

Caspar Community Center Board of Directors Meeting
September 23, 2011
Caspar Community Center

Present: David Alden, Miriam Davis, Susan Juhl, Susan Keller, Annie Lee, Paul Reiber, , Oscar Stedman, Jessie Lee Van Sant
Absent: Paul Schulman, Judy Tarbell
Staff: Dalen Anderson

1. Call to Order at 9:10

2. Minutes of September 9 approved as corrected
Committee membership corrected and meetings set. Dalen will send out general email.

3. Additions or Changes to the Agenda

The IRS requires that each Board member sign the Conflict of Interest Policy annually, with notations on the alert section regarding potential conflicts of interest. David distributed copies to be signed and returned to Dalen. The COI policy will be a permanent May agenda item.

4. Correspondence

US Postal service sent out notice asking for comments on their website and noting that public hearings will be held regarding proposed changes.

Ken Matheson and Gail Daley will hold a meeting Monday, September 26, 1 pm at the CCC regarding efforts to save the Mendocino Rec Center. Dalen, Paul R., Jessie and perhaps Oscar will attend.

5. Treasurer's Report/ Financial Committee

"Striving for simplicity," David, Dalen, and Ruth reorganized the P&Ls by amount with the same categories for income and expenses and are working to generate a budget, show how we are doing by amount and percentage. There are still formatting problems.

Fundraising (depending how CasparFest is counted), especially contribution income, and rental income are a little behind. Our expenses this year are higher (especially Buildings and Grounds, which includes sound and curtains). The Facilities Committee will need to develop a budget.

6. Executive/Personnel Committee

The committee will meet after each Board meeting. Dalen will generate a list of Board members with phone numbers, email, and mailing address.

7. Community Center

A. Executive Director's Report

Dalen has received many glowing responses to the new addition, especially from the Old Caspar group and the League of Women Voters. There is a Farm Dinner on September 30, two Bar Mitzvahs, and a Fat Tire Fest bicycle race in October. She looks forward to increased requests for use. David commented that the Kitchen Committee should consider the rate structure for the entire facility and compare with others.

Dalen would like to schedule a work party to clean up the back room. Jessie, Annie, and Miriam (after 10/7) volunteered.

B. Kitchen Construction

Paul R. We filed with the County on September 21; the Mail Pavilion was finalized. We are done with the Building Department.

Paul distributed a spreadsheet detailing the budget, including a change order summary and appliance costs. We came in \$2,653 or about 1% over budget including the \$12,766 for painting. Paul commented that, we should have integrated the appliances in the bid. As the supplier, our connection with Matson was fuzzy. They didn't know what they were installing when they bid. If possible, future contracts should include responsibility for errors.

Paul, David, and Dalen have done walk-throughs to identify any remaining problems. There are bubbles in the Marmoleum, which will be corrected when the sealers come on October 3.

We have concluded with Matson on good terms. Their final payment (\$27,000) will be held until October 21. If there are any other problems, we have until October 21 with a one-year guarantee on the work.

Jessie MOVED that **the Caspar Community Board accept the Caspar Community Kitchen Expansion Project as completed by Matson Construction**. Paul R. seconded. Motion was PASSED unanimously.

The Board commended and thanked Paul effusively for his work on the project.

Dalen and Paul had a lovely visit with Al Aiello of the USDA who was impressed not only by the addition but how Caspar has worked as a community group. Annie will send a little card with breakfast coupons.

C. Kitchen Committee

Kitchen Committee will develop protocols for maintenance.

Oscar commented that we are responsible for food safety if we are producing the event.

D. Facility Committee

Committee will develop budget for facility, including green room, stage, handicapped access signs

E. Pub Night

Next Pub Night is October 14.

8. Other

A. Harvest Dinner (to be coordinated by Fundraising Committee)

Miriam will talk to her friend about coordinating the Silent Auction.

Sunshine was suggested as possible alternative coordinator.

B. New Year's Eve

Music: Joe Craven and Mixed Nuts. The Fundraising Committee will develop details.

C. Yellowjackets

Oscar and Jessie unsuccessfully tried the tarp, dirt and ice method but will try a variation in the next few days.

The meeting was adjourned at 10:45 and reconvened at 10:50 to address approval of 2010 tax returns. Annie MOVED that the Board approve the signing and filing of the tax returns for 2010 A PREPARED BY Sean Hogan. Susan K. seconded. Motion PASSED unanimously.

The meeting was readjourned at 10:52.

Respectfully submitted,
Annie Lee

Next Board meeting: Friday, October 7 9 am CCC

Meetings/Events

Fourth Sunday Breakfast	Sunday, September 25
Mendo Rec Meeting @ CCC	Monday, September 26 1 pm
Kitchen Committee	Thursday, September 29 4 pm
Fundraising Committee	Wednesday October 5 10 am
Finance Committee	Tuesday October 18 2 pm
Harvest Dinner	Saturday, November 19

Motions/Actions Taken

Jessie MOVED that **the Board accept the Caspar Community Kitchen Expansion Project as completed by Matson Construction**. Paul R. seconded. Motion was PASSED unanimously.

Annie MOVED that the **Caspar Community Board approve the signing and filing of the tax returns for 2010 as prepared by Sean Hogan**. Susan K. seconded. Motion PASSED unanimously.

Items for eventual consideration

Sign
Parking lot and ADA req's

Policies and Policy Handbook

Floor finishing

Yellowjackets

Committees (* indicates Board liaison)

Community Planning Judy*, Mike D, Michael P., Rhoda, Jessie

Executive/Personnel Miriam, Susan J., David, Annie

Facility Paul S*, Paul R., Dalen, David, Mike D, Annie

Finance David*, Dalen, Jessie, Judy, Jim Tarbell

Fundraising/Marketing Oscar, Dalen, Annie, Paul S. David, Miriam

Harvest Dinner

Silent Auction: Denise Parrot*, Miriam, Dalen, Annie, Susan K.

New Year's Eve

Kitchen Dalen, Oscar*, Deb Dawson, Carly Abbott, Georgia Lane, Jim Katzell

Pub Night David, Jessie*, Mark (sound and music), Miriam (service), Dalen (kitchen)