

Minutes of Caspar Community Board of Directors Meeting

December 14, 2007

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

Board Members: David Alden, Judy Tarbell, Susan Juhl, Paul Schulman, Ray Duff, Paul Reiber

Absent: Susan Keller

Staff: Dalen Anderson.

Guests: Elizabeth Alden; Lorraine Duff

Quorum Declared: Yes X No

II. Approval of Minutes:

Minutes for the Board meeting on Nov. 30, 2007 were approved as corrected.

As had been noted at earlier Board meetings, there is no record of the Board having approved the minutes for several past Board meetings. The minutes for the July 13, 2007 meeting of the Board of Directors were reviewed and approved with corrections. The performance of the Flynn Creek Circus was in exchange for all rental otherwise owed by them. The reference to "Mitch" should be to Michael Hubbert. The minutes for the August 10, 2007 meeting were approved as corrected. The minutes for September 7, 2007 were reviewed and approved as corrected.

Those minutes taken originally by Susan Juhl will be corrected by her and transmitted to Alden for re-transmittal to our web mistress for posting.

III. Reports

A. Correspondence

A substantial donation was received from Boyd and Mary Kay Hight and appreciation expressed.

The USDA is requesting its annual report, which Dalen will organize.

A request has been received in regard to Greg Valles employment record. Alden will meet with Dalen to determine an appropriate response.

Victor, the homeless man who has been sleeping in the greenhouse, has now obtained keys to his car and a battery, and has promised to find other accommodations.

We received a survey from Mendocino Community Foundation along with a request that it be distributed, which we will do by making it available to interested parties at the CCC.

B. Treasurer:

No report.

C. Manager's Report

A group of board members and others met with M. Carroll in regard to the CC finances and the possible preparation of a business plan. Carroll was very encouraging about the financial condition of the CC, and stated that, based on the last three years financials, we should easily be able to put together a feasibility study for financing the new kitchen. With reasonable growth assumptions, such a study would show that the kitchen would pay for itself on an ongoing basis. M Carroll indicated his belief that this would be the case even with no assumed increase in income attributable to the new facility.

The group concluded that we need a better current estimate of the cost of the project, along with estimates (which Dalen volunteered to draft) concerning the potential income which might be generated by the new facility.

The floors of the CCC need refinishing. Dalen has a call out to Pat Doyle and is also going to speak with Steve Clay. It was suggested by several that new products on the market be investigated.

Oscar is doing the next breakfast (Christmas weekend) and Jim Katzel is organizing the floor servers.

IV. Old Business

A. USDA Loan and Grant

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The board discussed whether it was timely to apply to USDA for either a loan or grant, and if so, which one. Judy Tarbell noted that our CDP hearing on the permit was scheduled for the 3rd or 4th Thursday in January, and we could have Dan Dickson move forward now with the detailed drawings necessary for a building permit. After much discussion, the board resolved that:

We should put together a business plan and financial forecast for financing the new kitchen project on the basis of current and anticipated fundraising and borrowing capacity, so that we can move forward as quickly as practicable with the project. A report to the community will be made once the plan is finalized.

There was unanimous agreement on the resolution.

B. Board Retreat

It was proposed and agreed that in lieu of the meeting on December 28, 2007, the Board would have an all day retreat on January 6, 2008 at Dalen and Paul's. Among items to be discussed will be the charter and purview of the Board, the question of whether the by-laws should be amended to impose a residency requirement on Board membership, and the role the Board should take, if any, in regard to the potential development of the Caspar Cattle Co. property. Before the meeting, Alden will distribute an orientation package put together by the Board some years ago which addresses these issues.

C. Job Performance Review for Dalen Anderson.

The Board discussed Dalen's job performance review at some length. There is unanimous agreement that she has been doing a stellar job for the CC and we attempted to devise appropriate ways we can assist her, as well as adequately compensate her. Historically, the Board has given her a raise of \$1.50 per hour. Dalen has raised the question whether her compensation package could include some form of Health Care benefit. It was decided to defer any action on the question of salary until more could be learned about whether health care packages might be available. However, the Board determined to award Dalen an annual bonus of \$500.

In addition to salary issues, the Board discussed and decided to contract for more regular janitorial services, since this should not be part of Dalen's job description, but in practice falls to her too often. Dalen had also inquired whether her presence was really necessary at Board meetings. The Board unanimously felt that it was so that the Board could get the benefit of her knowledge of day to day issues, and she would get direct feedback in regard to how the Board felt about issues as they might arise.

The meeting was adjourned at approximately 11:30 a.m.