

Caspar Community Board Meeting
Caspar Community Center
October 4, 2019

Board Members

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

Quorum present? Yes

Others present: Lea Stedman

Others absent: Sienna Potts

Proceedings

1. Meeting was called to order at 9 am by President Bob Frey.
2. Minutes of 9/20/19 were approved.
3. Changes to the agenda: None
4. Community comments and input: None
5. Correspondence: None
6. Committee and Staff Reports
 - A. Office Manager (presented by Rochelle Elkan)
Rochelle sent an email list of current Board Members only and another list including current employees. Employees should not be included in internal Board correspondence relating to employee issues.

Event/Facilities Manager

Lea reported that Paula, Dalen and Sienna have been giving her good, detailed information. She loves being here. Pub Night – if David Alden is not available he should notify Lea.

B. Finance/Treasurer

Bob reported that we have \$90k in cash from a maturing CD. The Finance Committee will decide what to do with it.

Next meeting is Thursday, October 17, 10am.

C. Caspar Community Garden

There are two beds available.

The next meeting is Thursday, November 7, 2pm.

D. Facilities

- We should be putting out bids for painting soon; Bob said it should be a company with a large crew. He will talk to Cesar Yanez who painted the shul. Estimated cost \$25k. Facilities Committee should discuss scheduling with Sienna well in advance.
- Bob met with the Fire Masters representative regarding the range hood and fire extinguishers. The representative said the range hood has to be inspected quarterly, but Bob pointed out that we qualify for an annual inspection according to the State Fire Code. Bob will ask Steve Orsi for a letter confirming this.

- All of our fire extinguishers (7) are refillable.
- All the lights in the south room are now LED.
- Paul R. will replace the address numbers on the front fence.
- Bob will get Steve Orsi a key to the garage.
- Paul R. has made a pedestal base for the freeze dryer. Dalen will arrange to get the freeze dryer into the garage.

E. Fundraising/Marketing

Fall Fundraiser

- There will be no dinner – sumptuous appetizers instead.
- \$25 at the door, no advance tickets.
- Zoe Braga is arranging the service crew.
- Dana Fox will manage the bar, serving mixed drinks as well as beer, wine, and non-alcoholic beverages.
- Lea will set up and maintain an Instagram page.
- The Auction committee met. Annie will send out an email detailing past donors, current gatherers, presenting the donor appeal letter, and receipt blanks.
- A lamp identical to the one in the atrium has been donated to the Center. A collection of Caspar Inn posters were donated to be auctioned.
- The next meeting is Tuesday, October 8, 5pm.**

F. Community Planning/Development

Next Community Meeting is Sunday, October 20, 4pm.

G. Human Resources

Paul Reiber is working on an employment contract for Lea.

H. Preparedness

It was requested that there be a manual in the office.

Next Disaster Prep meeting is Monday, October 28, 7pm.

Meeting adjourned at 9:53 am

Respectfully submitted by

Annie Lee