

**Caspar Community Center Board of Directors Meeting
December 16, 2011
Caspar Community Center**

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

Staff: Dalen Anderson

1. **Call to Order** at 9:10

Quorum Present? Yes

2. **Minutes** of December 2 approved as corrected.

3. **Additions or Changes to the Agenda** Add Pub Night

4. **Correspondence**

The Land Trust Alliance newsletter is available for reading. The CCC is a member.

Dalen read a very appreciative letter from Mary Kay and Boyd Hite (?) that accompanied a donation.

5. **Reports**

A. Executive Director's Report

We will be refinishing the floor in the south room on Tuesday.

B. Treasurer/Finance

The accounts are reconciled through November. Starting in January, Dalen will work with Sienna to develop wedding information for the website. Sienna is managing the just community center info. Jessie suggested we all look at the website periodically.

David reported that we did not receive the Rotary grant for sound panels.

C. Executive/Personnel – No issues to discuss.

D. Facilities

The backstairs are still slippery. Jessie thought she might have some sand paint.

Paul S. talked to Karl Schoen about the back roof; they will look at it this week. The solution would be a sloped facet. Since we need to replace the clear fiberglass, do we care if it's clear? The Facilities Committee will digest the information from Karl and present it to the board. The replacement of the south room windows was referred to the Facilities Committee.

E. Kitchen

The stove hood has to be cleaned about once a week. The filters can go through the dishwasher. Still waiting for Hobart to install the soap dispenser. We are on hold basis for delivery.

The plumber fixed the leak, but now the water is not getting up to 180 degrees.

F. Fundraising/Marketing (Meeting of the committee followed the Board meeting.)

The end-of-the-year appeal letter was mailed Wednesday. Annie will write instructions for preparing a mailing and work with Judy to refine the mailing list.

Bob and Meredith Frey are now pledgers. We will discuss the Valentine pledge at the January 13 Board meeting.

The Rummage Sale is tentatively set for April 28; committee is Dalen, Chris Braga, Jessie and Annie. Betty and Bob.

Holiday Fair next year tentatively set for December 15.

G. Community Planning

There will be a regular meeting the second Sunday of every month at 4 at the CCC.

6. **Events**

Pub Night

Dalen is available to cook for January, but not February.

It was suggested that games be set out in the south room.

Finances from last Pub Night were about the same as the previous.

We need more chairs. Jessie MOVED that we buy 25 additional chairs. Susan Juhl seconded.

The motion PASSED unanimously.

Jessie will work on getting music into the south room.

New Year's Eve Party

Paul asked for postering help, distributed posters.

Tickets are \$25 at the door, (\$20) in advance tickets from Tangents and Harvest and at the CCC.

Reminder: the hors d'oeuvres-making party is 10-2 on Friday, set-up Saturday, 10-2.

Door: 8-9 Susan K, 9-10 Jessie/Annie, 10-11 Annie/Jessie

8. Other

MCCET membership

Annie will get information to Board. It was **MOVED** and **PASSED** that we join if the membership fee is under \$50.

Motions

It was **MOVED** and **PASSED** that we buy 25 additional chairs.

It was **MOVED** and **PASSED** that we join MCCET if the membership fee is under \$50.

Adjourned at 10:10.

Respectfully submitted,
Annie Lee

Calendar

Friday, December 30	hors d'oeuvres-making party 10-2
Saturday, December 31	set-up for NYE 10-2
Sunday, January 8	Community Planning Committee CCC, 4 pm
Sunday, January 8	Caribbean Dance and Drum Workshop
Friday, January 13	Pub Night
Friday, January 13	Board meeting
Sunday, January 15	Cooking class
Sunday, January 22	Fourth Sunday Breakfast/book sale
Sunday, January 29	Iron Chef Competition
Saturday, March 17	Casparados' All-Dylan Fundraising Concert
Saturday, April 14	Uke Fest
Saturday, April 28	Rummage Sale

To Do List

Annie — write instruction for preparing a mailing and work with Judy to refine the mailing list.

Dalen — talk with Betty about the raccoons

post instructions for the operation of the north room heater

review the instructions for the fire alarm system and retrain the Board

set up a doodle schedule for retreat date

Oscar — develop kitchen protocols

Paul R.—gutter

Contact Elk to see if they want to buy the sterilizer

Paul S. —consult with Peter Temple re: fee for NYE

call Karl re: replacement of plastic roofing, installation of metal flashing

Kitchen Committee — develop rental rates

Jessie — work on getting music into the south room.

Judy — contact CF about selling sanitizer

Agenda items

MCCET membership info

Clarify policy on free use of facility

Set retreat date

Retreat topics

Change to membership organization

Committees (* indicates contact person)

Community Planning

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

Finance

David*, Dalen, Jessie, Rhoda, Jim Tarbell, Oscar?

Fundraising/Marketing

Susan Keller*, all Board

Pledge Valentine

Miriam*, Susan J., Annie, Jessie

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