

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

**April 7, 2006**

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

**Board Members:** Ray Duff, Paul Reiber, Judy Tarbell, David Alden and Paul Schulman

**Absent:** Keller

**Staff:** Dalen Anderson

**Guests:** Suzanne Norgaard; Jim Katzel; Annie \_\_\_\_\_ and Mike Dell"<sup>l</sup>Ara, Chuck Greenberg.

Quorum Declared: Yes   X   No \_\_\_\_\_

**II. Approval of Minutes:**

Minutes for Board meeting March 9, and March 24, 2006 were approved.

**III. Reports**

**A. Correspondence**

None.

**B. Treasurer:**

CCC checking account is \$4,074.

Finance Committee (Paul R. Dalen Anderson and J. Tarbell met and decided to pull out so-called restricted funds, which have earmarked for special projects, from the general accounting. It is also proposed and approved by board to transfer funds from savings to checking in order to reimburse checking for Kitchen expenditures to dayte, sych as \$1260 paid to D Dixon and \$2500 to KRidderman.

Also, finance committee is looking an investment CD options. It was proposed and agreed that the kitchen fund be put into an 18 month CD and the Juhl fund into a 6 month CD.

It was reported that we could use the expected money from the Tarbell family fund to pay for the coastal development permit application. It was decided that current savings should be used to cover the cost of the coastal development permit, and then reimburse the account with proceeds from future grant money or future fund raising efforts.

A budget session will be scheduled for the next board meeting to go over finances generally, budgeting and reporting. It was proposed that major treasurer's reports could be presented at the second board meeting of the month, with the interim treasurers report to report on major developments.

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

The next community meeting is set for May 7, 2006.

A meeting with Sean Hogan to go over taxes is set for May 4, 2006.

A chamber of commerce meeting is to be held at the CCC on May 20. We should have help there. DWalden volunteered to help with bar and Paul S with a CC table.

A Jazz and Tapa's night is planned for April 22. Next breakfast is April 23.

There will be a meeting in re the Folk Festival on April 10 at the Anderson/Schulman's.

### **IV. Old Business**

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

The next meeting of the design group is on Tues, April 11 at 5:00 pm. At the CCC

#### **B. Visa/Mastercard**

The resolution necessary to go forward with obtaining Visa/Mastercard was approved and signed by all Board Members present. It was decided that if the machine donated by P. Reiber did not work, we would search for one on e-bay.

#### **C. Grant Writing**

Christina Carpenter has helped a great deal with the last two grant applications. She has indicated a willingness to receive facility use time in lieu of cash compensation. This was approved

### **V. New Business**

#### **A. Fund Raising**

The Board was joined by Suzanne Norgaard and others for a discussion of fund raising. She distributed a copy of a manual prepared by Zimmerman/Lehman on non-profit fundraising.

Generally the process consists of

- a feasibility study—interviews with potential donors to identify best prospects and levels of interest
- a case statement – how to frame the description of what you want to do
- beginning a campaign with one on one discussions with potential large donors and
- a feasibility survey of general potential donor community.

One should give attention to defining a geographical scope for the campaign.

One should capture within the campaign those who already use the center, the Jewish Community Center.

Begin to network with key people in other geographic/related communities. Get someone in So. Caspar, for example, to help with fund raising in that community.

One should go after "lead gifts" first, and the smallest contributions last.

Consider the direct request (give me \$50,000) as well as indirect ("this is what we need, what can you do?")

You need a systematic/organized campaign committee. Identify specific tasks for each week of who is going to contact whom etc.

Used matching funds technique: first raise the funds to be matched, and then go out for the matching funds.

Do donor research on potential corporate/local businesses which might have an interest.

[Chuck Greenberg joins meeting]

Also consider asking for substantial increases in monthly pledges linked to the additional borrowing necessary to raise the \$\$\$. This may get those that can't raise substantial cash immediately, but may have good cash flow to service additional debt.

With matching funds, make it clear that the match is in fact contingent on raising the additional funds.

Need a capital campaign committee, and need someone who can make direct approaches.

Key is making a case for giving to the kitchen fund. People like giving, they just have to make them want to give it to you.

Figure out how to approach absentee owners. Always include donation envelope in newsletters.

Look for stock donation opportunities (increased basis issue).

Offer flexibility in the timing of the gift.

Make sure all pledges are signed.

Divide up tasks among the committee. -eg phone calls, networking, setting up meetings, public presentation making.

Really focus on putting together the Case Statement to figure out how to describe the

"THING" you are fund raising for. And how to pitch that in fund raising.

Ideas: A coming together place for whole coast. It is Mendocino plus Ft Bragg plus Elk etc. The hearth of the coast, is not divisive but is consensual based community, is diverse, is representation of the best the coast has to offer. Improves property value, Ask what would happen if Caspar failed? What would the coast be like? IN short: What is Caspar and why do you want to be a Part of it? Sustainability, walk-able village, community.

**VI. Adjournment:**

The meeting was adjourned at approximately 12:15 a.m. Next meeting is April 21, 2006.