

Caspar Community Center Board of Directors Meeting
September 9, 2011
Caspar Community Center

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

1. Call to Order at 9:13

2. Minutes of August 26 accepted.

3. Additions or Changes to the Agenda

4. Correspondence - We received a hand-written letter of thanks from Al Aiello of the USDA.

5. Executive Director's Report

- We have a few more ongoing rentals (Mendocino Ballet, Mendocino Dance). The south room rates have been raised to \$18, north room to \$20, though not for current renters. Kitchen rates will depend on impact.
- Dalen is planning to apply for a Rotary grant for 50 more chairs.
- The Kitchen Committee now consists of Oscar and Dalen. There will be a Breakfast Volunteers Meeting on Thursday, September 15, 4 pm at the CCC and additional members will be sought.

6. Treasurer's Report

Tabled until David and Dalen can meet with Ruth.

7. Committee Reports

A. Budget

David and Dalen will meet with Ruth to blend new budget ideas and the accounting system.

B. Pub Night

Cooks, servers, and bar in place. Set-up was discussed as a separate concern.

The committee will look at options for running sound to the kitchen and the south room.

Judy suggested a Facility Committee be formed to deal with sound, back room, stage, etc. Paul S. so moved, Oscar seconded. Passed unanimously. Members: Dalen, Paul S. David, possibly Mike.

Dalen will post the committees and contact information.

C. Kitchen – construction

Paul R. reported that the bathrooms now have hot water. The counters should be installed in the next couple of days, after which Thanksgiving Coffee will install their donated machine. The defective motor for the Hobart should be replaced within the week, after we can get our final inspection. The Marmoleum finishers will be scheduled to follow the dishwasher installation. Matson will install trim and finish painting.

We have gone through our reserve and are about \$2,000 over budget. Oscar would like to have been more included in the process, i.e., informed about the delivery; she felt she could have helped avoid some of the ensuing complications. Jessie pointed out the need for better communication.

D. Kitchen Committee

Oscar expressed her concerns about the discovery of mice and the need for ongoing maintenance, especially the stove hood and floor sinks. She will create a checklist. The Board decided that Dalen should set traps immediately and the kitchen committee will evaluate establish protocols for maintenance.

8. Policies

David **MOVED** that we **adopt the document retention, conflict of interest and whistleblower policies** he developed and distributed to the Board, Paul R. seconded. Motion was PASSED unanimously. David and Dalen will review the documents we have at present.

9. Dedication

Paul commended David on his presentation.

David mentioned that some people who had been active Board members couldn't stay until the ceremony and should be acknowledged in the next newsletter. It was decided to publish a newsletter in October including the Dedication, a wrap-up report on the kitchen and CasparFest, announcement of the Harvest Dinner and financial summary.

10. Community planning

Tabled. Judy has emailed everyone who expressed interest. She will be gone until the beginning of October; Michael will be gone until the end of November.

11. Septic

Paul reported that the tank is quite full; we are hoping to avoid having to pump the tank twice.

12. Sign – Tabled

13. Harvest Dinner

A committee will be set up at the next meeting. Miriam will not be available to organize the auction.

14. New Year's Eve

Three options: The Swing Dance Society would rent the facility for \$1500 and produce the event; The CCC would produce the SDS event; the CCC would produce our own event. The Board decided that it would be a great opportunity for a community party and a celebration of the new phase of the CCC. Joe Craven has committed to play with the Mixed Nuts (\$1,000). We will charge \$20 and ask volunteers to contribute hors d'oeuvres.

15. CasparFest date has been set for the second weekend in August.

16. Other

Jessie felt strongly that we need a Personnel Committee. David said that Boards often have an Executive Committee that can serve as a Personnel Committee. The function of an Executive Committee is to discuss major decisions, personnel issues, and policy changes, acting ad hoc, filtering down the details and organizing and presenting options to the Board. Paul S. **MOVED** that **an Executive Committee composed of the officers meet after each regular Board meeting**, with members notifying the President of agenda items in advance. Judy seconded. David **amended** that the **EC meet every other meeting starting October 1**. Motion PASSED unanimously. Miriam pointed out that if the committee system functions well, the Board meetings will be less involved in detail and therefore shorter.

The meeting was adjourned at 11:20.

Respectfully submitted,
Annie Lee

Next Board meeting: Friday, September 23 9 am CCC

Meetings/Events

Breakfast Volunteers Meeting Thursday, September 15, 4 pm at the CCC
Fourth Sunday Breakfast Sunday, September 25
Harvest Dinner Saturday, November 19

Motions/Actions Taken

Facility Committee established
Document Retention, Conflict of Interest and Whistleblower policies adopted
Executive Committee composed of the officers will meet after each regular Board meeting, with members notifying the President of agenda items in advance.

Items for eventual consideration

Sign
Parking lot and ADA req's
Policies and Policy Handbook
Floor finishing
Yellowjackets

Committees (* indicates Board liaison)

Community Planning	Judy*, Mike D, Michael P., Rhoda, Jessie
Executive/Personnel	Miriam, Susan J., David, Annie
Facility	Dalen, Paul S*, David, Mike (?) Annie
Finance	David*, Dalen, Jessie, Judy, Jim Tarbell
Fundraising/Marketing	Oscar, Dalen, Annie, Paul S. David
Harvest Dinner	Dalen,
Kitchen	Dalen, Oscar*, Deb Dawson, Carly Abbott, Georgia Lane, Jim Katzell
New Year's Eve	
Pub Night	David, Jessie*, Mark (sound and music), Miriam (service),Dalen (kitchen)