

Caspar Community Board Meeting
Caspar Community Center
December 6, 2019

Board Members:

Present: Dalen Anderson, Rochelle Elkan, Annie Lee, Paul Reiber, Paul Schulman

Absent: Robert Frey, Glenn Rude

Quorum present? Yes

Others Present: Sienna M Potts, Lea Stedman

Proceedings

1. Meeting was called to order at 9:04 am by Vice President Paul Reiber.

2. Minutes: October and November minutes were approved.

3. Changes to the Agenda: none.

4. Community comments and input: none.

5. Correspondence:

Kemgas encourages us to install an extra propane tank for our generator. When we are running our generator we are responsible for monitoring our propane levels. Paul Schulman will research tank cost.

Overtime Brewing is doing a Tree of Giving asking for donations for local community organizations. They will include Caspar Community and requested a list of three to five items or gift cards (maximum \$50 value each) that we need. Sienna suggested gift cards to local stores like Roundman's, Cowlick's, Rossi's. Lea will follow up with Overtime.

6. Committee and Staff Reports

A. Office Manager, Event Manager

Sienna requested that we update our emergency list in the kitchen, post an emergency number on the exterior, and update the call list with Advanced Security. She is currently at the top of the Advanced Security list but she is not willing to go alone to the Center in the middle of the night for an unknown emergency. She does not want to be on call during the night for false alarms, which seem fairly frequent with the system we have. We are obliged to have a security system under our USDA loan. Lea will speak with Steve Orsi to seek advice on what systems work well locally. We need to find a night time emergency contact, with back up support.

The Pop-up Dance Party crew has been revising the 2020 plan so all or some of the reserved dates (Saturday before Breakfast, February through October) will become available for other events.

The Volunteer Appreciation Party will be Sunday, February 9, 2020.

We may organize a different event to attract new volunteers.

Lea suggested that Breakfast service could be made easier by offering entrees without eggs and smaller items like pastries. The November Breakfast was tough but the volunteers handled it well.

Noting how hard it is to find a seat in the North room for Pub Night, Lea has been thinking about how to reorganize the room to provide more space around the bar and more seating. The bar could be moved to the other room, but changes will be gradual and with the

support of the Pub Night crew and audience. The Fall Fund-raiser bar worked very well in the South room and will be the model for our New Year's Eve Dance Party.

B. Finance/Treasurer

Nothing to report.

Next Finance Committee meeting is December 19, 10 am.

C. Caspar Community Garden

Annie reported that there will be open beds in Spring. She will provide Lea with a message to offer them to our volunteer list first.

Next Garden Committee meeting is February 6, 2020, 2 pm.

D. Facilities

North side door is not closing automatically and needs adjustment.

A window frame on the south side of the green room is damaged.

Larry Krasner completed the locked storage closet in the garage. He donated his labor. Annie will write a Thank you card and include free breakfast tickets.

The north room and hallway floors will be refinished from February 24 to March 6, 2020. The north room will need to be locked for the floor to set well. The hallway should be protected but may be available sooner. Work party to clear out stage and store tables and chairs scheduled after Breakfast on February 23, 2020.

E. Fundraising/Marketing

Help with set up for New Year's Eve on December 31, 10 am. Snacks and desserts are requested. Dana will set up full bar. Lea will organize volunteers for door and bar.

Sienna mailed the [End of the Year letter](#) to 100 names, then included a link to the online version in the e-news. One donation has been received in direct response, and two other year-end donations.

F. Community Planning/Development

Sienna is researching packets for street art proposals and guidelines.

She will create a draft packet to be approved in January.

Community Potlucks will need a responsible host for each date so staff is not overloaded. Lea and Sienna will schedule dates.

Dalen suggested a Board retreat. A working potluck was scheduled for January 12, 2020, 11 am to 4 pm.

G. Human Resources

Closed session after meeting to discuss employee bonuses or raises.

H. Preparedness

The freeze dryer is installed and ready to be used. Dalen will organize committee meeting. Storage will also need to be created.

Next Preparedness Meeting is December 9, 7 pm.

Board went into closed session at 10:25 am.

Meeting minutes respectfully submitted by Sienna M Potts.

Wondering what's going on at the Center?

Check the [online calendar](#).

Find the [most recent enews here](#).