

Caspar Community Board Meeting  
Virtual Meeting under Shelter in Place order  
August 21, 2020

Board Members:

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

*Absent:* Glenn Rude

*Quorum present?* Yes

*Others Present:* Sienna M Potts

Proceedings

1. Meeting was called to order at 9:30 am by President Paul Reiber.
2. Minutes: minutes were delayed.
3. Changes to the Agenda: none.
4. Community comments and input: none.
5. Correspondence: none.
6. Committee and Staff Reports

A. Office Manager, Event Manager

Sienna reported that our basic monthly expenses while we are closed are approximately \$6,000 ([report attached as pdf](#)). She compared our 2019 expenses to our expenses from April through July, rounding up to come up with a comfortable number. In 2019, the basic monthly expenses for a thriving Center were about \$9,000.

Regular expenses include a mortgage payment of \$3,034, utilities, supplies and maintenance, insurance, accounting services, and payroll. In some areas it might be possible to lower expenses. With what we currently have in our Operating and Capital Reserves, we could survive 17 months of closure at that rate, without bringing in any money (currently our income is approximately \$500 per month: pledges and donations, investment dividends, USPS lease). Dalen noted that spending our Capital Reserve would leave us with no money for unexpected repairs. We would still have our USDA required reserve which covers one year of mortgage payments.

Dalen reported that she had spoken with Gina Bartolomie at the Office of the County Clerk-Recorder about the plans for polling locations. Bartolomie said they have a supply of personal protection equipment (masks, face shields, gloves, hand sanitizer) and are working on plexiglass dividers for poll workers. There will be a separate entrance and exit, with a limit on the number of people inside at any time, and physical distancing of six feet. Dalen asked if an outdoor tent could be used and Bartolomie was not receptive, but she didn't reject the idea. Bartolomie said they have had an unprecedented number of people responding to be poll workers and are seeking high school students to collect mail in ballots outside.

Sienna asked Dalen to clarify that Bartolomie has enough poll workers for Caspar, which typically has been understaffed. She suggested a

drive through ballot drop off for completed ballots to reduce traffic in the parking lot. Dalen will keep in touch with Bartolomie.

B. Finance/Treasurer

Nothing to report.

Next Finance Committee meeting is September 3, 10 am.

C. Caspar Community Garden

Annie reported that there is a new gardener and all beds are filled.

Gophers have been a problem and they are considering improving beds with gopher screening as funds allow.

Next Garden Committee meeting is November 5, 2 pm.

D. Facilities

Paul Schulman said that although our long closure means our septic field has gotten a good break, we need to plan for a big septic redo; saving funds for the project if we are using our Capital Reserve.

Rochelle thanked Annie for meeting with Fire Master for the inspection. Dalen has heard nothing further from Lea about the dishwasher or roof fan and will check in again. Annie noticed that the deck railing that was coated with penofin is smooth and sliver-free. She recommends that we coat the railing tops in the spring.

No Facilities Committee meeting scheduled.

E. Fundraising/Marketing

Dalen thanked Rochelle for sending out thoughtful thank you notes to those who donated in response to our Summer Appeal. The total raised was \$725.

Paul Reiber has been working on an application for a Community Foundation grant of up to \$5,000, but feels that other local nonprofits may need and deserve it more. It was agreed that he should continue with the application and let the Community Foundation decide. He asked what we are currently offering to our community. We host the mail boxes and have a free library in the postal pavilion. Our outdoor areas are all open to the public. The playgrounds are used by local families and friends meet in small groups on the grounds where it is easy to keep a distance. One restroom remains open. The Community Garden is active. Mendocino Food Hub delivers weekly; the Bookmobile comes every other week. We will provide a polling place for the November election.

No Fundraising Committee meeting scheduled.

F. Community Planning/Development

Paul Schulman reported that Mendocino Trail Stewards is forming a mission statement. They are working on where to focus their efforts: trail use or timber harvest plans.

No Community Meeting scheduled.

G. Human Resources

Sienna suggested checking in with Mike Fadeff as the house he lives in has been listed for sale.

No Human Resources Committee meeting scheduled.

## H. Preparedness

Lisa Weg has asked for approval to list the Caspar Community Center on the [Hubs & Routes website \(hubsandroutes.net\)](http://hubsandroutes.net), a directory of local resources. Lisa sent the information she had included to list the Center as a “Public Hub” for the Board to approve ([attached as pdf](#)). Sienna will look up the form to understand what is included in the listing and come back to the Board as needed.

Next Preparedness Meeting is September 7, 7 pm.

7. How can we serve our community as we face a long-term continuance of Covid restrictions?

Sienna repeated that she feels we can best serve the community by ensuring a safe polling location. She will also include an invitation to join the discussion of possible events in the next email to our list.

Virtual gatherings would be welcome in the long dark winter days. It might be possible to organize a virtual concert with local musicians. Dalen would consider working on an event offering food to go.

Board meeting adjourned at 10:40 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](#).

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