

Caspar Community Board Meeting  
Caspar Community Center  
December 4, 2015

Board Members:

*Present:* Rochelle Elkan, Marty Johnson, Ed Murrell, Paul Reiber, Glenn Rude, Paul Schulman

*Absent:* Robert Frey, Annie Lee

*Quorum present?* Yes

*Others Present:* Executive Director Dalen Anderson, Director's Assistant Sienna M Potts

Proceedings

1. Meeting was called to order at 9:37 am by Vice President Glenn Rude.
2. Minutes of 11/20/15 meeting should be corrected to show that the motion was to accept both Superior Pump bid for pump and well work and NCRE bid for electrical work.
3. Changes to the Agenda: permanent addition of Community Planning as item G after Fundraising.
4. Community comments and input: none
5. Correspondence: Schwab needed our NAICS code for application. Dalen talked with a representative at the Census Bureau about what we do and came up with 2 classifications for us: non-residential rental and a civic organization.
6. Reports
  - A. Executive Director

Dalen reported that she is enjoying working less and training is going well with Sienna learning to pay bills and write checks.

There are a variety of events coming up at the Center: CDFW meeting, tango workshop, self-hypnosis class, balboa class, Montessori del Mar holiday program, Audubon Bird Count dinner, Bernie Sanders event Feb. 13, 2016.

Volunteer Appreciation Party is planned for January 17, 4ish, probably catered by Piaci. Holiday thank you & invitation will be sent to those who've volunteered in the past year.

Dalen will be gone for 2 weeks in February. She's talking to Karina about being Pub Night guest chef.

Concert planned for Feb. 7, 2016: Joe Craven & the Sometimers. Joe's new trio will be getting 80% of the door after expenses.
  - B. Finance/Treasurer

Nothing to report.

Next meeting is December 16<sup>th</sup> at 11am.
  - C. Pub Night, Breakfast

Dalen will be cooking for Pub Night: Puerto Rican chicken and Winter Vegetable Curry. No breakfast this month. Dalen will cook for Pub Night in January.

#### D. Caspar Community Garden

Rochelle reports that it is going well with Annie working in the garden and overseeing it. One open bed still. The garden is mostly sleeping but it looks good.

#### E. Facilities

Dalen will call Gary Swanson again about the driveway drainage work because it is already showing effects from rain.

We sent back the signed contracts to Superior Pump for pump/well work (with \$5k dep) and NCRE for electrical work.

After discussion it was decided that we need to be more clear at the beginning of a project whether it will go out to bid or not.

Paul R requested and was granted permission to borrow our tent structure for a month or two.

#### F. Fundraising/Marketing

End of year letter will go to 400 people at cost of \$328.28 most likely next week. Donations that come in with the included envelope can be tracked to see how effective this campaign is and to come up with list of donors. Sienna has updated the online donation page so that people may donate through PayPal, call in a credit card, or send a check. Rochelle requested that the board personally thank Michael Potts for all his work. Rochelle paid for the mailing campaign on her own credit card and questioned why we don't have a Caspar Community credit card. Dalen explained that we may be able to set up a new account which does not require 2 signatures to get a debit card we can use.

Caspar Community is having a New Year's Eve Dance Party as the last fundraiser of the year with music by The Mixed Nuts, a no-host bar and a small assortment of appetizers. As a condition of our alcohol permit we need to have 2 security guards: sober, responsible, clearly marked adults who will step in if needed. If the sheriffs visit and there are no security guards they will rip up our permit.

#### G. Community Planning

New agenda item for each meeting (Bob Frey: please add to agendas).

After conversation with Sienna and Michael Potts about managing the Caspar Headlands, State Parks biologist Terra Fuller spent the last of her resources budget on a CalFire crew to remove and burn gorse and broom. Terra thinks there is 3 months' worth of work for CalFire on the Headlands but there is not enough money in her budget. One month costs \$4000. Rochelle thinks it'll take less than 3 months and suggested that there might be money in our Community Planning budget to pay for some of the work. The work to maintain our Headlands will be ongoing.

The Headlands Workday Group has been out there once a month since March pulling heather, broom and other invasives. The group is taking December off & will resume January 23, 2016.

Paul R looked into Fire Safe Council Funds, which might be a source of funding for the Headlands work. There is money available but

application is due January 7. He will see if we can slip into County application.

7. Volunteer/Program Coordinator job description

Dalen plans to ease out of her position over the next 6 months to a year. Sienna is in training to take over many of the office tasks. Paul R & Dalen are working on a job description for another employee: event planning, program coordination, fundraising, and volunteer coordination. Dalen will prepare an article for the next newsletter (January 2016).

Meeting adjourned at 10:50 am.

Board went into closed session.

Meeting minutes respectfully submitted by Sienna M Potts.