

Minutes of Caspar Community Board of Directors Meeting

December 17, 2010

I. Call to Order/Present: The meeting was called to order at 9:10 a.m.

Board Members Present: David Alden, Miriam Davis, Susan Juhl, Susan Keller, Annie Lee, Paul Reiber, Paul Schulman, Judy Tarbell, Jessie Lee Van Sant

Absent: Rhoda Teplow

Guests: Bette Goldfarb, Oscar Stedman

Staff: Dalen Anderson

Quorum Declared: Yes X No _____

II. Approval of Minutes

Minutes of Dec. 3 were accepted as corrected via email.

III. Correspondence

Dalen received a letter from Zack Zachary requesting use of the Community Center (Community Night) for a presentation about PG&E Smartmeters. She asked the Board to establish guidelines for Community Nights. A Community Use subcommittee (Miriam, Paul and David) will consider applications on a case-by-case basis for once-per-month events without rent to present information of general community concern. Producers of such events will be asked to notify the public, provide a donation jar to cover the CC's operating expenses, and not collect other funds at the meeting. Zack's request was approved.

IV. Treasurer's Report

Dalen will continue to email reports in advance of Board meetings. Starting in January, the formatting of the Class P&L will be changed for clarity.

Miriam asked for clarification: the Kitchen Matching Fund has received \$4600 (+\$250) in donations; \$9,700 with matching funds.

David suggested that "Board Designated" be used in place of "Restricted" as the latter has particular legal meaning.

The Finance Committee will meet during the second week in January with Sean Hogan and Ruth. One issue to be clarified is what we pay sales tax on. For example, if we charge \$40 for a dinner and tell people that the dinner costs \$20 and the rest is donation, we pay sales tax on the \$20 for the dinner. Otherwise, we pay sales tax on the total. How does this apply to auction items?

The Board wanted to have an idea of how much money we have for the kitchen before the bids were opened. Paul R. gave the following summary:

\$112,800 cash	\$30,000	contingency fund*
<u>\$200,000 loan</u>	\$10,000	appliances
\$ 312,800	<u>\$ 4,500</u>	<u>pre-bid expenses</u>
	\$44,500	
-	<u>\$ 44,500</u>	
+	\$ 5,000	Cantus
+	<u>\$ 5,000</u>	Tarbell
Total	\$278,000	

*The contingency fund covers change orders that are not part of the contract and is maintained until construction is completed.

Caspar Community has a reserve fund with the Savings Bank into which we are required to annually deposit 1/12 of our yearly mortgage with USDA for ten years. Bette asked if we will need to increase our annual deposit to reflect the additional mortgage payment for the new \$200,000 loan, which we anticipate would be \$1,000/month. We will look at the loan documents to see if we need increase our annual deposit, by how much, and when.

Bid Opening 10 a.m.

Present: Chris and Jerry Matson representing Matson Construction, Jack Gridley representing Swithenbank, and Dan Dickson, architect.

Swithenbank bid \$269,972 plus \$6,375 for Milguard vinyl windows	total \$276,347
Matson's bid included \$9,648 for International vinyl windows	total \$264,997

Swithenbank base bid	\$269,972
Matson base bid (minus windows)	\$255,342

The Board thanked the contractors for their efforts and cooperation.

The subcontractors were primarily local and the lists similar with similar percentages.

Jessie MOVED to accept Matson's base bid for a total of \$255,342. The motion was **SECONDED** by Susan Keller and **PASSED UNANIMOUSLY**.

A decision about the windows will depend on research regarding quality and cost. Oscar will research and consult with Paul R. and Dan.

Dan estimated that, depending on start date and conditions, the project could take between three to nine months.

Judy was concerned about having to renew our building permit, which expires in mid-January, and the CDP, which expires February 25. Paul and Dan will see about extending the permit and investigate vesting/extending the CDP. Paul also needs to complete the finalization of the USDA loan.

V. Committee Reports

A. Manager's Report

The CCC received an Unemployment Insurance claim for Gregg Valles. Dalen reported that he stopped showing up for work in July.

Dalen has asked Tommy Brown to clear out the garage.

B. Pub Nite

Lucio sent a cost analysis for the food.

Because of the importance of good sound and given that responsibility for sound often falls to Paul S., he suggested offering Mark Perkins a stipend and dinner in return for taking responsibility for sound at Pub Nites. After discussion about whether this would set a precedent, it was decided that this is a unique situation calling for expertise and commitment.

Jessie MOVED to offer Mark dinner and \$50 once a month for Pub Nite and Latin Café to set up and oversee sound. The motion was SECONDED by Miriam and PASSED with Judy abstaining.

There was consensus that the acoustics in the north room need improving.

Sound Subcommittee: Dalen, Paul S., Jessie, David and Judy

F. Rummage Sale

Bette offered to find storage space for donations until the garage is available.

G. New Year's Eve

Dalen requested that each Board member prepare a platter of appetizers and asked for volunteers.

H. Antonia Lamb CD release party January 15

Antonia asked if the CCC wanted to do the bar. The Board declined and offered Antonia congratulations on the CD.

I. Volunteer Appreciation Party January 28

The Board decided to do the cooking and entertain the volunteers. The VAP Committee (David, Miriam and Dalen) will meet in early January.

MOTIONS

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Jessie MOVED to offer Mark dinner and \$50 once a month for Pub Nite and Latin Café to set up and oversee sound. SECONDED by Miriam/PASSED with Judy abstaining.

ACTION ITEMS

Oscar: research windows

Paul R. and Dan: extend the building permit and CDP.

Paul R.: complete the finalization of the USDA loan.

Sound Subcommittee: Dalen, Paul S., Jessie, David and Judy

Finance Committee: meet the second week in January

VAP Committee: meet in early January

Board members: prepare a platter of appetizers for NYE

REMINDERS

Next Board Meeting: Friday, December 31, 9:00 a.m.

Pub Nite (second Fridays **except April 1**): January 14, February 11, March 11

Volunteer Appreciation Party: January 28

The meeting was adjourned at 12:05 p.m.

Respectfully submitted,

Annie Lee