

NOLCP Monthly Meeting  
November 17, 2011  
Minutes

**Attendance:** Mabel Galvin, Jerry Nesgoda, Deb Filipovich, Jo Ann Chesser, Larry Schneider, Skeeter Moore, Ryan Stutzman, Pam Page, Sarah Fries, Susie Darley-Hill, Kevin Viken, Tom Schaub, Bev Berntson.

**Reports:**

**Secretary:**

-**Thank You's** sent to **Chester Park United Methodist Church** (along with \$100.00 contribution to their Mission to serve Youth in the area), **John Eardley**, (along with a check for \$60.00 to pay for ingredients for spaghetti sauce), **Dick Stewart** for hockey memorabilia, **Salon Associates** (for basket of products), and **Sandy Bartsias** (GoGo Glam) for silent auction items.

-**Sue Benovitz** (UMD Director of External Involvement) called and is looking into what various departments could do to involve students in activities or planning with NOLCP. She will get back to me.

-**Sarah** will check w/CSS to see who is contact for student involvement is there. **Bev** will look into LSC student involvement contact is.

Copies of **Bev's** email contact list given to (Tom, **Deb F** and **Larry or Mabel**)

**Treasurer:** The account has a balance of \$ 1,989.75

**Committees:**

-**Committee Formation:** Met on Monday 11/14/11 at Lower Chester. Attending: JoAnn Chesser, Mabel Galvin, Tom Schaub, Larry Schneider, Bev Berntson. Several more meetings are needed to finalize the structure. Dates to meet to do this are: **Mondays 11/21/11 and if needed, 11/28/11 at 7:00 pm at Lower Chester.**

Members will be solicited to be on the **Board of Directors. They will be selected at the Annual Meeting January 19, 2012.**

The group created a preliminary structure of the following committees, along with possible corresponding roles:

**-Financial:** (a Co-Treasurer to be Chair, membership to include three Board Members.)

- Handle fiscal procedures / Annual Budget
- Grant Writing
- Filing Taxes
- Annual Report

**-Membership:**

- Data Collection
- Volunteer Coordinator
- Annual Drive

**-Site Management:**

- Scheduling / Reservations
- Concessions
- Grounds (mowing / plowing)
- Signage
- Keys
- Building (equipment / supplies / storage)

**-Communications:**

- Public Relations
- Media
- Social Media
- Community Connection
- Marketing

**-Special Events:**

- Annual Potluck / Picnic / Playday
- Spaghetti Dinner

**-Executive Committee:** (included at the 11/17/11 meeting)

**-Budgets:**

**-Opening Rink:**

**-Surface cleaning:**

**-brooms, shovels:** Kevin reported there is some equipment in the garage which can be used. Neighbors donate until some can be found or purchased.

**-2 snow blowers:** Larry will talk with Denny's Hardware re: deal on used w/possible cost reduction /exchange for advertising.

**-plowing:** Sarah will check into an acquaintance with 4X4 with a plow. Bev will check with John Bakke re: previous offer to plow.

**-Electrical / Lights:**

-Kevin reported that only two sets work. Pam Page will check with City of Duluth Facilities to see about getting lights operating. Larry will send a diagram showing which lights are out and contact Tom Kaspar.

- Mabel requested lights to be put at both ends of the back of the building. Pam will check on this.

**-Trash:** Pam will let us know which where and when trash gets picked up. City pays for service. Waste Management is provider.

**-Heat / air flow:** There is a strong odor inside bldg. Intake vent on inside of bldg. needs to be checked. Pam will request City check it out.

**-Public Address System:** needs to be checked. Larry Skeeter will bring his PA system if we are unable to get ours operational.

**-Volunteers:** Pam reported that Brian at Play-It-Again-Sports has an interest in our rink and may have volunteers. Mabel thought that the Rivers Church at 19<sup>th</sup> Ave E and 4<sup>th</sup> St. may have youth who wish to use rink and volunteer.

**-Signs / Rules:** **Deb F** has signs with rules. She will check re: use of helmets and the City and insurance liability requirements.

**-Grand Opening Event:**

**-Merchandise:** **Skeeter** will check with Advantage Sales about purchasing hats to sell with Lower Chester on them.

**-Publicity:** **Mabel and Jerry N.** will email flyers to members to download, make copies and distribute to people on their blocks. **Bev** will check with Cameron to see if they have a created block-contact spreadsheet so people can distribute to their closest vicinity.

**-Program / Announcements:**

- **1:00** Event begins

- **1:30** **Bev** to Welcome and briefly describe beginnings of NOLCP. **Deb F.** briefly describe present status and future plans followed by **Mayor Ness's** remarks.

**-Concession / Food:**

**-Deb Kohs** has voiced an interest in managing the Concession. **Bev** will contact Deb to discuss supplying the stand. **Rebecca Hudoba** will help work and **others are needed to help work stand.** At least four would be good to provide breaks. **Sarah** will contact a possible donor.

**-Possible Food items:** Hot dogs, chips, Pop, **(to sell as well as free to first 50 people show up,** Hot Cider, Coffee, Cocoa, Cookies, lemonade, marshmallows. Other items to be available to sell: water, candy bars. Also needed: Hot cups, plastic glasses, utensils, paper plates, napkins.

**-Donor Solicitation:**

-Super One (online) & Third St. Bakery- **Ryan**

-Whole Food Coop – **Deb F**

-Cub Foods – **Mabel and Jerry N.**

-Dunn Brothers - Mallory Sheffenbauer  
(through **Mabel**)

-Letter re: NOLCP for donors – **Bev**

-Inquiry to Pam Page re: other clubs concession  
process – **Bev**

**-Wood/ Fire Rings:**

-offer from Jenny Ballew via **Mabel**

- **Ryan – 2, Sarah – 1, Chris Hebert – 1**

- Where did the large woodpile go

**- Membership table: Bev**

**-Prep / clean bldg.:** 12/3/11 @ 9:00. Bring cleaning  
supplies, brooms, buckets, rags, sponges, solutions,  
etc.

**Other:**

-We welcomed **Pam Page, Rec. Specialist, City of Duluth.**

[ppage@duluthmn.gov](mailto:ppage@duluthmn.gov) 218 -591 -0699. Pam is our City go-to person for anything related to Facility / Grounds needs: ie. Heating / plumbing / electrical problems. She will forward requests. It was interesting to hear of her prior relationship as various times to Lower Chester. She is a wealth of information about Parks use and is encouraging a “Community Club Summit” with members of the various parks meeting together to share ideas including the possibility of sharing joint insurance. She indicated that the City may be able to provide some help with printing needs. She helped us with various questions, including letting us know the importance that the **building must be locked at all times when no one is in it.** If coaches are the only adult present to supervise their teams and are out on the rink, they must lock the bldg.

Many of her answers are imbedded in the reports already outlined in these minutes. Thank You, Pam.

- **-JoAnn** reinforced how important it is that everyone read the **City Agreement**. Doing this will save possible squabbles and answer questions we might have.
- Mabel brought the application for a P.O. box which is required by the 501 © 3. Cost is \$46.00/yr. or \$23.00/6 mos. JoAnn moved that we that we pay for the year. Seconded by Sarah F. All agreed. **Tom** will process the application.
- Mabel checked on process for applying for gambling license. She reports that we must be an organization for three years before applying. The application must be approved by the City and then goes to the State for final approval.

-Ryan asked about what was needed for the completion of the 501©3 application. Deb F. said that we are waiting for Kathy Bergen to give info, and an estimate of revenue from concessions. **Bev** will check with Deb K. for this.

Next regular Meeting  
December 12/15/11

Respectfully submitted,  
Bev Berntson, secretary  
NOLCP

