

Caspar Community Center Board of Directors Meeting
March 23, 2012
Caspar Community Center

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

Staff: Dalen Anderson

Absent: Judy Tarbell, Annie Lee

Guests: Renee Pasquinelli, Sr. Environmental Scientist, Parks

Angela Liebenberg, Environmental Scientist, Parks

Loren Rex, Superintendent, Parks

Rochelle Elkan

Michael Potts

Sienna Potts

Skip Taube (Caspar Children's Garden)

1. Call to Order at 9:30
Quorum Present? Yes.
2. Minutes of February 24 approved.
3. Discussion of Park's Replantation project.

Parks was invited to meet with the Board in response to concerns expressed by Caspar residents about Parks' **planting** a number of trees (as part of our cooperative effort to remove Eucalyptus on the Caspar Headlands) in areas which had not been discussed with the community. Caspar residents had worked cooperatively with Parks in the removal of the eucalyptus. Caspar residents had also assisted Parks in **planting** a number of trees paid for by the Caspar Community. The most recent replanting, however, was in areas where the viewshed of residents bordering the headlands would be adversely affected.

Rene Pasquinelli summarized the above history and then stated that Parks cannot take neighboring viewshed issues into account in making tree removal or planting decisions. It was noted in response that this was a somewhat unusual situation in that the project had been a joint undertaking of public and private resources and was not just a matter of Parks' policies or money. It was also noted that both Parks and the Caspar Community had recently entered into a joint Memorandum of Understanding with the U.S. Bureau of Land Management concerning implementation of the California Coastal National Monument project, and that stewardship of the Park and maintenance of appropriate viewsheds was an appropriate element of implementing that program.

It was suggested that it would be possible to replant some of the trees to address these issues. Michael Potts suggested leaving in place the wax myrtles that had been planted but moving the shore pines to a lower elevation. Parks agreed that this was possible and said that parks maintenance personnel could meet with residents the following week to do the work.

Long-term relationship and property maintenance issues were discussed. It was noted that the headlands property needs a Parks General Plan for its long-term future and that one was neither planned nor budgeted for. Michael Potts proposed that a Caspar Steward be appointed to work with Parks and nominated Sienna Potts as a logical and appropriate candidate. Alden stated that implementation of the cooperative relationship with Parks

under the Memorandum of Understanding for the National Monument required that we institute some sort of organized working group, and *MOVED that the Board establish a Parks Liaison Committee with Sienna Potts as Chair*. Alden also *proposed that the Board-designated-member-responsible-for-the-National-Monument- project (at the moment, himself) also be on that Liaison Committee*. Reiber **SECONDED** and it was **APPROVED UNANIMOUSLY**. A description of the Committee should be written up and sent to Parks.

4. Reports

A. Executive Director

Many events scheduled for April. June 9, Bug Guts (under new name, hopefully) will be doing a CD Release/Caspar Benefit show. More stuff is needed for Rummage Sale. Green Room is ready to be painted and furnished. A sink has been donated by Annie Lee and needs to be installed. The Book of Minutes will be updated and kept in the library.

B. Treasurer/Finance

The Treasurer reported that the Finance Committee had met to review proposals for establishing Operating and Capital Reserves.

An Operating Reserve serves to provide a cushion against unanticipated declines in revenues or increases in expenses, and should be sufficient to give the Board time to devise a permanent strategy for responding to the changed circumstances.

A Capital Reserve is designed to provide a set-aside fund which could pay for reasonably anticipated major capital repairs or replacements (such as a new roof, painting etc) or for unanticipated emergency capital requirements.

It was noted that our loan agreements already require that we set aside one mortgage payment per year for the first ten years for such purpose, such money not being available to us to spend without permission from USDA. It was noted however, that the intent for this fund was unexpected emergencies, and that it was probably insufficient as a set-aside to pay for anticipated long-term maintenance and repair projects.

The finance committee recommended and Alden **MOVED** that:

*1) the Board establish and maintain an **Operating Reserve** in an amount equal to 25% of the average of the last two years' gross revenues and develop a written policy concerning how and when the Board should use funds from that reserve and that \$10,000 of our current savings be set aside now towards that amount.*

2) the Board establish and maintain a Capital Reserve in an amount to be determined and develop a written policy concerning use of the Reserve funds.

3) \$20,000 of our existing savings (in addition to the approximate \$14,000 in USDA required set-asides) be set aside now towards the Capital Reserve amount. The Facilities Committee will be asked to make a report to the Board concerning long-term anticipated capital needs so that an appropriate Reserve amount might be established by the Board.

4) these Reserve Amounts be kept in the Caspar Community Savings account along with

other restricted and Board-designated funds, and that a record be maintained in Quick Books concerning the amounts within the Savings Account which are restricted or Board-designated. The amount remaining in the Caspar Community Checking after transferring the above amounts to savings will be kept as working capital.

5) the Board review and evaluate on an ongoing basis over the next year whether the organization could afford to set aside the above initial reserve amounts at this time, and whether the amount of working capital maintained in our checking account was sufficient. It was acknowledged that these reserve amounts could be altered as appropriate until such time as an experience-based plan for building and maintaining the reserve accounts could be approved by the Board, along with written policies concerning their expenditure.

The motion was UNANIMOUSLY APPROVED.

In addition to the motion above, the Board agreed that as part of the ongoing review and evaluation, the Finance and Facilities Committees should work together to develop ways to fund the Reserve accounts at the necessary/Board-approved levels.

C. Facilities

The disposition of the old dishwasher is still uncertain. Elk is probably not interested because of cost, but we should make them an offer. Initial cost was \$6600, but Dalen will research its current worth.

The back door has been temporarily patched. Facilities needs to get an estimate of the cost of a permanent fix and improvement. An estimate of \$200-300 was made for lighting the stairs by the office. It was noted that the new front steps also need lights, and that the light over the old front deck needs repair. The Board authorized \$600 for all of this. Facilities will make recommendation regarding treads for the front stairways. Facilities is meeting on Mar. 28.

D. Kitchen

New operating signage has been installed. Kitchen needs to complete its review of competitive rates charged for kitchen and facilities in general to give Dalen input into establishing rates for us.

E. Fundraising/Marketing

Folk Festival is being tentatively planned for October 13, 2012.

Caspar Fest meeting will be on Mar. 29 at 4pm

F. Community Planning

Paul Reiber reported that information on the wells in town is not easy to get. The only information publicly available is where the well is; no details are available.

G. Executive/Personnel

No issues to discuss.

5. Events

Uke Fest is on 4/14

Rummage Sale is on 4/28
October 13, 2012 - Folk Festival (tentative)

6) Miscellaneous

Skip Taube said that the Caspar Children's Garden is having a 25th anniversary party event at the CCC on 4/22 and would like someone to talk about the history of the organization and the Caspar Community/. Judy Tarbell was volunteered to speak.

The meeting was adjourned. The next meeting is on April 27, and the board will discuss returning to a meeting time of 9:00 a.m.

TO DO:

Alden/Sienna Potts—write up description of Parks Liaison Committee and send to Parks Dalen—Update Minute book

Facilities Committee — make a report concerning long-term anticipated capital needs
get estimate for permanent fix and improvement of back door
make recommendation regarding treads for the front stairways.

Board Committees

Community Planning

Meets [?] at [?]

Judy*, Mike D, Michael P., Rhoda, David, Jessie, Miriam, Susan J.

Executive/Personnel

Miriam*, Susan J., David, Annie

Facilities

Dalen, Paul S*, David, Mike D., Annie, Bob Frey, Paul R.

Finance

David*, Dalen, Jessie, Jim Tarbell, Judy Tarbell, ?

Fundraising/Marketing

Susan Keller*, all Board

Kitchen

Oscar*, Dalen, Deb Dawson, Carly Abbott, Georgia Lane, Jim Katzell

Pub Night

Jessie*, David, Mark (sound and music), Miriam (kitchen and service)

Rummage Sale

Dalen*, Annie, Jessie, Chris Braga, Bob and Betty