

Caspar Community Board Meeting Septmeber 4, 2026

Board Members:

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

Absent: Judy Tarbell

Quorum present? yes

Others Present: Sienna Potts, Jennie Stevens, Jason Vallina, Sakina Bush, Matt Buchholz, Mischa Buchholz, Nick Kallios, Rebecca Kallios, Racquel Taylor, Ariana Bayer, Michael StJohn, Patti Parks-Wasserman

- I. Meeting was called to order at 9:28am by President Annie Lee
- II. Minutes: August 7, 2026 minutes were approved.
- III. Changes to the Agenda: selection of new board members
- IV. Community comments and input: Michael StJohn reported that he is waiting for an appraisal on his property.
- V. Correspondence:
 - A. Sienna reported that Natasha Lekach emailed her and was only available to attend a board meeting before 9am or after 3pm.
 - B. Caspar Community got an email about a donated piano. The board agreed we do not want a piano.
 - C. An inquiry to Jennie: would the Caspar Community like a ping pong table that can be folded up and the board agreed to take it.
- VI. Committees and Staff Reports
 - A. Office Manager:

Sienna sent out monthly reports covering Rentals, Payroll, PG&E, and Events.

PG&E billing for June & July included the annual Net Energy Metering (NEM) charge (Center meter only) which was much higher for the past year (\$1,075.88 for June '25 - May '26) than the year before (\$261.46 for June '24 - May '25). We are getting more EV donations than in the past but the charges are high – outreach/fundraising recommended.

Payroll is higher than the past but still \$4,000 below budget and our team is awesome!
 - B. Rental Manager and Facilities:

Here's my update for September: I have scheduled a Facilities Work Day on Saturday, September 26th, from 10am – 1pm. We plan to: Clean/pressure wash the north side of the building, and the back deck. Sand and repaint the front stairs, Add/replace door stoppers, Clean the light fixtures in the atrium.

We have three wedding rentals remaining this year. One is this weekend, and the other two are in October. There are a lot of other rentals this Fall as well...nearly every weekend is booked.

Please note that the dishwasher is out of service until further notice. We've been having several issues with the dishwasher, so I had Hobart come to inspect it. Immediately, we need a new float switch, and in the near future a new motor. There is also an unsolved leak. I am hoping the dishwasher will be back up and running before the breakfast at the end of the month. Matt volunteered to replace the float value and do research on the motor.
 - C. Volunteer Coordinator and Caspar Community Events & Fundraising: Dalen proposed to do a quarterly breakfast and Bob suggested that we call it seasonal. Spring brunch, Summer brunch, Fall Brunch and Winter Brunch.
 - D. Finance/Treasurer: Our finances are holding steady. A finance meeting will be scheduled by email.
 - E. Staff Support Committee:

Ariana presented action items for Caspar Community Board Consideration from Staff Working Group. These items will probably be discussed in a board retreat: Committee Working process, Adopt a Board Member Job Description, Create Officer job descriptions, Create a Volunteer and Personnel policy document that reflects CC values, and Staff Attendance at Board Meetings.

Board Officers were asked to send a summary of their job descriptions to Annie.

Paul Reiber Moved that the Committee Working Process be approved. Annie seconded.

The Committee will draft their goals and tasks for the year including anticipated financials.
 - F. Caspar Community Garden: November Garden Meeting will be Saturday, November 7th at 11am. Workday is scheduled for Saturday, September 12th at 2pm.

- G. Communications: none
- H. Community Meeting: none
- I. Emergency Preparation: Jason is in talks with Annie to take over as the facilitator of committee.
- J. Local Coastal Plan: none
- K. October 4th, Celebration of Life for Sunshine Taylor at the Caspar Community Center, 4pm.
- L. Annie asked the prospective board members if they were interested in joining the Caspar Community Board and by consensus were welcomed to the Caspar Community Board: Jason Vallina, Sakina Bush, Matt Buchholz, Mischa Buchholz, and Nick Kallios. Rebecca Kallios and Racquel Taylor declined to be on the board at this time but would like to be on committees.
- M. September and November Breakfasts were cancelled. October 25th is the last 4th Sunday Breakfast for 2026.
- VII. Meeting adjourned at 10:27am

Meeting Minutes respectfully submitted by Rochelle Elkan