Interoffice - Memorandum

To: Board of Trustees and Fiscal Officer

From: Judith C. Boyko

Date: February 21, 2014

RE: **PRESENTATION – WEST CHESTER ACTIVITY CENTER ANNUAL REPORT PRESENTED BY CHRISTY QUINCY, PRESIDENT PARTNERS IN PRIME**

Mrs. Christy Quincy, recently appointed President of Partners in Prime, as required by the lease agreement with the Township, will present general statistics on the West Chester Activity Center's programming and participation. Her presentation will also include a funding request.

As the Board may recall, I have presented and the Board has discussed several times, the funding schedule, decreasing on a graduated basis, for the West Chester Activity Center and the National Voice of America Museum of Broadcasting. The amounts proposed for 2014 were budgeted in the 2014 Operational Budget and presented to the Board of Trustees. When previously discussed, all Trustees to varying degrees supported the amounts and the graduated schedules.

This year's contribution for the Partners in Prime to manage and operate the West Chester Activity Center is $65,000 and for the National Voice of America Museum of Broadcasting, the contribution is $75,000. Both contributions will be scheduled for Board of Trustee consideration at its March 11, 2014 meeting.

So the respective organizations could financially plan, the graduated contribution schedules were previously presented. It was clearly presented to the respective organizations, the proposed decreasing graduated scale of funding is contingent upon annual budgeting and approval by the Board of Trustees.