

Caspar Community Board Meeting
Caspar Community Center
January 19, 2018

Board Members:

Present: Dalen Anderson, Rochelle Elkan, Robert Frey, Paula Glessner, Annie Lee, Paul Reiber, Glenn Rude, Paul Schulman

Absent: Ed Murrell *Quorum present?* Yes

Others Present: Office Manager Sienna M Potts, Event Manager Dana Fox, Judy Tarbell

Proceedings

1. Meeting was called to order at 9 am by President Bob Frey.
2. Minutes of 1/5/2018: Approved.
3. Changes to the Agenda: Human Resources Committee requests closed session at end of Board meeting.
4. Community comments and input: none.
5. Correspondence: Pat Ferrero requests meeting with Event Manager to go over November Pub Night collaboration with Mushroom Club.
6. Reports
 - A. Office Manager, Event Manager
Sienna shared the schedule of upcoming events & it was agreed to plan our Volunteer Appreciation Party for Sunday, March 11, at 5 pm.
Dana reports progress on the formation of a Pub Night chef team. He and Robin Fox request input for the Volunteer Appreciation Party.
At the next Board meeting, Dana will have procedural documents for Pub Night and Emergencies, as well as a map for renters to help with clean up & chair storage.
 - B. Finance/Treasurer
We received an additional end of year donation from Susan Juhl for \$20,000. Caspar Community is on track, solvent, & in good shape. Next Finance Committee meeting is February 15 at 10 am.
 - C. Pub Night, Breakfast
January Pub Night brought in many new people of all ages, mainly for the Open Mic. The food, by Chef John Lombardo, was delicious, though sales were not as high as in past months. Pub Night was very successful in 2017, both in terms of fund raising & community building. Robin has been doing a wonderful job with the volunteers. Kitchen volunteers are still needed.
Kris Reiber is cooking Breakfast this month.
 - D. Caspar Community Garden
A \$25 donation was received in exchange for the composter. The shed will be completed soon & Mike Fadeff has the paint ready for it. Next Garden meeting is February 1, at 2 pm.
 - E. Facilities
Juan Gonzalez of Elite Roofing explained that the quote to replace the roofing on the North porch was high because it was a bid. The cost is mostly labor but it would almost certainly be cheaper if done for time & materials. It was agreed to go forward with the project.
Paul Schulman inquired at the Building Department about permitting the garage refurbishment. No CDP is need, only a building permit. Drawings will be required but they can be completed by the builder. Vince Cacamo

may be able to fit the project in this building season or will recommend another contractor. It was agreed to go forward with the project with an approved contractor for time & materials.

The Electric Vehicle Charging Station location has been marked & the conduit for electricity will be going in the week of January 22. Conduit for electricity for the barn will be installed at the same time.

Dana will schedule a work party to clean the kitchen by email.

F. Fundraising/Marketing

The End of Year letter cost \$212 to produce & garnered \$36,389 from 48 donors so far.

G. Community Planning/Development

Sienna requests submissions by the end of January for the Headlands newsletter to come out before the Community Meeting on February 18. Submissions for newsletters are always welcome.

H. Human Resources Committee

Closed session after Board meeting adjourned.

I. Disaster Preparedness

Discussion of motion for emergency response protocol:

“In the event of a natural disaster that displaces local people from their homes and local people seek shelter and/or food services at the Caspar Community Center, the Caspar Board of Directors will hold an emergency meeting. Notice of meeting will be communicated to members of the Board by electronic means and posted in the mail pavilion. The Board shall meet and inspect the Community Center for safety. The board will decide the scope of the emergency response and move accordingly. Any or all scheduled events at the Community Center may be curtailed to meet the needs for shelter and/or food service operations. The initial emergency response shall be for a period of 72 hours.

“If the Board of Directors cannot assemble a quorum within six hours of notice a minimum of two officers of the corporation in consultation with Center management may act as proxy for the Board until such time that a quorum is assembled and votes to ratify, modify or rescind the officers decision.

“The Board will meet again within 72 hours after the start of shelter and/or food service operations, review the operations and vote to extend or terminate the emergency response actions.”

Moved by Bob Frey: to pass emergency response protocol as written; seconded by Dalen; passed unanimously.

J. Volunteer Appreciation Party

Budget set for \$500-800. Menu will be soup, salad, & bread. Dalen & Dana (& possibly one more) will each make a big pot of soup. Dessert will be pot luck. Get volunteer lists to Robin Fox.

Meeting adjourned at 10:30 am.

Meeting minutes respectfully submitted by Sienna M Potts.

Wondering what's going on at the Center?

Check the [online calendar](#).

Find the [most recent enews here](#).

Read the [latest newsletter here](#).