

SUGAR GROVE COMMUNITY BUILDING  
Board Meeting Minutes (in-person)  
July 15, 2025

6:30 PM

Roll Call: Trustee Stalcup, Trustee Sutton and Trustee Kowalczyk are in attendance.  
Also, Present: Trustee Bobbe and Debbie DeBoer are also in attendance.

Pledge of Allegiance

Public Comment: There were two members of the public in attendance. No Comments.

Approval of Agenda for 7/15/2025 – Agenda reviewed. Trustee Stalcup makes a motion to approve the agenda, Trustee Sutton 2nds; Motion carried unanimously.

Approval of Minutes:

- a. June 17, 2025 - Open Session Minutes - Trustee Stalcup motions to approve the open session minutes from June 17, 2025, Trustee Sutton 2nds; Motion carried unanimously.

Approval of Destruction of Audio Recordings from Closed Session Meetings for December 2023 or earlier. Trustee Stalcup motions to approve the destruction of any audio recordings from closed session meetings from December 2023 or earlier. Trustee Sutton 2nds: Motion carried unanimously.

Treasurers Report: Administrator (Debbie)

1. The Financial reports include the accounts payable and accounts receivable register June 18, 2025, through July 15, 2025. The balance sheet is as of July 15, 2025. There is a profit and loss for the fiscal year and an employee payroll report for the current year-to-date.
2. Review and approve Sugar Grove Township Community Building accounts payable for June 18, 2025, through July 15, 2025. Check numbers 12453-12470. Two debit card payments and two payroll periods: June 26, 2025, and July 10, 2025.
3. Trustee Stalcup motions to approve the accounts payable for June 18, 2025, through July 15, 2025; Check numbers 12453-12470; Two debit card payments and two payroll periods: June 26, 2025, and July 10, 2025. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes,

## Committee Reports

### Administrator Report (Debbie)

1. Newsletters arrived in mailboxes. We have received about 10 calls/emails looking to rent.
2. June 28<sup>th</sup> was the car show fundraiser here for the SG family. We donated Tanya's cleaning fee (\$150) for the event. The car show was a huge hit, breakfast not so much. They raised \$2,000 for the family.
3. NEXT THURSDAY IS FUNFAIR! JULY 24<sup>TH</sup> Will discuss.
4. I sat down with Natalie and went over all the errors. I wanted to give her a heads up before going over her head to Kim. I thought it was only fair. I told this to Tom. I talked with Natalie while Tom was at his desk so he could hear my conversation.
5. I spoke to the Village about our Utility Bill. Will discuss.
6. I had follow up eye dr appointment on July 11<sup>th</sup>. Six more weeks of healing. I will eventually need one more surgery, but that should be it!
7. Parlor window fixed.
8. IT Management Services. Will discuss.
9. No Tricks Just Treats Moving forward. Will discuss.
10. Library Welcome Wagon. Will discuss.
11. 205 Elevator Conveyance – called, left message. Been going back and forth through email. Was filed 7/10/25 and will pay in the next couple of days when the invoice arrives (\$75).
12. The park district currently has its no-bake cooking class going on here. There have been two different sessions so far.

Scheduler Report (Debbie)

1. Six (6) scout meetings (boy/girl/leader mtg)
2. One (1) Senior Lunch
3. One (1) Senior Game Day
4. Gym Closed
5. Two (2) Dining Room rental
6. One (1) Community Event – Car show and Pancake Breakfast

Township Building Liaison

1. Blackberry Creek is running 1.c.f. more than last month, at 18.4 cf. It's a very dry season.
2. Our July meeting was at the Road and Bridge building.
3. The Kiwanis Club of Sugar Grove had an event on June 28th. A classic Car/Truck Show was held at the Community Building from 9am-2pm along with a Pancake Breakfast from 8am-11am. Proceeds from the events will go to a Sugar Grove family for medical bills for their 2 children. \$2,000 was raised.
4. Audit Update – Lauterbach & Amen completed fieldwork at our office on May 20 & 21. Overall the auditors were pleased with our processes and submission of documents. The final audit will be presented at either our August or September Board meeting.

Unfinished Business:

None

New Business:

1. Review Correspondence

None

2. Review Proposals and Quotes

None

3. CPR Training

Trustee Stalcup asked the Board if they would approve if a Board member or an employee of the Community Building attended a CPR training class through the SG Fire department, would the Community Building cover that cost? It would be a benefit for us to be able to assist in case of an emergency. The board approved. Trustee Sutton 2nds. Roll Call Vote: Trustee Stalcup: yes, Trustee Sutton: yes, Trustee Kowalczyk: yes,

Executive Closed Session – No.

Trustee Stalcup makes motion to adjourn the open meeting at 7:09 pm Trustee Sutton 2nds; motion carried unanimously.

Our next regular meeting date: August 15, 2025, at 6:30 pm.