

Caspar Community Center Board of Directors Meeting

June 3, 2011

Home of Dalen Anderson and Paul Schulman

Present: David Alden, Miriam Davis, Susan Juhl, Susan Keller, Annie Lee, Paul Schulman,  
Oscar Stedman, Judy Tarbell, Jessie Lee Van Sant

Absent: Paul Reiber

Staff: Dalen Anderson

1. Call to Order at 9:10
2. Minutes of May 20, 2011 approved as corrected
3. Additions or Changes to the Agenda
4. Correspondence - none
5. Treasurer's Report  
Dalen sent out P&Ls
6. Committee Reports

A. Caspar Community Center

Executive Director's Report

Dalen developed an improved calendar style listing monthly classes and special events.

Caspar Children's Garden has asked for a letter certifying the CCC as its emergency shelter. Board consented. To get official status from the Red Cross, we need a shower. Once we are in the new kitchen, we can consider how to remodel the present kitchen. Ray Duff has suggested it will be more practical to store supplies such as cots in a separate trailer. Ray and Mary Flannery have information about disaster preparedness.

The new drapes have been installed.

Dalen has discussed concert arrangements with Carole Raye and suggested that CCC do the bar and split the costs and profits; she is waiting for cost estimates.

Dalen has posted emergency phone numbers in the kitchen and outside the front door. When the addition is completed, she will post shutoff locations; meanwhile, Board members should know the existing locations—ask Paul or Dalen.

Kitchen

Gary's Cabinets will be meeting with Chris, after which we can review the plans.

Dan is working with Chris on some ADA requirements for the back porch.

The sinks will be ordered as soon as the measurements for the pass-through windows are finalized.

The wall between the south room and addition has been opened.

Paul S. talked with Lee Tepper about the water tank; Lee may be able to deliver it. The plans locate the tank behind the pump house. Judy noted that the French drain will run behind the pump house, so there should be enough room for a backhoe. Paul S. will find out if the tank (plastic) needs to be on a slab.

Paul R. will schedule crew party and south room floor finishing

## B. Financial Committee

The committee met and developed a draft based on actuals through April and estimates for the rest of the year. Board members should peruse and make suggestions before the next Financial Committee on Tuesday, June 21 at 3 at the CCC.

Oscar suggested a line item for licenses and permits. The commercial kitchen will cost about \$800 a year.

David added a line for Buildings and Grounds.

Set aside: we are required by USDA to set aside one month's mortgage annually (currently \$2, 032) for emergency repairs and capital improvements. The USDA limit is ten years; we are in our sixth year.

Capital Building Fund: in the last ten years we have spent about \$100,000 in major improvements. Anticipating some major facilities issues such as septic, how much should we set aside? Another month's mortgage? If we anticipate fundraising, we would be in a better position to ask for funds if we can show that we have anticipated our needs and already have some money already.

## C. Pub Night

The cloth to cover the remaining panels has arrived. There will be a work party on Thursday, June 9 at 11:30 am to prep and hang the panels temporarily. The second step—remove the shelves, replaster, and hang—will take a couple of days.

Oscar commented that whenever we are selling food to the public (until we are in the commercial kitchen), the Health Department requires the presence of someone with a Safe Food Handling Certificate, renewable every three years. Information about certification is available from the Health Department.

Dalen prints 50 posters for Pub Night. Paul S. noted that postering should be done on Monday morning. To ensure timely postering, Jima provided a list of locations and the committee will distribute. David Stuart has volunteered to do Mendocino and Albion and Oscar south of Albion.

There will be a meeting to clarify organization on Tuesday, June 14, 3pm

## D. CasparFest

Since CCC fundraising is focused on fewer events, Board enthusiasm for and participation in CasparFest is important.

We need a coordinator for the inside events\*. Judy (and Jim) volunteered; Oscar offered to assist. (\*TED talks plus 2-3 active workshops)

## 7. Other Items

### A. Community Meeting Feedback

Dalen read an email from Sienna commenting that she felt the Board dominated the discussion, that some community members felt unheard, and that the tone of some comments was inappropriate.

Several people left because the discussions were overlong and not sufficiently inclusive. There was discussion regarding the goal of Community Meetings: are we aiming for consensus, providing a forum for talk? Suggestions included having a timer/timekeeper, flip chart, and minutes. Paul S., Miriam and Oscar will study structure.

- B. Playground  
We are waiting for the liability insurance. David will review all insurance.
- C. Garden  
Deer got in and ate strawberries. Nathan and Paul S. repaired the gate.
- D. Flea Market  
Everybody liked the set-up on the side of the CCC. Next year, Memorial Day weekend coincides with the Fourth Sunday Breakfast. It was suggested we move the Flea Market to Memorial Day, ask Jima if he would be willing to have another on Saturday, September 2, and consider combining the Rummage Sale with the Flea Market or at least have a CCC table. The Rummage Sale will need new coordinators as Betty and Bob have retired.
- E. Septic  
Paul S. has been checking the septic regularly and will check before and after any large events. He reported the system is still holding steady. It was decided to wait until the construction is finished before putting in the French drain.
- F. Racks and Roads  
Judy reported on her communications with Howard Dashiell of DOT.  
Judy will request a six-bike rack to be installed by the flagpole.  
A school sign must be on Pacifica. Judy will contact Sunshine.  
DOT will provide radar feedback signs on trailers for the north entrance, just past Caspar Pt. Rd.

Meeting adjourned at 11:03 am

Respectfully submitted,  
Annie Lee

**Next Board meeting:** Friday, June 17, 9am CCC

Subsequent Board meetings: July 1, July 15, July 29 9am, Paul and Dalen's

### Meetings

Sound panels work party	Thursday, June 9, 11:30 am
Pub Night meeting	Tuesday, June 14, 3pm CCC
CasparFest	Tuesday, June 14, 4pm CCC
Financial Committee	Tuesday, June 21, 3pm CCC

### To Do

All	Learn the existing shutoff locations
	Peruse and massage budget
Susan J. Dalen	Write a letter of thanks to Rhoda
	<ul style="list-style-type: none"> <li>□ Talk with Chubby's</li> <li>□ Contact Building Department about Mail Pavilion final inspection</li> <li>□ Establish a benefit policy</li> </ul>
Paul R	Schedule crew party and south room floor finishing
Paul S	Find out if the water tank needs to be on a slab
Judy	Contact Sunshine about school sign
Annie	Contact south end neighbors about mph sign