director	Debora Brockleman	Present
MyBuckhannon	Monica Zalaznik	Present

To Participate in the SYCC Board meeting virtually,
please join the meeting from your computer, tablet or smartphone <https://global.gotomeeting.com/join/773218837>
You can also dial in using your phone United States: [+1 \(872\) 240-3311](tel:+18722403311) Access Code: 773-218-837

*City of Buckhannon Stockert Youth & Community Center
Board of Directors Meeting – 4:30 pm in City Hall Council Chambers
Meeting Agenda for Thursday, July 7, 2022*

- A. Call to Order
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guests
 - B.1
- C. Financial Report
- D. Department Report- Debora Brockleman
 - D.1 Staff Report: Upcoming Events and Current Programs
- E. Correspondence & Information
 - E.1
- F. Consent Agenda
 - F.1 Approval of Minutes: 06/02/22
- G. Strategic Issues for discussion and vote
 - G.1 Continued Discussion Multi-Purpose Building/Gym-Building Options/Cost/Envision
 - G.2 Policy for Outside Agencies Requesting Use of Space
 - G.3 Change SYCC BOD’s Meeting Date from Monthly to Quarterly & Reduction of Board Membership
- H. Board Members Comments and Announcements

I. Adjournment
Posted 07/01/2022

A. Call to Order: Recorder Sanders called the meeting to order followed by a moment of silence and pledge to the flag.

B. Recognized Guests:

B.1 None

C. Financial Report: Director Jenkins reported on the following:

7-07-2022 02:31 PM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: JUNE 30TH, 2022				
001-GENERAL FUND		% OF YEAR COMPLETED: 100.00				
REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CHARGES FOR SERVICES						
001-362-000-00 SYC CONTRIB. UCC AND BOE	45,000	0.00	65,000.00	0.00 (20,000.00)	144.44
001-362-000-01 SYC UTILITY REVENUE	2,500	179.00	2,178.00	0.00	322.00	87.12
001-362-000-02 SYC CAMP BUCANNEER FEES	18,200	2,580.00	11,164.50	0.00	7,035.50	61.34
001-362-000-03 SYC DRILL TEAM FEES	4,500	0.00	4,469.01	0.00	30.99	99.31
001-362-000-04 SYC BASKETBALL FEES	20,000	0.00	13,721.00	0.00	6,279.00	68.61
001-362-000-05 SYC ROOM RENTAL FEES	6,000	640.00	6,995.00	0.00 (995.00)	116.58
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	35,000	26,405.00	313,667.89	0.00 (278,667.89)	896.19
001-362-000-08 SYC DRINK/SNACK MACHINE	0	0.00	538.36	0.00 (538.36)	0.00
001-362-000-09 SYC DONATIONS	14,000	100.00	18,016.00	0.00 (4,016.00)	128.69
001-362-000-10 SYC KARATE FEES	1,400	240.00	2,310.00	0.00 (910.00)	165.00
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	0	0.00	350.00	0.00 (350.00)	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	2,000	40.00	1,205.00	0.00	795.00	60.25
001-362-000-18 YOGA FITNESS CLASS REVENUE	0	0.00	0.00	0.00	0.00	0.00
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 1TI	0	0.00	9,000.00	0.00 (9,000.00)	0.00
001-362-000-99 SYC BEQUEST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	148,600	30,184.00	448,620.76	0.00 (300,020.76)	301.90

7-07-2022 02:31 PM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: JUNE 30TH, 2022				PAGE: 24	
001-GENERAL FUND		% OF YEAR COMPLETED: 100.00					
DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CAPITAL OUTLAY</u>							
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		1,250	0.00	739.11	0.00	510.89	59.13
001-907-458-02 SYCC BUILDING		38,400	0.00	15,000.00	0.00	23,400.00	39.06
001-907-459-00 CAPITAL OUTLAY		59,500	0.00	49,629.02	0.00	9,870.98	83.41
001-907-459-01 SYCC CAPITOL PROPERTY PUR		149,000	0.00	149,000.00	0.00	0.00	100.00
001-907-477-00 SYC TEEN DANCES		0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY		248,150	0.00	214,368.13	0.00	33,781.87	86.39
<u>CONTRIBUTIONS</u>							
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		588,275	30,749.16	540,008.52	0.00	48,266.48	91.80

7-07-2022 02:31 PM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: JUNE 30TH, 2022				
001-GENERAL FUND		% OF YEAR COMPLETED: 100.00				
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
STOCKERT YOUTH CENTER =====						
SALARIES & BENEFITS						
001-907-101-00 STOCKERT YOUTH CENTER SAL	162,000	13,364.26	163,133.87	0.00 (1,133.87)	100.70
001-907-103-00 CAMP BUCANNEER SALARIES	24,000	4,910.95	25,303.61	0.00 (1,303.61)	105.43
001-907-103-01 SYC BUS DRIVERS	1,000	0.00	450.00	0.00	550.00	45.00
001-907-104-00 FICA TAX	13,500	1,398.06	14,449.58	0.00 (949.58)	107.03
001-907-105-00 GROUP INSURANCE	27,950	2,167.00	27,783.48	0.00	166.52	99.40
001-907-106-00 GROUP RETIREMENT	11,300	809.28	11,162.25	0.00	137.75	98.78
001-907-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	239,750	22,649.55	242,282.79	0.00 (2,532.79)	101.06
CONTRACTUAL SERVICES						
001-907-211-00 TELEPHONES	3,600	248.60	3,171.31	0.00	428.69	88.09
001-907-213-00 UTILITIES	20,600	1,588.72	19,312.94	0.00	1,287.06	93.75
001-907-214-00 TRAVEL EXPENSE	500	0.00	0.00	0.00	500.00	0.00
001-907-216-00 MAINTENANCE	7,000	990.33	9,550.88	0.00 (2,550.88)	136.44
001-907-218-00 POSTAGE	250	0.00	0.00	0.00	250.00	0.00
001-907-221-00 TRAINING	275	0.00	0.00	0.00	275.00	0.00
001-907-226-00 INSURANCE & BONDS	13,000	2,316.96	9,871.58	0.00	3,128.42	75.94
001-907-230-00 SYC CONTRACTURAL BUS SER	0	0.00	0.00	0.00	0.00	0.00
001-907-230-01 WORK STUDY/AMERICORP	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	45,225	5,144.61	41,906.71	0.00	3,318.29	92.66
COMMODITIES						
001-907-341-00 MATERIALS & SUPPLIES EXPE	6,000	280.29	4,972.87	0.00	1,027.13	82.88
001-907-341-01 OPERATING EXPENSES	2,500	185.95	2,492.49	0.00	7.51	99.70
001-907-343-00 SYC AUTO SUPPLIES	11,000	180.38	8,158.78	0.00	2,841.22	74.17
001-907-354-00 DRILL TEAM	5,000	0.00	4,863.90	0.00	136.10	97.28
001-907-355-00 DANCE TEAM	0	0.00	0.00	0.00	0.00	0.00
001-907-356-00 YOUTH BASKETBALL	13,000	350.00	9,834.71	0.00	3,165.29	75.65
001-907-357-00 TUTORING	250	0.00	0.00	0.00	250.00	0.00
001-907-358-00 MISC. DANCE/PARTIES	500	0.00	0.00	0.00	500.00	0.00
001-907-359-00 ART/DRAMA PROGRAM	1,000	0.00	0.00	0.00	1,000.00	0.00
001-907-360-00 CAMP BUCANNEER SUPPLIES	4,500	1,117.54	1,857.13	0.00	2,642.87	41.27
001-907-361-00 AFTER SCHOOL SUPPLIES	6,000	553.91	5,986.08	0.00	13.92	99.77
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	1,900	14.00	1,900.00	0.00	0.00	100.00
001-907-364-00 SKATEPARK	0	0.00	0.00	0.00	0.00	0.00
001-907-365-00 RED RIBBON WEEK EXPENSE	0	0.00	0.00	0.00	0.00	0.00
001-907-366-00 FUND RAISER	0	0.00	0.00	0.00	0.00	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	1,500	70.00	1,182.00	0.00	318.00	78.80
001-907-368-02 YOGA FITNESS CLASS	0	0.00	0.00	0.00	0.00	0.00
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	2,000	202.93	202.93	0.00	1,797.07	10.15
001-907-368-05 GRANT EXP SYCC	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	55,150	2,955.00	41,450.89	0.00	13,699.11	75.16

Motion Samples/Shobe to approve the financial report as submitted. Motion carried.

D. Department Report:

D.1 Staff Report-Upcoming Events and Current Programs-Director Brockleman presented and explained the following:

Stockert Youth & Community Center
Board of Directors Meeting
July 7, 2022

Camp Buccaneer

- Going great, we have a lot of kids every day (avg 55 per day)
- They are swimming 2 days per week
- Other activities include field trips, gym time and morning circle time, outdoor time on the playground, arts and crafts projects, river walk visits, gardening projects, various guest speakers, library time and fitness activities
- The last day of camp is August 5

After School

- Open registration begins July 18 on Recdesk
- As of the end of the school year in May we were told the bus schedules were changing and there would not be an early bus from Rock Cave School or Union. I do not have any other details yet but will be talking with Jody Acres soon.

Upcoming Events

- We are planning to have a yard sale during the Biggest Yard Sale at SYCC
- We are accepting donated items and will rent out spots as well.
- Children's Festival will be September 10, 2022
- New Sign for future site of SYCC installed today

Funding and resources

- We have gotten a few donations in for programs and capital campaign
- A small mini grant for \$8000 toward a working kitchen. I have also applied to the Weyhauser Giving Fund for additional funds for an upgraded working kitchen. With both combine we hope to have the ability to cook as needed with summer camp and after school as well as fund raising opportunities.

Staffing

Our billing person/program assistant has left. We will be advertising for this position again within the next week.

The new sign for the proposed SYCC multi-purpose building has been installed on the vacant lot across from City Hall.

E. Correspondence and Information: None

F. Consent Agenda:

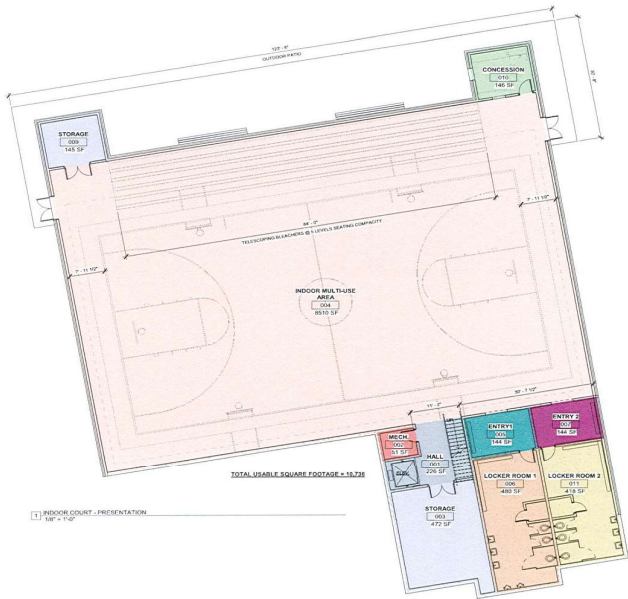
F.1 Approval of minutes 06/02/22

Motion Samples/Martin to approve the minutes of the meeting held 06/02/22. Motion carried.

G. Strategic Issues for Discussion and Vote:

G.1 Continued Discussion Multi-Purpose Building/Gym-Building Options/Cost/Envision:

Recorder Sanders and Board Member Nestor reported on the presentation that was made by Michael Mills of the Mills Group to the City Council. The presentation included a preliminary design diagrams and video. Council members would like to schedule a public meeting for community input on the matter of a new building.



SCALE 1/8" = 1'-0"
STOCKERT YOUTH & COMMUNITY CENTER- BUCKHANNON, WV
MILLS GROUP
ARCHITECTURE • PLANNING • PRESERVATION
88 HIGH STREET
MORGANTOWN, WV 26505

SHEET A010
05-04-2022
MULTI-USE AREA PRESENTATION



SCALE 1/8" = 1'-0"
STOCKERT YOUTH & COMMUNITY CENTER- BUCKHANNON, WV
MILLS GROUP
ARCHITECTURE • PLANNING • PRESERVATION
88 HIGH STREET
MORGANTOWN, WV 26505

SHEET A020
05-04-2022
LEVEL 1 PRESENTATION

G.2 Policy for Outside Agencies Requesting Use of Space:

The matter was tabled until the City Attorney can review and help draft an agreement.

G. 3 Change SYCC Board meeting date from Monthly to Quarterly and reduce the number of Board Members.

The Board did not feel that meetings should be changed to quarterly until the building construction is completed. Monthly meetings will be needed.

Board Members had no issues with reverting to the original number of members on the board of nine members.

H. Board Member Comments and Announcements:

Board Member would like to receive the video presentation and diagrams as were presented to City Council.

<https://vimeo.com/manage/videos/719904043>

Board Members liked the “coming soon” sign that was erected for the new building on the property next to SYCC.

I. Adjournment: There being no further business to be transacted, meeting adjourned at 5:17 pm

Mayor Robert N. Skinner III _____

Recorder Randall H. Sanders _____