



Meeting Date: 06/17/25

Meeting Start: 5:30 PM

Meeting Finish: 7:21 PM

Subject: Scheduled Board Meeting

Location: Alano Club Room 2

Attending: Brad Rose (Chair), Hannah Chee (Vice Chair), Kevin Rogers (Secretary), Michael Jasperse (Treasurer), Regina Salmi, Michael Spielmacher.

Also Attending: Jena Johnson (Executive Director).

Absent: Bob DeYoung and Tami Roth.

Minutes taken and prepared by Kevin Rogers, Secretary.

Meeting Called to Order

Brad called the meeting to order at 5:30pm and led a moment of silence followed by the Serenity Prayer.

Update

- Committee Updates
 - Membership Engagement
 - Tami has taken over as chair in place of Michael S.
 - Finance
 - The Club currently has approximately \$200,000 in the bank.
 - Michael J suggested a rolling CD with Mercantile Bank to allow the Club to produce interest on its cash.

MOTION made by Regina S to adopt plan for 4 rolling CDs at \$25,000 each for a total of \$100,000, each for a 3-month term. Hannah C seconded the motion.

Discussion was held regarding whether to utilize multiple banks and which accounts would the investments be withdrawn from.

The money will first come from the unused accumulated interest from the endowment that has been sitting in an account collecting negligible interest. The remainder will come from our operations account.



To clarify, the principal from the endowment will not be reduced or altered in any way.

Motion passed 6-0*; on condition that directors retain the opportunity to object upon receipt of a payment schedule.

- Committee Updates Continued
 - Food Bev Lit
 - Passed Health Inspection in June.
 - Labor cost percentage is doing great.
 - Cost of Goods Sold percentage fluctuating, but appears to be only slightly above the budget, likely due to rising market costs.
 - Sales in literature and cafeteria are both significantly higher in year over year data.
 - A method to better track donated goods is in development.
 - ServSafe training conducted by Hannah has been completed.
 - Kitchen staff has been trained on cleaning and maintenance of kitchen equipment.
 - Maintenance
 - Repairs Completed
 - Sink fixed
 - Upstairs urinals repaired
 - Espresso machine has been repaired.
 - There was a condensation leak from pipes above Rooms B and C, but this has been insulated with donated labor and is good now.
 - Repairs in Progress
 - Ice cream machine is being repaired.
 - Pillars out front with the large lights and mortar repairs.
 - Painting the lobby, café and library nearing completion.
 - Paint was purchased at a discount. Labor was donated.
 - Leaky closet downstairs being looked at.



- There are additional repairs being worked on relating to security.
- Exterior wallpack lights are going to be replaced beginning today, June 17.
- Some windows in Rooms 1-3 are cloudy or otherwise have seal issues and will be replaced. Half of the money for this project has been donated. Seeking additional donations for remainder.
- Parking Lot
 - Megan and volunteer patched major holes in the lot. Cost was \$1,000 but labor was donated.
 - Estimate for parking lot repair ideas in progress.
- ADA Doors
 - Estimated completion by end of August.
 - Doors will be at Non-smoking entrance
 - Downstairs doors are on hold for now.
- Mulch and labor to spread mulch were donated.
- Pre-fire inspection yielded one potential hazard in the kitchen.
 - Now that the fryer is running, we either need to move the fryer to the other side of the grill or buy a shield.
 - Board determined the better option is to move the fryer; will need to hire workers to move and install it properly in code-approved location.
- Events
 - Looking into ways to promote events in the club and improve turnout; including dinner and a movie events; open mic nights; etc.
 - Considering a survey to membership*. (Note: This lone bullet of the minutes includes discussion that occurred after the meeting but before the minutes had been adopted).
 - Golf Event is next month.
- Communications



- Met and agreed to develop an awareness campaign regarding Alateen.
- Executive Director Update
 - Grants
 - Working on an increase for the Kent County grant this year.
 - Secured \$13,000 in additional grant funding.
 - Budget
 - Recommendation to the Board has been made that the current budget for FY ending 9/30/25 be amended based on knowledge that some former donations were one-time vs recurring. The current budget now estimates the Club will break even this fiscal year.
 - **Motion to adopt changes to budget made by Regina S. Michael J seconded motion. Passed 6-0.**
 - Gala Update
 - The gala was successful and raised \$10,000 for the club.
 - Payroll
 - Seeking new payroll processor. Currently using ADP with our own account and our accountant is supporting us on her own time in the short-term.
 - HR
 - Discussion was had regarding potential benefits relating to insurance/savings for employees. This will be further discussed in the near future.
- Other Matters
 - Brad R advised that the minutes and the financials are not being published as early as membership would like.
 - Kevin R advised minutes for each board meeting would be circulated for approval two weeks prior to the following board meeting and if approved would be published one week prior to the following board meeting.
 - Financials to be published regularly both online and updated in the cafeteria at the financials bulletin.



- Director Vacancy
 - At least one person has expressed interest in joining the Board.
 - Kevin to research proper methods for disclosure of financial relationships between directors or officers and the organization and to report findings to Board.
- Marketing Materials in the Club
 - Discussion was had regarding certain marketing materials within the Club and the intersection of paid advertising as it relates to non-profits, AA, and businesses generally.

Adjournment

The meeting was adjourned at 7:21pm.

Next Meeting

The next Board Meeting is scheduled for 08/19/25, at 5:30pm in Room 2.

The agenda of the next Board Meeting will be prepared by Brad Rose and given to all Directors the Friday before the Meeting.