

**Minutes of Caspar Community Board of Directors Meeting**

**February 10, 2006**

**(Call to Order at 9:15 a.m.)**

**I. Present:**

**Board Members:** Ray Duff, Susan Keller, Paul Reiber Judy Tarbell and David Alden.

**Absent:** Paul Schulman

**Staff:**

**Guests:**

Quorum Declared: Yes   X   No       

**II. Approval of Minutes:**

Minutes for Board meeting on January 27, 2006 were tabled until next meeting to allow review.

**III. Reports**

**A. Correspondence**

All Board members received an email from Michael Potts and Rochelle \_\_\_\_\_ expressing disappointment in the Board's management of the Caspar Community's affairs and informing the Board that they wished to unsubscribe from the Caspar Community. Each of the board members expressed disappointment about the nature and contents of the e-mail. Paul Reiber agreed to consult with various board members to determine whether any response was called for, and if so to draft and send it. The Board will direct Dalen Anderson to make the appropriate adjustments to the CC records upon her return.

After discussion, it was resolved that the communications received from M. Potts and Rochelle \_\_\_\_\_ did reaffirm the need for the Board to develop a policy regarding who should control the master email list for the CC and the content of any emails sent to those on the list.

Oscar has complained about holes being cut in his fencing. Susan Keller agreed to follow up on this to get more information.

**B. Treasurer:**

Communications have been received from two donors to the CC indicating an error in the amount reported by the CC as having been donated by them. This suggests that a general review of the CC's accounting system is needed to determine how this discrepancy occurred, and to determine whether in fact the accounting system that is in place is generating an accurate picture of the CC's financial status.

The fund raising dinner for the kitchen project generated \$3,194.81 in profits, thanks to the substantial level of volunteer work, contributed food stuffs and on-the-

spot donations.

### **C. Manager's Report**

Due to Dalen's absence, there was no report. However, it was noted that Dalen is past due for an annual performance review and consideration of a pay increase. Paul Reiber indicated that in consultation with others he would put together a review for Dalen and meet with her upon his return (March 17, 2006).

A potluck will be held on April 2, 2006 in connection with the Juhl dedication and the next community meeting.

On March 25, the KZYX "Carnival" benefit will be held. A Community breakfast is scheduled for Mar. 26.

**IV. Old Business** [Reports from Board members on ongoing activities; discussion and board actions taken.]

#### **A. Kitchen Remodel**

The fundraising kickoff dinner was very successful and appeared to generate a lot of community interest.

#### **B. Headlands Trails**

R Duff has mailed the letter to Ed Powers in re the potential dedication of a trail across his property but has not received any reply.

#### **C. Land Purchase**

Another meeting of locals interested in the possibility of pursuing the property took place on Feb. 8, 2006. The group is pursuing a short term option on 60 acres of the Cattle Co. property in order to undertake a preliminary review of environmental and soils engineering issues and therefore to get a sense of how much of the property is useable.

It was suggested that the group add the Board to the informational e-mail list

#### **D. Juhl Donations**

Susan Juhl has suggested that some of the Juhl donations could be used for a cover for the mail delivery area. A number of community members, as well as the mail carrier herself, have noted the need for such a facility. Dan Dickson has agreed to look at potential design ideas, and two timber frame teachers have agreed to use the project as a training project.

A Coastal Development Permit will be necessary, and Dan Dickson believes we can incorporate the PO Box roof concept in with the green house, kitchen work and solar panel renewal applications.

Ray Duff inquired why the post office itself should not be responsible for providing a roof, since one is necessary to the effective delivery of mail? Ray agreed to explore this and report at the next meeting. In the meantime, we will plan on including the roof in the Coastal Development Permit application. Alden and Tarbell will work on the permit application.

#### **E. Insurance:**

The scope of insurance coverage as it relates to events at which alcohol is sold is still under review.

**V. New Business** [New matters for board to consider.]

**A. Kitchen Fundraising:**

It was generally agreed that a major organizational effort needs to be made to launch a fundraising program. This will include both the exploring of the availability of grants and direct fundraising activities. A fundraising committee was formed consisting of Alden, Reiber, Tarbell and Keller. It was noted that there are members of the community who have experience in fundraising and grant writing who should be contacted for help. (

**B. Disaster Preparation**

Ray Duff will be contacting FEMA to learn more about what it may offer in the way of information and assistance.

**C. Newsletter**

Jan Boyd has once again volunteered to produce the next Newsletter. Contributions will be sought from a variety of board members and other members of the CC. Possible topics will include fund raising ideas, ideas for the agenda at the next community meeting and reports on the various CC activities that are ongoing.

Assignments: Disaster Prep—Duff

Community Meeting – Reiber

Kitchen Report –d. Dawson

Breakfast Report – Heidi Kraut

Articles on the Garden, the farmers market, the childrens garden, the PO Box cover, land purchase situation and the sidewalk were left unassigned.

The goal is to publish at least two weeks ahead of the April 2 community meeting, with a submission deadline of March 5.

**D. Planning Retreat**

Further discussion was held about the need to take another look at the Mission Statement for the Caspar Community. It was also suggested by Alden that preparation of a five-year-plan for implementing the CC's Mission Statement would be a good idea. J Tarbel suggested that the board have a retreat and invite members of the CC to participate in helping to draft a restated Mission Statement and five-year-plan. CC members were suggested and discussed and Alden agreed to draft and send an invitation. The date was set for March 26, 2006 from 2 to 6:00 p.m. to be followed by a potluck dinner, all at the estimable Tarbell's home.

**E. The Farmers' Market**

The Farmers' Market proposal for the CCC is to commence in May. The proposal is to have it

every Sunday.from noon onwards.

**F. Children's Garden**

The CG is actively fundraising for a building fund and looking at several potential sites, including the CC property. The remaining stumbling block on our property is perceived to be the wetlands issue.

**VI. Adjournment:**

The meeting was adjourned at approximately 11:15 a.m. Next meeting is February 24, 2006.