

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

A regular meeting of the Buckhannon Colonial Arts Center Board was held on September 3, 2024 at 5:00 p.m. at City Hall in Council Chambers with the following in attendance:

Board Member, Chair	Alisa Lively	Present
Board Member, Vice Chair	Erika Kolenich	Present-GTM
Board Member	Randy Sanders	Present
Board Member	John Waltz	Present
Board Member	Morgen Miller	Present
Mayor	Robbie Skinner	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Absent
Office Manager	Barbara Hinkle	Present

*City of Buckhannon Colonial Arts Center Board 5:00 P.M. at City Hall in Council Chambers
Meeting Agenda for Tuesday, September 3, 2024*

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. Consent Agenda

- C.1 Approval of Minutes: Regular 08/06/24

D. Correspondence & Information

- D.1 Elvis Tribute Performance by Robert Keefer 09/15/24 2PM

E. Manager's Report

- E.1 Review of Manager's Report
- E.2 Financial Report (Amby)

F. Strategic Issues for Discussion and/or Vote

- F.1 Programming Requests
 - Educational Classes-Special Effects Makeup
 - Educational Classes-Beginning Sewing
- F.2 Update regarding Guide To Closing
- F.3 CAC 100th Anniversary Drafting of the Proclamation & Press Release

G. Executive Session Per WV Code § 6-9A-4 Personnel Matters

H. Board Members Comments and Announcements

I. Adjournment

POSTED 08/28 /2024

A. Call to Order: The meeting was called to order by Chairperson Lively, followed by a moment of silence and pledge to the flag.

B. Recognized Guest: None

C. Consent Agenda

C.1 Approval of Minutes – Regular 8/06/24

Motion Sanders/Waltz to approve the minutes of the meeting held 08/06/24. Motion carried.

D. Correspondence and Information:

D.1 Elvis Tribute Performance by Robert Keefer 09/15/24 2PM

**Colonial
Arts Center**

**September
15
2pm**
\$20.00 per ticket

www.colonialartscenter.org
or city hall

WVU Medicine
ST. JOSEPH'S HOSPITAL

*Performance By
Robert Keefer*

The board discussed boosting advertisement of the show.

Chairperson Lively requested to bring line item G to the table.

Motion Sanders/Miller to enter into Executive Session Per WV Code § 6-9A-4 Personnel Matters at 5:10pm. Motion carried.

Motion Waltz/Sanders to exit out of Executive Session and returning to regular meeting at 5:45pm. Motion carried.

No actions were taken during the Executive Session.

Chairperson Lively requested to schedule a special meeting to be held on September 17, 2024 at 5pm.

E. Manager's Report:

E.1 Review of Manager's Report

Matoula Hartley submitted this report after classes ended

\$3,000 donations from St.Joesph and \$320.00 from State Farm=\$3320.00

Week 1 July 8-11 Acient Greek Mythology &Pottery

Supplies \$33.00

Scholorships 2 studentsx\$80.00=\$160.00

Total:\$193.00

Week 2 July 15-18 Experiments is Sculpture

Supplies \$0.00

Scholorships 4 students x \$80.00= \$320.00

Total: \$320.00

Week 3 July 22-25

Supplies \$145.00

Scholorships 1 student x \$80.00

Total:\$225.00

Week 4 July 29-Aug 1 Fun with Drawing

Supplies \$48.42

Scholorships 6 students x \$80.00=\$480.00

Total:\$528.42

Donations \$3,320.00

Supplies \$226.42

Scholorships \$1040.00

Total:\$1266.42

Left over money \$2,053.58

Summer Art Classes 2024

Week 1 Total \$560.00= 7 students

Instructor \$448.00

CAC \$112.00

Week 2 Total \$400.00=5 students

Instructor \$320.00

CAC \$80.00

Week 3 Total \$380.00= 5 students note 1 student went 3 days \$60.00

Instructor \$304.00

CAC \$76.00

Week 4 Total \$640.00=8 students

Instructor \$512.00

CAC \$128.00

Total Instructor \$1584.00

Total CAC \$396.00

Total \$1980.00

E.2 Financial Report (Amby)

09-02-2024 01:47 PM

DISBURSEMENTS 8-01-24 TO 8-30-24

PAGE: 9

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
ARTS-THEATRE	MON POWER	906-213-00	CAC UTILITIES	110 122 154 542 48 E MAIN	552.77
	ENCOVA INSURANCE	906-226-00	CAC INSURANCE & BOND	WCN6007140 7-2 TO 8-1-24	3.41
	WV PUBLIC EMPLOYEES INSURANC	906-105-00	CAC HEALTH INS	GF AUG 2024 HEALTH INS	485.98
		906-105-00	CAC HEALTH INS	GF AUG 2024 RETRIEB HEALTH	34.00
	MOUNTAINEER GAS COMPANY	906-213-00	CAC UTILITIES	268704-483167 40 E. MAIN S	40.64
	PASS FIRE PROTECTION INCORPO	906-216-00	THEATRE MAINTENANCE/	ANNUAL SPRINKLER INSPECT	450.00
	LOWES BUSINESS ACCOUNTS/SYNC	906-450-01	THEATRE BLDG	PCRD-NUT DRIVER	28.50
	DEBORAH ORSBURN	906-341-00	CAC SUPPLIES & EXPEN	PCRD-DOMAIN RENEWAL CAC .C	192.00
	DODSON BROS EXTERMINATING CO	906-216-00	THEATRE MAINTENANCE/	JUL 2024 THEATRE PEST INSP	100.00
		906-216-00	THEATRE MAINTENANCE/	AUG 2024 THEATRE PEST CONT	100.00
	WV PUBLIC EMPLOYEES RETIREME	906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	24.84
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	29.50
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	72.92
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	65.71
	CITIZENS BANK OF WV	906-459-00	THEATRE CAPITAL	CAC SEATING AUG 2024	5,220.65
	WALMART STORES INC -BUCKHANN	906-341-00	CAC SUPPLIES & EXPEN	PCRD-FOLDING TABLES FOR CA	229.76
	WV WESLEYAN COLLEGE	906-341-04	CAC GALLERY MANAGEME	FY 2024-25 ART GALLERY MAN	6,000.00
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	48.27
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	21.56
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	54.57
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	47.12
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	11.29
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	5.04
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	12.77
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	11.02
	AMAZON.COM	906-341-00	CAC SUPPLIES & EXPEN	PCRD-ART SUPPLIES FOR ART	135.11
	CRYSTAL ANN BROWN	906-223-00	CAC PROFESSIONAL SER	JULY 29 - AUG 1 2024 ART C	512.00
	FRONTIER	906-213-00	CAC UTILITIES	473-8987-052821-4 THEATRE	130.84
	CINTAS	906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC JULY 2024	28.84
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC JULY 2024	28.84
		906-216-00	THEATRE MAINTENANCE/	CH THEATRE PSC AUG 2024	28.84
		906-216-00	THEATRE MAINTENANCE/	AUG 2024 CJ SUCC PSC	28.84
		906-216-00	THEATRE MAINTENANCE/	CH SYCC PSC RUGS 8-19-24	28.84
	QRFY	906-341-00	CAC SUPPLIES & EXPEN	PCRD-QR CODE ANNUAL PLAN	119.94
	**PAYROLL EXPENSES			8/01/2024 - 8/30/2024	2,766.53
				TOTAL:	17,650.94

Revenues for August - \$5070⁰⁰
 #5000 from WVU
 #60 from ticket sales

F. Strategic Issues for Discussion and/or Vote:

F.1 Programming Request

- Educational Classes – Special Effects Makeup
- Educational Classes – Beginning Sewing



*CAC Correspondence
Answers to questions from last meeting*
Matoula Hartley <matoula.hartley@buckhannonwv.org>

(no subject)

Matoula Hartley <matoula.hartley@buckhannonwv.org>
Draft

Thu, Aug 22, 2024 at 12:48 PM

Sewing Classes Questions:

Repairing the Sewing machines will cost anywhere from \$80.00-\$300.00. Depends what needs to be done.

Yes you can bring your own machine.

Class cost per person will be between \$80.00-\$100.00 for 4 classes and depends on material cost.

As of now we only have 3 sewing machines that can be handed out. I don't think we should have a cost for students to use them.

8 students for the class

We still have St. Joseph donations to fix the sewing machines and have students that can not afford the class participate.

Every instructor will have a background check done.

Makeup class:

Class cost per person will be between \$80.00-\$100.00 for 4 classes and depends on material cost.

8 students for the class

The board discussed not accepting requests at this time.

F.2 Update regarding Guide to Closing – The board discussed working on the Guide To Closing and having it ready by the next regular meeting.

F.3 CAC 100th Anniversary Drafting of the Proclamation & Press Release- Chairperson Lively asked Board Member Sanders & Board Member Miller to collaborate with each other and draft the Proclamation & Press Release.

G. Executive Session Per WV Code § 6-9A-4 Personnel Matter- Executive Session took place earlier in the meeting.

H. Board Members Comments and Announcements:

Sanders- Stated that Keith Buchanan had contacted him regarding the Donation Board and installing the plaques on the chairs.

Miller – No comment.

Waltz – No comment.

Kolenich – No comment.

Lively – No comment.

I. Adjournment: There being no further business to be transacted, meeting adjourned at 6:05pm

Chairperson Alisa Lively

Vice Chairperson Erika Kolenich