

PIE TOWN COMMUNITY COUNCIL MEETING

June 16, 2010

Pie Town Community Center Building

CALL TO ORDER: 4:05 pm by Chairman, Steve Koteles**ATTENDANCE:**

Steve Koteles ~~~~~ 1st Chair & Acting Treasurer
Margie Jensen ~~~~~ Secretary
Nita Larronde ~~~~~ Member at Large
Michele Wegner ~~~~~ Member at Large
Kathy Knapp ~~~~~ Member at Large
Kenneth Bostick
Ruth Hanrahan
John Hanrahan
Karen Bingham
Meghan Bartesevich
Thelma McKee
Joan Shannon
Uncle River
John Harrel

CHAIRMAN: Steve Koteles

Did not have any opening comments other than welcoming everyone to the meeting and stating that the new administration will try not to repeat old mistakes. He said that our basic goal is to make Pie Town a fun place to live, make the meetings as pleasant as possible and try to heal the community so that we don't have so many schisms between different parts of the community

The May agenda and minutes were approved and seconded. (That is, after everyone finished reading the minutes since the draft minutes had only been on the website for one day.)

OLD BUSINESS:**Procedures Document** – Steve Koteles (Attachment 1)

Said that the procedures document, incorporating job descriptions is on the website. (A copy is attached also.) The procedures document was approved and seconded.

Window and Doors Report - Steve Koteles

Said that he still needs to schedule the trip to Reserve. Barbeque arrangement took up way too much of his time this month. Window and door measurements will be completed before the trip.

Father's Day BBQ – Steve Koteles

Went over last minute details. Members suggested beverages already available at the Community Center and/or Concession Stand and what was usually charged for them. Steve said that Dan Knuth would be supplying the music, that he (Steve) would also be performing and that he had be able to upgrade the PA system (see Treasurer's Report later in this document). Ruth mentioned that Dan had played most of the day at last year's Pie Festival and everyone there enjoyed his music. Steve reminded everyone that volunteers are still needed for serving and food preparation and that baked goods are needed for the bake sale.

Pie Festival Committee – Ruth Hanrahan

Said that most of the volunteers are set up for the pie festival. John brought up changes/additions to the festival prizes. A barbeque grill was suggested as first prize instead of the rifle. Other suggestions were a lithograph (a favorite from previous festivals), a gift certificate from Western Mercantile in Socorro and a page on the Community Council website. All ideas, especially the BBQ grill and Western Mercantile gift certificate were enthusiastically accepted.

Steve said he was interested in hiring the Arizona Fiddlers. Ruth and others said that they are very expensive and a little bit hard to deal with. Turns out, there are other fiddlers that just show up and play for the fun of it. Their only requirement is setting up in the south portion of the parking lot.

501(c)(3) Application for Non-Profit Service Organization – Steve Koteles

Said that he will apply for the state application first and the federal next year.

By-Laws Committee: - Ruth Hanrahan

The By-Laws committee had nothing to report this month.

Webmaster Report: - Margie Jensen (Attachment 2)

Explained that she is sitting in for Sue at council meetings. The statistics were quickly reviewed and then the attendees reviewed Sue's proposed changes which were:

1. Eliminate classified ads page because there is no interest in the service
2. Add link to a Pie Festival video.

Both changes were accepted. Sue also requested preliminary Pie Festival information such as vendor fees, schedules etc.

Scholarship Committee Report: - Margie Jensen

Reported that the scholarship page has been updated to show the 2010 winner. The Scholarship Committee is suspended until next year.

Librarian Report: Ruth Hanrahan

Said that Joan has been taking care of the library while she recovered from her surgery. She also reported that the librarians are using a new method of filing and that the library has received even more new books.

T-Shirt Committee Report: Ken Bostick

Showed the attendees the t-shirts, cups, sweatshirts and caps. Everyone agreed that they were great and that Karen's design was wonderful – best ever. The aprons are not ready yet and Ken said he was not able to find floppy hats at a reasonable cost point. He will not be ordering floppy hats this year.

The “retail” prices will be as follows:

Mugs - \$8 ⁰⁰	Sweatshirt - \$25 ⁰⁰	Adult T-shirt - \$15 ⁰⁰
Caps - \$12 ⁰⁰	Aprons - \$15 ⁰⁰	Child T-shirt - \$10 ⁰⁰

Treasurer's Report: - Steve Koteles (Attachments 3-4)

Announced that he was able to obtain a pair of “gently” used Infinity 80watt outdoor speakers to add to the PA system in Jackson Park. He also mentioned that the pavilion lights are out or erratic. Kathy suggested adding separate switches when the lights are repaired so that the light can be dimmed.

NEW BUSINESS:

Elect second chair

Meghan Bartesevich was nominated, seconded and approved as the new Second Chair. Welcome Meghan!

Other new business:

1. Ken Bostick asked if Bing statistics could be included with Google and Yahoo on the Pinon Web Design report. The secretary said she would check.
2. Ruth Hanrahan asked if someone could pick up some cloth laundry baskets to hold basketballs.
3. Changes requested by Webmaster Sue Bolander were covered in the Webmaster's Report.

NEXT REGULAR MEETING: July 14th at 4:00pm.

MEETING ADJOURNED: The meeting was adjourned at 5pm.

Respectfully submitted,
Margie Jensen, Secretary

Attachment 1

PTCC Procedures

1st Chair establishes Council agenda based on anticipated business.

Conducts meetings.

Oversees committee activities and integrates committee findings with business agenda

Members-at-Large perform ad-hoc duties at direction of the Council

2nd Chair performs 1st Chair functions in absence and ad-hoc duties at direction of 1st Chair.

The Secretary and Treasurer shall preserve all minutes, correspondence, and other records of importance in electronic format on an external web server.

Either the Secretary or Treasurer shall schedule usage of Community Center or Pavilion

Reservations for the Community Center shall be made in 2 places:

1) Written onto the calendar at entrance to the Community Center

2) Secretary will relay reservation to Webmaster via email

Reservations for Jackson Park and the Pavilion will be entered onto the Community Center calendar as “Jackson Park” or “Pavilion” and relayed to Webmaster.

Orders for merchandise shall use PTCC EIN

Treasurer

Shall create journal voucher entries for every transaction involving Council funds. Maintain accounting reports balance sheet, income statement, and others as needed or requested.

Donations made by the Council up to \$250 may be disbursed upon oral majority approval of the Council members without written justification or delay. This will facilitate emergency need.

Donations over \$250 or civic disbursements of any amount require written justification stating need and intent as well as oral majority approval of the Council members. The required justifications must be signed by the donees.

Any disbursement over \$1000 must be approved at a regular meeting of the Council.

Disbursements to conduct normal Council business must be made with receipts attached, with the exception of prepayments. Prepayments are to be settled with receipts within 3 business days.

Secretary

The Secretary will read telephone messages for the Council and relay appropriate information to Council members.

Produce meeting minutes and agendas.

Handle advertising for all Council events.

Handle Bike and Build. Coordinate meals, lodging, and advertising.

Attachment 2**Webmaster's Report - Pie Town Community Council - June, 2010**

Site visits in April (Webalizer): 1,745, 36% of these were for the Pie Festival site

Sites that link to us: 24

Ads on site: 11

New pages: Bylaws and procedures

Deleted pages: none

Search Result	Google		Yahoo	
	Page	Position	Page	Position
"Pie Town New Mexico	1	7	3	8
"Pie Town"	2	6	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	3	1	2
"Jackson Park Pie Town"	1	2	1	1

Proposed Changes:

Eliminate classified ads page – no interest in service.

Add link to Pie Festival video? (Steve has my e-mail on this topic)

Need preliminary info Pie Festival, such as vendor fees, schedule, etc.

Activity:

Updated scholarship page to 2010 winner.

Changed officers to reflect recent events.

Attachment 3

PTCC

Balance Sheet Summary

Period: 05/2010

	<u>Balance</u>
Checking	7,167.87
Savings	1,938.07
Cash on Hand	31.77
Merchandise Inventory	3,017.00
Capital Equip&Stuctures	23,561.00
Total Assets	35,715.71
Liabilities	0.00
Equity	(35,577.07)

Attachment 4

Income Summary

Period: 06/2010

PTCC

	<u>This Period</u>	<u>Year to Date</u>
Total Revenue	866.00	2,308.45
Cost of Goods Sold	938.57	1,910.57
Other Expenses	0.00	82.72

