



AGENDA

ELDRIDGE Community Center Board – Special Meeting

May 28th, 2025 - 11:30 A.M.

1. Call to Order & Roll Call
2. Visitors
3. Approval of Agenda
4. Approval of Minutes
5. Approval of Bills Payable
6. END OF MONTH & MANAGER REPORT
 - A. Customer Evaluations
 - B. Personnel
 - i. Consideration to approve hiring a Part-Time Assistant Manager
7. Old Business
 - A. Facility Upkeep and Repairs & walkthrough
 - i. Carpet – Cleaning & Repairs
 - ii. Chairs – Repairs & Replacements
 - iii. General Cleaning
 - iv. Landscaping & Weed Eating
8. New Business
 - A. Policies
 - i. Clear Bag or Checked Bag Policy
 - ii. No Re-Entry Policy
 - B. Financial Management
 - i. New Fire Safe
 - ii. Processes & Record Keeping/Tracking of Sales & Deposits
 - iii. Point of Sale System & Financial Management Software
 - C. Facility Operations & Efficiency
 - i. Office Hours & Remote Work Capabilities
 - ii. Building Access for Contract Holders & Event Organizers
9. Adjournment

Next Community Center Board Meeting – Wednesday, June 11th, 2025 at 11:30 a.m.