Broad & Gales Creek Community Association, Inc.

3010 Hwy 24, Newport, NC 28570

Phone: 252-222-3700

http://broadandgalescreekca.org/

Tony Bello, President Steve Phifer, Vice President Sallie Salter, Secretary Pam Fields, Treasurer

Minutes of the Regular Monthly Meeting January 11, 2024

Meeting was called to order at 7:00 pm

Board Members Present:

Tony Bello, David Burket, Pam Fields, Dennis Gaither, Tony Matthews, Steve Phifer, Missy Rhodes, Mark Rippeth, Sallie Salter

Community Members Present: N/A

Adoption of Agenda: Tony Bello

- 1. Motion to approve the agenda.
 - a. Motion to approve by Steve Phifer
 - b. Seconded by Missy Rhodes
 - c. Motion passed.

Secretary's Report: Tony Bello distributed the minutes in lieu of Sallie Salter absence.

- 1. Minutes of the previous regular meeting were issued for approval.
- 2. Motion to approve the minutes.
 - a. Motion to approve by Missy Rhodes
 - b. Seconded by Pam Fields
 - c. Motion passed.

Treasurer's Report: Pam Fields distributed the minutes since board office elections will take place in New Business.

- 1. Pam does not have much to mention since she has just started receiving financial documentation the last few days.
 - a. Numbers are good on the financials.
 - b. Bank accounts have been reconciled.
 - c. Closing Dogwood Accounts in the next few weeks.
 - i. Points on the VISA may be utilized for purchasing.
 - d. Hard Analysis.
 - i. More next meeting after an analysis has been conducted.
 - ii. Categories to reflect our needs.
 - iii. Work with chief to streamline payroll.
 - iv. Pam has requested the insurance policies since they are coming up for renewal.
- 2. Motion to approve the Treasurer's Report.
 - a. Motion to approve by Steve Phifer
 - b. Seconded by Missy Rhodes
 - c. Motion passed.

Fire Department Report: Chief Tony Matthews.

- 1. No report.
- 2. Steve Phifer asked when the chief will receive the budget.
 - a. Chief said he will get it in February.
 - b. Due early March.
 - c. Fire/EMS Commission meets next week.
- 3. Pam Fields asked if there was any way to get it earlier so she could look at it.
 - a. Chief will send her a copy of last year's budget and the template since the only thing that changes are the figures.
- 4. Pam Fields asked how long it take to get approval back from the county.
 - a. Chief mentioned that the Fire/EMS commission reviews the budgets and recommends approval or amendments to county commissioners. Timeline is in their hands at that point.
 - b. Chief did mention that if the budget requires a fire tax increase, it could take longer.
- 5. Tony Bello asked if Engine 4 was back in service.
 - a. Chief confirmed that it was back in service.

Standing Committee Reports

- 1. Executive Committee: Tony Bello
 - a. Executive committee just met before this meeting and will report out next meeting after minutes have been finalized.
- 2. Bylaws: Dennis Gaither
 - a. Absent, No report.
- 3. Building and Grounds: Mark Rippeth
 - a. Minor maintenance issues have been taken care of.
 - b. Pam Fields asked Mark if he has any issues with getting supplies.
 - Mark responded that he does not have any issues getting supplies for maintenance and repairs.
 - c. Pam offered to help find vendors if Mark is not satisfied with the current slate of vendors we use. She has some contacts that would be willing.
- 4. Community Services (Community Building): Sallie Salter
 - a. Rentals have been slow due to Winter but should pick up in the Spring.
 - b. Sallie asked about the leak repair upstairs since it appears to be getting larger.
 - i. Steve mentioned that it was checked out, but not much can be done.
 - ii. Mark said it does leak from time to time during high winds. Tar may help around the opening.
- 5. Ways and Means: Missy Rhodes
 - a. She is looking forward to partnering with Pam Fields for fundraising.
 - b. Missy is planning a Woman's group business expo.
 - c. Pam Fields asked if there were ever any dances at the community building.
 - Sallie mentioned that there used to be dances, concerts, bingo and many other community activities.
- 6. Ad Hoc Full Time Fire Department Committee
 - a. No Report.
 - b. Tony Bello said that final decision will need to be made by the February meeting since the budget will be due by early March.

Old Business:

1. Basketball Court Security Lights

- a. Steve Phifer mentioned that it is still in progress. The original person that gave the quote is no longer in business. A trench and a pole will need to be added.
- 2. Fence Repair
 - a. Steve Phifer mentioned that it is still in progress.
- 3. Duct Replacement for EMS side.
 - a. The quote from Elite is nowhere to be found.
 - i. Missy mentioned that she will call since she needs work done anyway.
 - b. Antonelli HVAC duct replacement and sealing to prevent moisture buildup. \$4,725.50
- 4. Computer Replacements
 - a. New computers have been installed in all the officer offices and dayroom.
 - b. Steve has worked with CopyPro to have the copier/printer installed on each device.
 - i. They are all working but there will be a charge by CopyPro.
 - c. Total Expenditure \$4,312.57 well below the \$8,000.00 cap that was approved.
- 5. DBA Status
 - a. Tony Bello just received the DBA document from the attorney. He will sign and file it with the Carteret County Clerk of Court.

New Business:

- 1. Dream Yards Contract
 - a. For 2024 we have requested to add spraying for weeds on both properties
 - b. \$745.00/month to include Fire Department and Community Building.
 - c. Pam Fields requested that we get more quotes.
 - d. This contract will be tabled until the next meeting to obtain more quotes.
 - e. Tony Bello will inform Demis at Dream Yards to hold off until further notice.
- 2. Missy Rhodes moved to change the name of the Ways and Means Committee to the Fundraising Committee as listed in the Policies and Procedures.
 - a. Second by Pam Fields
 - b. Motion Passed
- 3. Steve Phifer inquired about using Advanced Diesel in New Bern as a Sole Source Provider for truck maintenance.
 - a. Chief Matthews said he would investigate it to see if it would be more beneficial.
- 4. Pam Fields inquired about social media and the board's activity and how it is updated.
 - a. Steve Phifer mentioned that he, Sallie, and Ryan Garcia are current Facebook Administrators.
 - b. Missy Rhodes said she would meet with Pam to come up with a plan on managing social media accounts.

Adjournment:

- 1. Missy Rhodes moved to adjourn.
 - a. Seconded by Pam Fields.
 - b. Motion passed, adjournment 7:49 pm.

Respectively presented by Secretary Sallie Salter.			
Approved by:	Initials	 Date	