

**Banneker Community Center Advisory Council  
Meeting Agenda  
January 13<sup>th</sup>, 2020  
5:30-6:30 pm**

**Getting Started**

1. Public Comment
2. Housekeeping
  - a. Attendance
  - b. Approval of 2020 Bylaws
    - i. See attached
  - c. Subcommittee chair nominations
  - d. Term confirmations

**Current Events**

1. ROI Grant Projects Timeline
  - a. See attached
2. 2020 Program Organizational Charts
  - a. See attached
3. MLK Jr. Day Break Day
  - a. Looking for programming ideas and volunteers
4. Black History Month Celebration
  - a. Discussion of ideas
  - b. Marketing
  - c. Social Media BBCC Did You Know?

**Next Steps**

1. Discuss next meeting times
2. Questions, thoughts, problems, concerns?

**POLICY RE: Benjamin Banneker Advisory Council Bylaws**

**Advisory Council Established**

There is created a Benjamin Banneker Center Advisory Council composed of twelve (12) voting members.

**Qualifications of Council Members**

The regular members of the council shall be qualified electors of the City and shall serve without compensation. The members of the council shall hold no other elected or paid public office in the City with the exception of required special members. Council members must be involved members of the Bloomington/Monroe County community and represent a diverse background and knowledge of youth work and community organizing in the region.

**Term of Office and Vacancies of Council**

Members of the council shall generally serve for a period of two (2) years. Initial terms for current 12 member council will be staggered in 1, 2 and 3 year terms beginning in 2020. New and renewing members will serve two year terms thereafter.

**Appointments to Council**

Appointments to the council and the filling of vacancies shall be made by the Board of Park Commissioners. Vacancies shall be filled for the amount of time left in the un-expired term only.

**Organization of Council**

At its first regular meeting following January 1 of each year, the members of the council shall elect a chair of the three subcommittees (Programming & Policy, Advocacy & Outreach and Funding & Facility). The chairs of each subcommittee will also serve as co-chairs of the Council at-large and represent the Council at functions i.e. Park Board Meetings, Events, etc. Each chair is responsible for organizing their subcommittee and presenting updates at each Council meeting.

**Procedure**

The council shall adopt rules and regulations to govern procedure and shall set a time for regular meetings that will be held at least once a month.

**Quorum**

A majority of members shall constitute a quorum for the purpose of taking action on any agenda items. All voting actions will require a 2/3 majority for approval. Physical presence for voting is preferred by online votes may take place as necessary. Members may abstain from voting or designate a proxy member to vote in their absence. Voting will occur on official recommendations to Banneker Community Center Program/Facility Coordinator and the Board

of Parks Commissioners related to Facility programming, policies, and advocacy initiatives. Once an action has received 2/3 approval the co-chairs of the Council will draft a memo acknowledging the actions to be sent to the Program/Facility Coordinator and Board of Parks Commissioners.

### **Absence from Council Meetings**

Absence of a member from three consecutive meetings, without prior communication noted in the official minutes, constitutes the voluntary resignation of such absent member and the position shall be declared vacant. Each member must attend at least four (4) meetings in a six-month window to remain an active member of the Council. The two six-month windows will include January-June and July-December. Members who are unable to attend monthly meetings, but remain active on subcommittees must still attend at least four (4) of the six meetings.

### **Minutes of Council Meetings**

The Program/Facility Coordinator of the Banneker Community Center shall appoint a secretary to maintain accurate minutes of the activities and official actions of the council. This secretary shall also serve as the staff liaison between the council and the Parks and Recreation Department. Minutes will be dispersed to all members of the Council within two days (2) from the prior monthly meeting.

### **Council Duties and Responsibilities**

The duties and responsibilities of the BBCAC shall be to:

- a. Act in an advisory capacity to the Board of Park Commissioners in all matters pertaining to operations of Benjamin Banneker Community Center (BBCC) and to cooperate with other civic groups and governmental agencies in the use and advancement of activities held at BBCC for the entire Bloomington community
- b. Review and assist in the formulation of policies on the BBCC for approval by the Board of Park Commissioners
- c. Meet with the Board of Park Commissioners annually to discuss proposed policies, programs, budgeting, future needs or other matters requiring joint deliberation
- d. Recommend to the Board of Park Commissioners the development of additional areas or improvements at BBCC
- e. To assist the Board of Park Commissioners in communicating to the citizens using BBCC the difficulties faced by the Board in financing the operations of BBCC and the improvement and maintenance of present facilities

- f. Assist the program held at BBCC by volunteering to work as requested by Parks and Recreation at special events or activities; especially those events which place an emphasis upon youth, and other special events for all members of the community
- g. Work closely with local public, private, and semi-private organizations in a mutually cooperative manner for the betterment of BBCC services and facilities
- h. Assist in identifying citizen needs and concerns for the Board of Park Commissioners as it may effect BBCC operations as a community center for all of Bloomington

## ROI Grant Projects Timeline

| Budget Category         | Award Amount | Status            | Est. Completion Date |
|-------------------------|--------------|-------------------|----------------------|
| Mobile Tables & Chairs* | \$35,000     | Ongoing           | March 2020           |
| Woodworking*            | \$50,000     | Ongoing           | March 2020           |
| Mini-Bus                | \$19,000     | Ongoing           | May 2020             |
| Commercial Kitchen      | \$40,100     | Initiated/Ongoing | August 2020          |
| A/V Electronics**       | \$17,000     | Initiated         | March 2020           |
| iPads***                | \$7,500      | Ongoing           | February/March 2020  |
| Interactive Toys*       | \$5,000      | Ongoing           | March 2020           |
| Programs                | \$10,000     | Ongoing           | Ongoing              |
| Staffing                | \$16,000     | Initiated         | Spring/Summer 2020   |

### Status Categories:

**Initiated**-In the process of speaking with vendors and attaining quotes

**Ongoing**-Quotes received, working with vendors to make cuts and stay within budget

**Scheduled**-Bids received and approved, date for completion set

**Complete**-Items delivered and installed and ready for use

### Misc:

**\*Multiple categories can be purchased from National Education Furniture. NEF is currently working on the MCPL updates**

**\*\*=Working with Experience Technology on quote**

**\*\*\*=ITS/Apple**











