

PIE TOWN COMMUNITY COUNCIL

Tucker McHugh, Steve Koteles, Margie Jensen...*Officers*
Michele Wegner, Kathy Knapp, Nita Larronde...*Members at Large*

REGULAR MEETING

Pie Town Community Center

3:00 PM

April 14, 2010

CALL TO ORDER: 3:05 pm by Chairman, Tucker McHugh

CHAIRMAN: Tucker McHugh

- Asked if holding the next meeting on May 19th at 4:00 pm would be acceptable. Date was agreeable with all members present.
- Requested that all committee leaders provide a list of their committee members.

SECRETARY REPORT: Margie Jensen

Did not present a report and at least one member noted that last month's minutes were missing the agreed upon updates. Items that were missing from the report:

- John Hanrahan's park maintenance offer, the chairman's response to it and John's resultant withdrawal of the offer
- Some attendees thought that the open treasurer position should have been filled by election rather than appointment. Consulting the bylaws clarified that appointments are appropriate when a position is vacated before the end of the term

The March 2010 minutes remain "not approved" and will be identified as such on the PTCC website.

TREASURER REPORT: Steve Koteles (Attachment 1)

- Gave a presentation on the general ledger package he is using for PTCC finances. Copies of the "Accounting System Overview", a document explaining the package, were given to council members. Summary reports and supporting documents that will used are attached to the end of this document.
- Obtained an EIN (Employer Identification Number) for the council so that we don't have to pay sales tax on resale items such as t-shirts and mugs.
- Discussed the possibility of filing a 501(c)(4) document with the IRS to establish the council as a non-profit community service organization.
- Brought up the size of the PTCC scholarships. Ken clarified that the stipend will remain unchanged (\$500) for 2010. Starting in 2011 the scholarship will be increased to \$750.

WEBMASTER REPORT: Sue Bolander (Attachment 2)

Moved information about membership in the PHI Air Ambulance program from the council website to the Pie Town Fire Web site – a more logical location for PHI activity information now that it exists.

Website statistics can be found at the end of this document in Attachment 2.

LIBRARIAN REPORT: Ruth Hanrahan

- Collected \$8⁵⁰ from selling pop.
- Announced that a book discussion would be held on April 22nd from 1-3. Cookies and coffee will be served and the works of local author Tony Hillerman discussed.

BUDGET COMMITTEE REPORT: Ken Bostick (Attachment 3)

Budget committee report was covered with treasurer's report

A copy of the budget can be found at the end of this document in Attachment 3.

SCHOLARSHIP COMMITTEE REPORT: Sue Bolander (Attachment 4)

- Scholarship guidelines have changed. They are no longer based on academic achievement or financial need. Rather, they are based solely on community service.
- Students are must submit a personal story describing the importance of their service and how it has enriched their life.

A copy of the new scholarship application form can be found at the end of this document in Attachment 4.

T-SHIRT COMMITTEE REPORT: Sharon Bostick

Requested that all t-shirt designs for the design contest be submitted ASAP since the deadline is April 30

MAINTENANCE COMMITTEE REPORT: Tucker McHugh

Looking for committee members. Possible candidates under consideration:

- Sam Durmeyer
- David Cruise

OLD BUSINESS:

- As previously mentioned the maintenance committee is still looking for members but has some possible candidates.
- The appointment of Steve Koteles as interim treasurer was confirmed.
- Ruth Hanrahan requested that her "Resolution of No Confidence" be included in this month's minutes since they were omitted last month. They can be found in Attachment 5.

NEW BUSINESS:

1. The review/approval of the sales channels for last year's Pie Town merchandise triggered a lively bit of conversation. First, Steve presented the details of his proposed sale of council merchandise to Mike at the Daily Pie. Since this would be a fair sized sale, Steve offered Mike a substantial discount. Reservations (and some approvals) were voiced as follows:
 - a. Pie Town council merchandise should only be sold at Pie Festivals
 - b. The Pie Town community should be offered the same discount
 - c. The Pie-O-Neer should be offered the same prices as The Daily Pie and allowed to select merchandise before it's been picked over

All issues were either resolved or, at least, put to rest as follows:

- a. Council merchandise is sold to raise money. Therefore it's in the community's best interest to sell at both local restaurants. Additional venues may present themselves in the future.
 - b. A discounted sale to the local community was possible since an Arts and Crafts fair was already scheduled at the community center the following Saturday. Margie and Steve donated a table and Karen and Ruth volunteered to take turns selling the merchandise
 - c. The Pie-O-Neer was offered a box of merchandise prior to the Arts and Crafts fair at the same prices as The Daily Pie,
 - d. There were differing opinions regarding when to consult with the council. Some members believe that the council always needs to be consulted.. Others agreed that showing merchandise to a potential customer before discussing the sale with the council could make sense.
 - e. Steve explained that the receipt presented to the council meant that Mike should hold the merchandise in trust pending the council's approval
 - f. Michelle said that Mike told her to put the merchandise on the shelves that morning. If the council had disagreed with either the prices or the sale, Mike would have been liable for the difference.
2. Ken reported that the County Manager and County Commissioner (Bill Aymar and Allen Lambert) found our community building to be in very poor condition. All members agreed that the windows and doors need to be replaced. Steve expressed concerns about the building's structure and proposed that a local builder friend take a look. Members were opposed to this while Steve did not want to consult Log, Stick and Steel due to cost. Ken suggested that we stick to windows and doors this year and all members agreed. Ruth pointed out that offering to help with the work and/or shouldering some of the cost might encourage Catron County to approve our proposals. Others agreed that this was helpful in prior years. In any case, we need to have our proposal(s) ready to present to the county by next month.
 3. The Bylaws Committee has been formed. Members include Ruth, Tucker, Steve, Ken and Hal. Both Ruth and Tucker offered to chair the committee. Tucker said he was also willing to monitor. Ruth will chair and will be contacting members with meeting time and details.
 4. The T-Shirt Vendor Selection Committee has been formed. Members include Sharon, Karen, Kathy and Michelle. Sharon is chair. Committee has agreed to get bids from three vendors. Steve may have a lead on one vendor.

5. The Ribbon Committee (Cathy Bissey) was added to the agenda during the meeting. Cathy has a one year budget of \$123 for ribbons for all events. All agreed that she should order just what's needed this year and put in a large order next year.
6. The Pie Festival Committee still needs volunteers. Ruth is scheduled for a full shoulder replacement but is willing to be festival manager. She will need a lot of help. Marie is having a knee replacement but is willing to help as much as she can. Michelle will be helping also. Others on the committee are Nita, Karen, Alyce and Joan S. Ruth and Nita will again make the pie shells as they do each year. They used premade shells for the pie eating contest, but found them to be too costly.

ATTENDANCE:

All committee members (Tucker McHugh, Steve Koteles, Margie Jensen, Nita Larronde, Kathy Knapp and Michele Wegner) were present. These committee members and Pie Town residents were also present: Sue Bolander, Kenneth Bostick, Sharon Bostick, Bob McClellan, Ruth Hanrahan, John Hanrahan, Karen Bingham and Cathy Bissey.

NEXT REGULAR MEETING: May 19th at 4pm.

MEETING ADJOURNED: 5:25pm

Respectfully submitted,
Margie Jensen, Secretary

Attachment 1

Accounting System Overview

- Every transaction is a journal entry debits=credits
- Physical inventory of all the items we sell.....Why?
- So with every sale we maintain a perpetual inventory
- Journal entries are the only manual process; all the reports are automatic
- Less time, less hassle, less spreadsheets, less reconciliation, less math
- Budget expense items so we can project required finances 3, 4, 5, 6 months ahead
- Fiscal year ends Sept. 30 after Pie Festival and physical inventory

Chart of accounts represents

- revenue accounts by item type/event
- expense accounts for cost of items we sell and other costs we incur
- asset accounts for inventory by item type and money accounts
- equity accounts represent the capital of the PTCC

General Ledger Report presents detailed journal transactions by month. Reports for March and April represent journal entries which established accounting baseline.

Balance Sheet Summary

- Liquid Assets = Cash+checks+Checking+Savings
- Inventory is cost basis of all items we sell
- Liabilities are Accounts Payable and Sales Tax Payable (if any)

Balance Sheet shows each account in the above categories

Income Summary shows monthly and YTD total of sales and cost of goods sold

Income Statement shows each revenue and expense account and net income for month and YTD

GL Budget Report shows spreadsheet of each expense account and budgeted expenses by account by month through end of year

Trial Balance shows budgeted vs. actual expenses

This report can be run not only for current month but future months to mirror required future actions. Running it for October will show cumulative totals for budgeted expenses.

The following will be generated each month and made available at PTCC meeting

General Ledger, Balance Sheet Summary, Balance Sheet, Income Summary, Income Statement, GL Budget Report, and Trial Balance for current and next 2 months. Only the Trial Balance, Balance Sheet Summary and Income Summary will be presented. The others are supporting documents.

Attachment 1a

PTCC

Balance Sheet

Period: 03/2010

	<u>Balance</u>
Liquid Assets	8,097.07
Inventory Total	0.00
Assets	8,097.07
Liabilities	0.00
Net Assets	(8,097.07)

Attachment 1b

Physical Inventory 4/2/2010

T-Shirts

	<u>XL</u>	<u>L</u>	<u>M</u>	<u>S</u>	<u>XS</u>
Adult:	6	10	45	8	
Youth:		2	4	7	9

Hoodies

	<u>2XL</u>	<u>XL</u>	<u>L</u>	<u>M</u>	<u>S</u>
Adult:	2	4	13	11	3

Hats 29

Caps 26

Aprons 8

Mugs 16

Attachment 1c

Memoandum

To:
From:
Date: 5/19/2010
Re: Request for Reimbursement

Attached are receipts for (state business reason) as follows:

I certify that these are expenses incurred on behalf of the Pie Town Community Council.

Name



Attachment 2

Piñon Web Design

P.O. Box 805
 Pie Town, NM 87827
 575.418.7282
 www.pinionwebdesign.com

14 April 2010

Webmaster's Report - Pie Town Community Council

Site visits in March: 1,848 (Webalizer) - 37 % of these were for the Pie Festival site

Sites that link to us: 24

Business Ads on site: 11 (3 expired)

Classified Ads on Site: 0

New pages:

Deleted pages:

Search Results	Google		Yahoo	
	Page	Position	Page	Position
"Pie Town New Mexico"	1	7	3	9
"Pie Town"	1	8	1	7
"Pie Town Festival"	1	1	1	1
"Pie Town Council"	1	1	1	1
"Pie Town Events"	1	1	1	4
"Pie Festival"	1	2	1	2
"Jackson Park Pie Town"	1	2	1	1

Proposed Changes: Add scholarship application instructions

Activity: Added photos and contact info for new officers, except Michele Wegner, who got away before I could take her photo. Moved detailed PHI Air Ambulance membership info to Fire Corps Web site.

GL Budget

Account no.	Name	Year	Opening Bal.	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
1001	Cash on Hand										
1005	Wells Fargo Savings										
1006	Wells Fargo Checking										
1112	Consignment Inventory										
1201	Inventory Hats @13	2010						300.00			
1202	Inventory Caps @9.50	2010						200.00			
1203	Inventory Hoodies @23.50	2010						750.00			
1204	Inventory Acorns@11	2010						300.00			
1205	Inventory T-Shirts@9.00	2010						750.00			
1206	Inventory Jug@5.00	2010						300.00			
1207	Inventory Cookbooks@8	2010						300.00			
1700	Structures										
1721	Equipment										
2032	Accounts Payable										
2040	Sales Tax Payable										
3100	Retained Earnings										
3110	Initial Inventory										
4001	Pioneer Clothing Sales										
4002	Pioneer Cookbook Sales										
4003	Pioneer Other Sales										
4005	DailyPie Clothing Sales										
4006	DailyPie Cookbook Sales										
4007	DailyPie Other Sales										
4008	Pie House										
4009	Chickadee K9										
4040	Community Center Rental										
4070	Misc. Raffle Tickets										
4090	Misc. Donations Received										
4101	Bake Sale Bakegoods										
4102	Bake Sale Merchandise										
4103	Bake Sale Vendor Fees										
4111	Yard Sale Revenue										
4201	Bikes/Build Revenue										
4300	Pie Festival Raffle Tickets										
4301	Pie Festival Vendor Fees										
4302	Pie Festival Merchandise Sales										
4303	Pie Festival Cookbook Sales										
4304	Pie Festival Concessions										
4305	Pie Festival Auctions Received										
4306	Pie Festival Auctions										
4307	Pie Festival Other Revenue										
4400	Merchandise Revenue Other Sources										
4500	Damaged Goods Sold										
4600	Interest Income										
5000	Cost of Goods Sold										
5003	Cost of Hoodies Sold@23.50							1,000.00			
5015	Cost of Pies	2010									
5020	Cost of Entertainment	2010									
5021	Pie Festival Raffle Prizes	2010								200.00	
5022	Pie Contest Prizes	2010									500.00
5025	Festival Raffle Expense	2010									400.00
5040	Bikes/Build Expense	2010									500.00

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Account no.	Name	Year	Opening Bal.	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
5110	Maintenance/Repairs	2010					30.00	30.00	30.00	30.00	30.00
5111	Janitorial Supplies	2010				10.00	10.00	10.00	10.00	10.00	10.00
5112	Kitchen Supplies	2010				20.00	20.00	20.00	20.00	20.00	20.00
5113	Office Supplies	2010				20.00	20.00	20.00	20.00	20.00	20.00
5114	Printing	2010						10.00	10.00	10.00	10.00
5115	Postage	2010									
5117	Toweling	2010									
5118	Professional Fees	2010									
5122	Dues and Memberships	2010									
5200	Advertising Expense	2010						150.00	150.00	150.00	150.00
6003	Insurance	2010									
6004	Water	2010									
7000	Scholarships	2010							500.00	500.00	500.00
7001	Beneficial Fund	2010						100.00	100.00	100.00	100.00
7002	Charitable Donations	2010									
7130	Gain/Loss Disposal of Assets	2010						80.00	80.00	80.00	80.00
7620	Misc Expense	2010									

Attachment 4

**Graduating Seniors: Apply for the PTCC
2010 Community Service Scholarship**

The Pie Town Community Council invites graduating seniors from Quemado High School or home-schooled students who reside within postal codes 87827, 87829 and 87821 to apply for its 2010 scholarship. Applicants must be planning to attend an accredited post-secondary education program.

The \$500 scholarship will be awarded based solely upon the applicant's record of volunteer community service, which may be performed anywhere in the world. Financial need and academic achievement will not be considered. Community service cannot be for the sole benefit of a family member, nor can it be court-ordered. Examples of qualifying community service include, but are not limited to, school fund-raising, Scouting, 4H, FFA, church activities, tutoring, or simply helping a neighbor.

To apply, the student must provide the following:

1. Student's name and contact information.
2. Name of high school (or parent-teacher's name if home-schooled).
3. Name of the college or other school that student will be attending, and proposed field of study.
4. Description of volunteer services performed between May 1, 2009 and April 30, 2010, location of service, estimated hours, and the name and phone number of a person who can verify this information.
5. A personal story no more than one page in length in which the applicant describes the importance of the service(s) and how the student was enriched by the experience(s).
6. Optional: Letters of support (one page or less) written by non-family members may be submitted, either with the application or separately.

Applications and letters of support must be **postmarked by May 7, 2010**. Please send all submissions to:

Sue Bolander, PTCC Scholarship Committee Chair
P.O. Box 805
Pie Town, NM 87827-0805

If you have questions, you may e-mail scholarship@pietowncouncil.com, or leave a message at 575-772-2525

Attachment 5

Under the Resolution of No Confidence

Wednesday, March 17th, 2010

I, Ruth Hanrahan am asking for the Resignation of Mr. Tucker McHugh, First Chair of the Pie Town Community Council. I and some members of the Council and some people of the Community feel he is not the person we want for our Spokesman and First Chair of The Pie Town Community Council.

Reasons are as follows....

He does not want any thing to do with the Pie Festival, and said he would not chair it and is going around telling everyone that there will no Pie Festival. Which will be up to the New Council, not the First Chair.

He said he would take care of Jackson Park, which entails keeping toilets clean and useable, and the trash picked up and barrels emptied. He receives an F for his effort, and it is a blight on the way travelers & local's perceive the cleanliness of our town.

He wants to be in control of the Money in the Councils Coffers.

Again this a joint decision by the Council.

He has been know to be harassing people about matters not pertaining to Councils Business, such as Margaret and the food cabinet and Jimmey for not keeping the dump open, which of course is not up to him anyway. Some people have said directly to me and told other former council members that they might join or rejoin or at least help out if Tucker was not on the Council in any capacity.

I would like a show of hands of those who agree with me.