

## Minutes of Caspar Community Board of Directors Meeting

December 31, 2010

I. Call to Order/Present: The meeting was called to order at 9:05 a.m.

Board Members Present: David Alden, Susan Juhl, Annie Lee, Paul Reiber, Paul Schulman, Jessie Lee Van Sant

Absent: Miriam Davis, Susan Keller, Judy Tarbell, Rhoda Teplow

Guests: Oscar Stedman

Staff: Dalen Anderson

Quorum Declared: Yes  X  No \_\_\_\_\_

II. Approval of Minutes

Minutes of Dec. 17 were accepted as corrected via email.

III. Correspondence

Dalen received a letter EDD stating that Gregg's claim for unemployment insurance has been denied.

IV. Treasurer's Report

David has left a message for Sean asking to meet in early January.

David suggested that we create an **operating reserve** if we have excess over the expenses of the streamlined kitchen plan. We have received \$15,000 from the Cantus Foundation, deposited in Cooks Fund for equipment, and a \$5,000 donation from Lee Tepper and Dorine Real, deposited in the savings account and earmarked as operating reserve.

V. Committee Reports

A. Manager's Report

The Smart Meter information meeting will be Thursday, Jan. 6 at 7.

Jenny and Mike are doing a fabulous job as cleaning staff.

Oscar is offering a Food Safety Class free to Caspar kitchen volunteers, seven per class. The first class will be Monday, January 10.

B. Volunteer Appreciation Party

Steering committee will meet January 5 at 11. About 60 potential guests.

C. New Year's Eve

The corrugated fiberglass over the back porch was ruined in the storm; the entire roof will drain in front of the bathrooms. Paul S. asked for help for temporary repair. Paul R. will review the plans to recommend a more permanent fix.

D. Pub Nite

Corinna is cooking January 14; Oscar will cook February 11.

Mark Perkins is on board as the House Sound Guy.

E. Kitchen

Paul needs to send a budget to USDA. We need to show we have \$125,000. Paul's information indicates we have spent \$46,467, but he will confirm with Dalen.

Unpaid

Bid costs	\$255,342
Appliances	\$ 10,000
Windows	\$ 10,000
Dan	\$ 3,030
Administration (PR)	<u>\$ 2,000</u>
	\$ 30,072

Source of Funds

Cash on hand	\$ 15,690
Kitchen account	<u>\$128,000</u>
	\$143,690

Committed/not received	\$ 5,000 (Tarbell)
USDA loan	<u>\$ 20,000</u>
	\$250,000

<u>Total funds</u>	\$393,690
	<u>-\$ 30,072</u>
	<b>\$363,618</b>

Paul R. will prepare a list of appliances we need.

Oscar has researched windows; she will talk with Dan about the dividers and contact Anderson about their program for non-profits. (Matson sells only International, which do not hold up well.)

Matson has signed the contract. Susan signed. Paul will forward to USDA.

David amended the Loan Resolution Security Agreement agreeing to borrow \$200,000 from the USDA on a 30-year note at an interest rate not to exceed 4.7%. The actual interest rate will be determined on the day the loan begins.

We are contributing \$125,000 and will deposit \$105 per month for a reserve mortgage until the account contains \$12, 600.

At least two officers must sign checks for construction.

**David MOVED to adopt the Resolution. Paul S. SECONDED. The motion was PASSED UNANIMOUSLY, six yeas, three absent.**

Paul R. said he did not think he would have too much more to do once

construction begins. He has budgeted \$2,000 over the \$4,000 he has already been paid.

**David MOVED to increase the cap on the amount to be paid to Paul by \$2,000 as necessary. Annie SECONDED. The motion was PASSED UNANIMOUSLY with Paul R. abstaining.**

#### Property Insurance

Dalen faxed the Matson's Certificate of Liability to our insurance company, asking to raise our insurance from \$400,000 to \$500,000. She was told it was not possible because we didn't have a structure worth \$500,000 and that Matson's performance bond/Builders Risk Insurance would cover the building; the Board did not think this was so. Matson has a Certificate of Workers Compensation and Certificate of Liability for \$1,000,000 each.

USDA asked us to increase our Fidelity Insurance (covers fiduciary responsibility), set as a percentage of the loan, to \$37,000. This insurance is sold in \$5,000 increments, so it will be raised to \$40,000 and cost an additional \$150 to \$300 per year.

David wanted to review the USDA requirements. Performance Bond and Payment Bond?

David signed the Certificate of Owner's Lawyer. (Sean cannot sign the since he is also Matson's lawyer.) Although David's is officially on inactive status, he can sign the USDA documents since he is not charging the CC and is on the Board. He could not represent the CC in court.

Paul will send the contract to Al Starinsky at USDA; as soon as he approves it, Matson will have 15 days to start and 180 calendar days to complete. The project could start by the beginning of March at the latest and be completed between mid-July and mid-September.

Dalen and Paul R. will contact Matson to discuss details and set up a go-to person. Scheduling of classes, weddings, and CasparFest need to be addressed.

David suggested that we should have copies of our legal documents stored off-site. Judy, Mike D. and Paul R. have copies of some things.

#### **MOTIONS**

**David MOVED to adopt the Loan Resolution Security Agreement. Paul S. SECONDED. The motion was PASSED UNANIMOUSLY (six in favor, three absent).**

**David MOVED to increase the cap on the amount to be paid to Paul R. by \$2,000 as necessary. Annie SECONDED. The motion was PASSED UNANIMOUSLY with Paul R. abstaining.**

#### **ACTION ITEMS**

**Oscar:** contact Dan regarding dividers and contact Anderson

**Paul R. and Dan:** extend the building permit and CDP  
**Paul R.:** send contract to USDA  
**Paul R.:** review back porch roofing plans  
**Paul R.:** prepare a list of appliances  
**Dalen and Paul R:** contact Matson to discuss details, set up a go-to person.  
**Dalen and ??:** store copies of all legal documents off-site  
**Finance Committee:** meet the second week in January

### **COMMITTEES**

**VAP Committee:** David, Susan J., Miriam, Dalen  
**Sound Subcommittee:** Dalen, Paul S., Jessie, David, Judy  
**Finance Committee:** David, Dalen, Judy, Jessie, Miriam

### **REMINDERS**

**VAP Committee:** Wednesday, January 5, 11 am  
**Smart Meter information meeting:** Thursday, Jan. 6 at 7.  
**Oscar's Food Safety Class:** Monday, January 10.  
**Next Board Meeting:** Friday, January 14, 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 10:20 a.m.  
Respectfully submitted,

Annie Lee