

Caspar Community Board Meeting  
Caspar Community Center  
February 17, 2017

Board Members:

*Present:* Dalen Anderson, Rochelle Elkan, Robert Frey, Marty Johnson, Annie Lee, Ed Murrell, Paul Reiber, Glenn Rude, Paul Schulman

*Quorum present?* Yes

*Others Present:* Office Manager Sienna M Potts

Proceedings

1. Meeting was called to order at 9:30 am by President Bob Frey.
2. Minutes of 2/3/2017: Annie submitted corrections.
3. Changes to the Agenda: none.
4. Community comments and input: none.
5. Correspondence
  - Advertising offer from Advocate-News (\$70 per month for business card sized ad in both papers). ASCAP wants us to purchase their music license.
  - Visit Mendocino seeking donations for Silent Auction.
6. Reports
  - A. Office Manager
    - Sienna is working with Claudia Paige to organize a concert on August 18<sup>th</sup> with 70/30 split of the door. Two parties to take place at the Center this weekend. A 6-week Samba class taught by Carmen Day and a 6-week Swing/Lindy Hop classes taught by Sunshine Taylor and Glenn Rude begin next week.
  - B. Finance/Treasurer
    - Rochelle and Sienna will meet with Ruth Dobberpuhl to reconcile Schwab in QuickBooks.
    - Dalen worked up a budget based on last year's income and expenses. She lowered the amount of donations we should expect because we got some very large donations last year. Event income was higher than expected last year. There is money to cover 35 hours a week for Sienna and the new employee. Dalen included the purchase of a laptop for the Office Manager in the budget for office supplies and allowed for parking lot improvements in buildings and grounds budget. Sienna pointed out that a mortgage payment was missing from the accounting and should be added into the budget.
    - Dalen moved to accept the budget with the addition of the mortgage payment. Annie seconded. Motion passed unanimously.
    - Bob reported that we currently have \$60,000 in investments, with a focus on green, conservative options. It fluctuates but right now we're up \$1,000.
    - Rochelle completed the Local Ethics Training class through the Fair Political Practices Commission and recommended that all Board members take the class. <http://localethics.fppc.ca.gov/login.aspx>

### C. Pub Night, Breakfast

Karina is cooking for March Pub Night. Dalen is coordinating and asked all Board members to select a task. Dalen will help Karina with planning and shopping, arrange for a kitchen crew and purchase beer and wine for the bar. Paul S and Rochelle will set up. Paul R will set up the bar and work the first shift. Ed will organize a dish-washing crew (for the last time). Sienna will get the menu from Karina to Judy for printing. She will also gather volunteer emails and send out an email to put together a service crew, but may need help if there isn't enough response. We still need bartenders for the second shift and close. We need a clean up crew.

Bob read Merideth's report that February Pub Night was our 2<sup>nd</sup> largest ever; the bar had "smashing good" sales; and there was not a single complaint of any kind. Annie asked Bob to thank Merideth from the Board for all her efforts.

Sienna asked what the policy is on volunteer drinks from the bar. After some discussion it was settled that each volunteer is welcome to one free drink. Sienna will communicate that to bartenders.

### D. Caspar Community Garden

Rochelle is coordinating a meeting time that works for all gardeners in May. There will be a garden work day on March 26<sup>th</sup> at 11:30 am.

### E. Facilities

Paul S is working with Sean at Big River Rock to get a bid on fixing the parking lot.

Bob purchased a new router that should work for all devices and will install it next week. He is researching possibilities for a beer and wine locker to go in the Green Room.

Paul S found that a shipping container would not fit in the barn and will talk to Bill Imhoff about the possibility of rebuilding the barn to include water- and rodent-proof storage for emergency supplies. A trailer is still an option and could be stored outside, while a container cannot.

Sienna shared the latest pest control report which suggests the addition of more traps. She suggested discussion at the next Facilities committee meeting. Marty and Dalen reported that the kitchen has been free of pests lately. Mike Fadeff has been checking to make sure no food is left out at night and leaving on the lights.

Sienna will talk to Mike about maintaining the landscaping in the front of the building and to Chris Braga about doing the mowing this year.

### F. Fundraising/Marketing

No current plans.

### G. Community Planning/Development

Michael Potts is working with Goldfarb Lipman Attorneys to establish the viability of a Community Land Trust to secure Caspar water.

H. Human Resources Committee

Paul R asked the Board to give the committee direction on the starting wage of the new employee. After some discussion, Bob moved that the HRC be empowered to negotiate with the candidate wages, based on experience, not to exceed \$20 per hour. Annie seconded. Motion passed unanimously.

Dalen clarified that she is not receiving an hourly wage but a \$250 set fee to do Breakfast.

Paul R will talk with Sarah McCormick about doing Movie Night for \$20/hour for up to 10 hours. She will remain on payroll because she was an employee through February.

The HRC hopes to have a recommendation for the new employee by next week. Board can approve by email.

Meeting adjourned at 11 am.

Meeting minutes respectfully submitted by Sienna.