

Caspar Community Board Meeting  
Caspar Community Center  
June 21, 2019

#### Board Members

Present: Dalen Anderson, Rochelle Elkan, Robert Frey, Annie Lee, Paul Reiber, Glenn Rude,  
Paul Schulman

Quorum present? Yes

Others present: Paula Glessner, Stephanie Martin

Others absent: Sienna Potts

#### Proceedings

1. Meeting was called to order at 9 am by President Bob Frey.
2. Minutes of 6/7/19 were approved.
3. Changes to the agenda
  - Added closed session to discuss Human Resources issues at the end of the meeting.
4. Community comments and input: none
5. Correspondence
  - a. Lovely review, one via email, second on Facebook, from recent wedding. (see end of minutes)
  - b. PG&E letter regarding power outages – If the outage is prolonged, the Board will consult by phone as to whether and how to open the center for the convenience of community members.
6. Reports
  - A. Office Manager (presented by Rochelle Elkan)  
Sienna will be out of the office on Thursday, 6/27.
  - B. Event Manager  
Breakfast – staff in place  
Pop-Up - Sienna and Paula met to discuss implementation of Pop-Up plan. (see end of minutes)  
HarmonyUs – Paula will contact Sally to confirm Porta-potty rentals and ask that they clearly define parking areas (i.e., not in Janine’s field) and appoint a parking person.  
Pub Night – there is no chef for 7/12 or 8/9 Paula will contact Matt Samuelson and Jay.  
Otherwise the Board will contribute food, and Paula will look for someone to oversee.
  - C. Finance  
Dalen made a pie chart showing the Center’s Income and Expenses. Members were asked to make suggestions and comments.
  - D. Garden  
There are two beds available. Sakina is looking for gardeners.
  - E. Facilities
    - The pile of woodchips was donated by Tonk. Upon inspection, it was decided they are not suitable for the playground and will be used elsewhere. Annie will order engineered chips from Dirt Cheap.
    - Wayne replaced the closer on the front door and will replace the one on the back door.
    - Wayne also fixed the ice machine.
    - There is a leak under the dishwasher in the filter and feed.

- The concrete for the garage path and apron has been poured and will take two days to dry.
  - Lea Stedman has been hired to do regular cleaning. Sienna will work on a contract; Paula will look at the kitchen with her so she can clean if necessary. Mike is happy with the arrangement.
- F. Fundraising/Marketing  
Michael will submit a proposal regarding the purchase of with the redesigned logo (\$2.25 each with a minimum order of 100.)
- G. Community Planning/Development  
Disaster Prep meeting Monday, June 24 at 7.
- H. Human Resources  
Dalen resigned from the HRC. Bob will join. Glenn was asked to join.  
Next meeting Wednesday, August 14, 10 am.  
Meeting adjourned at 10 am.  
Board met in closed session.  
Respectfully submitted by  
Annie Lee

"Finding the Caspar Community Center for our wedding was a dream come true. Perfect price point, BEAUTIFUL location, excellent amenities, and staff that are truly a pleasure to meet and work with during a special planning experience. If you're considering the CCC for a wedding, don't think twice!"

& another one on Facebook:

My husband and I just got married in the Caspar Community Center on May 18. I feel like I don't want to 'ruin the secret' of this little gem, but I also want to sing their praises from the rooftops!

For getting married on a "budget" (as much as you can use that word in regards to a wedding), the CCC is the PERFECT venue. The amount of space and gorgeous kitchen you get with the rental is amazing. Having access to everything in the kitchen is a HUGE plus. And, if you're lucky to get married when it's not raining, the outdoor amenities are excellent as well - a play area for kids and a traditional style pizza oven. We loved that the tables and chairs were included in the rental as well, because we didn't see any need to spend extra money on those kind of rentals when we could use what the CCC already had.

Working with Sienna and Paula was an amazing experience too! I imagined myself to be a low-key bride and my goal was to not 'bug' them too much. Any time I reached out with a question they were quick to respond and helped make the process so much easier. They accommodated us doing four different venue visits since we don't live in the immediate area and had to schedule well in advance - twice for my husband and I, a second time for family, and a third time for our caterer. They were great to work with those different parties and we appreciated it so much!

The venue itself is so cute and full of history, in addition to the great location. It was the perfect venue for our small-ish wedding of about 60 people. If you have any second thoughts about using this venue, stop right now and just do it!

## June 2019

### Pop-up procedure

The Pop-up Dance Parties are a collaborative community event run by an independent group of volunteers. The Pop-up committee runs the concert & pays a fee for rental & cleaning. A Caspar Community-run bar supports the event & raises funds for the community.

#### In advance

Paula: supply beer, table wine, bubbly water

Sienna: supply Navarro wine, ABC permit, non-alcoholic drink (& cocktails when allowed), limited event promotion

#### Day of

10 am

Sienna: Put beer, white wine into fridge. Check ice, extra ice into freezer.

4 pm

Sienna: Set up bar with alcohol (record starting inventory), non-alcoholic drinks, snacks, signage, tools, bar towels, floor rags, cash in drawer, tip jar, trash & recycling cans

Ready to sell at 6:30 pm.

7 to 10 pm

Bar hours. Unscheduled volunteers welcome for bartending & clean up help as needed.

9:30 pm

Sienna: begin putting alcohol away & record ending inventory. At close, finish securing alcohol & hand over money to Merideth.

Bar clean up: wash & store dishes (can be left out in Green room if too wet to put away, then put away next day), roll bar outside, wipe up obvious spills. Take out trash & recycling, replace liners & return bins to places.

North room floor to be mopped & bathrooms cleaned on Sunday by CC janitorial crew.

#### Post event

Sienna report on sales