

Caspar Community Board Meeting
Caspar Community Center
July 15, 2016

1. Call to Order 9:30

Present: Rochelle Elkan, Bob Frey, Marty Johnson, Annie Lee, Ed Murrell, Glenn Rude,

Quorum: Yes

Others: Community Coordinator Sienna Potts, Event Coordinator Millie Clark

2. Minutes of July 1 were approved.

3. Additions or changes to the agenda - none

4. Public Comment - none

5. Correspondence – Insurance renewed, information on file

6. Reports

A. Community Coordinator

- The supply closet behind the kitchen will be kept locked as items appear to have been taken. Wine has also disappeared; Bob will check for the third speaker.
- Sienna has been asked about renting the projector. Bob said operation of the projector would need to be staffed.
- Sienna will be gone from 8/17 through Labor Day.

B. Event Coordinator

Movie Night broke even and was a success. The menu will remain the same.

Pub Night

- David Alden convened a meeting on 7/13. Mark, Linda, David, Annie, Bob, Meredith, Millie, and Hilde attended.
- Millie did a great job cooking, and the Board felt it was important that she be able to continue; she has her prep volunteers and will be able to coordinate PN and MN menus and maintain a consistently good and cost-conscious menu.
- Guest chefs should sign up in advance and bring their own prep crew.
- It is essential that a more solid volunteer base be developed for set-up, serving, dishwashing, and break-down. Several suggestions were made, including offering a pre-serving dinner for volunteers, shorter shifts, sign-up sheets, and contacting musicians.
- For August Meredith will coordinate volunteers, Millie will be in the north room, and Dana will cook.
- Mark requested that the audio equipment be moved to the green room. And a curtain be installed behind the door to the stage.
- David will coordinate the installation of sound panels in the green room and hallway.

Breakfast – Dalen will cook.

C. Finance

- Quarterly reports have been reconciled through June and will be emailed to the Board.
- Rochelle commented that reports from events should include employee costs and volunteer hours. Annie suggested that volunteers sign in and out for all events. Names would be coded on the mailing list.

- The Board advised Millie that hours spent on items included in her job description are chargeable hours.
- Reports of employee expenses should be emailed to the Board monthly before the meeting.

D. Garden

Garden Committee will meet Thursday, August 11, at 2.

E. Facilities

- Rochelle suggested that if we have to apply for a new Coastal Development permit for the water tank, we add other projects, such as the deck.
- Annie asked that the next work party include cleaning up around the playground.
- Dalen is researching blinds for the north room.

F. Fundraising

- Rummage Sale - consensus was NEVER AGAIN. There are still items in the barn that need to go to the thrift stores. Glenn offered to take some.
- Millie is planning to develop a brochure and more publicity for the facility as a venue for weddings, reunions, etc.

G. Community Planning and Development

Michael has obtained an EIN for the CLT and is working on developing a Board.

H. Dalen's Retirement Party

- Millie and Kris consulted with Dalen and Zoe to develop the menu. Kris will cook Chicken Cacciatore. Invitees will be asked to bring a beverage and sign up on a potluck website. Potluck options are green salad, green beans with almonds and lemon zest, and dessert, including chocolate, summer fruit, etc. The CC will pay for the chicken and extra wine and beverages. Bob and Miriam have offered to pay the \$400 for the band (Bongo Latte).
- Discussion is in progress regarding a plaque to be mounted by the kitchen door, a large card for everyone to sign, and a skit.

Adjourned at 10:40

Respectfully submitted,
Annie Lee

Calendar

Saturday, July 23	Headlands Work Day, 10-2
Sunday, July 24	Breakfast
Friday, July 29	Board Meeting, 9:30
Friday, August 5	Board Meeting, 9:30
Thursday, August 11	Garden meeting, 2
Friday, August 12	Pub Night
Sunday, August 14	Canning Workshop, 10:30/Movie & Game Night
Friday, August 19	Board Meeting, 9:30
Saturday, August 27	Headlands Work Day, 10-2
Sunday, August 28	Breakfast
Friday, September 9	Pub Night /National Natural Monument Inauguration
Saturday, November 19	Harvest Dinner
Saturday, December 31	New Year's Eve

