

Minutes of Caspar Community Board of Directors Meeting

November 14, 2008

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

Board Members: David Alden, Paul Schulman, Paul Reiber, Susan Juhl, ,
Bette Goldfarb, Judy Tarbell, Rhoda Teplow, Annie Lee, Susan Keller

Absent:

Staff: Dalen Anderson.

Guests: Oasis

Quorum Declared: Yes X No

II. Approval of Minutes:

Minutes for the Board meetings on October 31, 2008 were approved as corrected.

III. Reports

A. Correspondence

We have notified the Democratic Club that polling has been moved away from Caspar.

Sienna Potts has confirmed that her fee for us as a nonprofit is \$15.00 per hour. The Board discussed ways that we could get better exposure on the web, especially for those searching for wedding sites. Last year we had eight weddings, and we could use a few more, especially to pay for the kitchen addition. We should also have a nice brochure that advertises weddings and events. The board determined that Sienna should be asked how much it would cost to get better web exposure. It was also noted that use of the CCC as a conference site could be better advertised. Rebecca Jarret (sp?) of Tangents might advise us as to how to approach this subject.

The board suggested that the fund raising committee needs to come up with a creative, interesting community-building list of things we can do which also raise money.

The Land Trust and CDF material has arrived.

Caspar has been invited to the Noyo Food Forest reception at Living Light on Dec. 5. Middle East expert Antonia Yuhas will be in Fort Bragg on Dec. 5 as well, speaking at Town Hall.

B. Treasurer

As of Oct. 31, 2008, the accounts were as follows: CC \$1,490; CCooks \$4,300, CCSavings \$4,170 CCC\$4,470 Schwab \$119,500. Sub-accounts (earmarked accounts) in Schwab are: Cooks fund \$105,112; Juhl (-\$5,517); Reserve \$8,128.

Sean Hogan, who prepares our taxes *pro bono publico* has suggested the need for bookkeeping changes. He said it is a good "internal control" not to have the bookkeeper also be a signatory on accounts. Right now Dalen has signatory authority over the CCC checking account and Judy is a generally authorized signatory, and both do bookkeeping for the CC.

Three options were discussed: 1) Have Dalen do all bookkeeping and require two other

signatures on all checks; 2) Have Dalen manage and have signatory authority only over the CCC account, and have all deposits go into the CC accounts, leaving Dalen with a controlled, budget driven account to manage; 3) continue as we are but hire a bookkeeper to manage books. It was decided to experiment with #1, with Annie Lee and or David Alden to review all checks, and discuss #2 with Sean Hogan to see if he would be comfortable with it. Also, we should find out how much a bookkeeper would cost.

Sean has also raised the issue of whether Dalen should be converted to the status of employee, rather than an independent contractor to reflect our discussions about her increasing role at the center. This will be mulled over.

Judy announced that she would like to pass on the baton of Treasurer. This too will be duly thought about.

The question was raised whether we have to pay sales tax on food sales. Bette Goldfarb said she would look into it.

C. Manager's Report

Dalen has frozen duck breasts for sale as a consequence of cancelling the Nov. dinner, at \$8.55 pound.

A bad leak over the restroom area needs attention.

IV. Business

A. Outdoor Lighting

Oasis spoke to the Board about light pollution, and requests that we consider measures that could be taken to reduce outdoor lighting at the CCC. Use of motion detectors and solar light fixtures was recommended, especially on the Flag. We should perhaps include an educational message where we can to residents to point outdoor lights downward. Board members expressed agreement with the idea, noting that motion detectors were planned for the new postal pavilion lighting, and that better ones could be purchased for the other existing lights.

B. Kitchen Update

A bill has been received from Dan Dickson in the amount of \$3,074 for drafting and design meetings. He and Jennifer Roberts at USDA are still trying to contact one another to discuss ADA requirements in the kitchen.

C. Pavilion Update

The project proceeds. A decision not to install gutters was made as a means of saving some money. They do not appear to be necessary in the circumstances. However, a sidewalk for ADA access is necessary. /

D. Disaster Preparation

Steve Orsi of Fort Bragg fire department wants to keep in touch in re disaster prep issues and is appreciative of our efforts in this regard.

E. The Little House on the Headlands

Matt Gerhardt of the Coastal Conservancy is open to the possibility of funding its restoration. He is also interested in funding non toxic invasive plant removal. It was noted that the Eucalyptus removal has been approved by Parks, and will begin in the Spring of '09.

F. Board Issues

The next board meeting is being changed to December 5, with the succeeding one being December 19 and then every other Friday thereafter. It was decided that the annual Board Retreat should be scheduled for the first Saturday or Sunday in April from 10:00 to 5:00 at Susan Juhl's.

G. Playground Proposal

The playground committee got a funding grant. We received a letter from the equipment sales agent concerning the design, and have forwarded it to our insurance agent for review.

H. Breaker box

It has been suggested that the subpanel breaker box be moved from Dalen's office to some place where it would be accessible to renters in the event of a blown circuit. The decision will be postponed until we have a better understanding of the system and how it might be changed with the kitchen addition. It was also suggested that Robin Coyote might do some electrical work for free.

I. Book Mobile

There are no plans to include Caspar on the Book Mobile schedule, but we should write them a letter to get on their list of possible expansion sites. Bette Goldfarb will draft such a letter.

We adjourned at 11:30.