

Sun City PRIDES, Inc.  
Special Board Meeting  
January 18, 2018

The meeting was held at the PRIDES' building on Greenway Avenue. The meeting was called to order at 3:05 p.m. by President Molly Soblewski.

**Directors Present:**

Molly Soblewski, President  
Pat Richardson, Vice President  
Ritchie Miller, Treasurer  
Rosie Swain, Secretary

Nancy Kachinski            Jerry Kavanagh  
Linda Owen                Ken Smith  
Mike Will

Molly reported that the paperwork for the insurance claim for the pickup truck is in progress. The maintenance records for the pickup could not be found in the building. Rosie will request copies from Big O Tire.

**Complete Inventory of building:** An inventory of the contents of the building will have to be done. This should probably wait until a new Building/Equipment Manager has been appointed. The new manager and some of the Board members will then inventory everything.

**Key dispersal/inventory:** The building has been rekeyed, and one key fits all the locks. Mike has extra keys. He also has a record of who has new keys. All of the five known garage door openers are accounted for. One of the five was found on the workbench, apparently broken. The openers will not be reprogrammed unless it becomes necessary to do so.

**Job descriptions:** There are no job descriptions for the Support Operations positions. Board members will begin to write descriptions for some of the positions, and these will be reviewed at the February 3<sup>rd</sup> Board meeting. The following members will write the following descriptions:

Community Liaison	Ken
Squad Leader	Jerry
Phase Coordinator	Pat
Beautification Chair	Mike
Building/Equipment Mgr	Ritchie
Publicity	Nancy
Events Coordinator	Rosie
Membership Records	Molly
Website/Phone Calls	Linda

**Membership List:** The membership list has recently been updated by Rene Fairchild. Rene has given notice that she can no longer manage this position. A replacement will be sought.

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**Luncheon speakers:** Molly will introduce special guests Carol Howland and Hazel Haas, the folks from MCDOT and Supervisor Clint Hickman, who will say a few words. Grace will be said, and lunch is to be served at 11:30 a.m. After lunch, Molly will introduce Jerry Kavanagh (Squad Leader), Mike Will (Chair of Beautification Committee), and Rosie Swain (Chair of Luncheon Committee). Service Pins will be given out, and raffle/prizes awarded.

**Other Business:**

Logistics of a secure area within the building were discussed. This would be for documents and/or records to be kept in a central place rather than in Board members' homes.

Safe storage of gasoline containers needed for equipment was discussed.

The outside of the building needs to be painted. This will be discussed further.

The meeting was adjourned at 3:45p.m.

Respectfully submitted,

Rosie Swain