

Caspar Community Board Meeting  
Virtual Meeting  
September 9, 2022

Board Members:

*Present:* Dalen Anderson, Ariana Bayer, Rochelle Elkan, Robert Frey, Annie Lee, Paul Reiber, Glenn Rude, Paul Schulman, Judy Tarbell

*Quorum present?* Yes

*Others Present:* Sienna M Potts

Proceedings

1. Meeting was called to order at 9:35 am by President Ariana Bayer.
2. Special Agenda: continue tabled discussion of Center Management.
3. Center Management:

Ariana shared [Rental and Facilities Management job description](#) as prepared for rental management only, as well as a [Transition Plan](#) for Center management. She suggested a 3 month interim/trial period (phase 1) during which she would manage rentals with the goal of streamlining the rental process.

Office hours will be Monday through Thursday, 10 am to 2 pm, shared by Ariana and Sienna. Ariana will be available as needed for walk-throughs, board meetings, event transitions and check-ins.

Email and phone messages will be checked daily. Ariana will respond to rental communications Monday through Friday and monitor for immediate needs for events held Saturday and Sunday.

Ariana outlined her ideas for Phase 2, expanding into a more complete management plan for the Center and for Caspar Community. Phase 2 includes event support, reporting, communications, and community outreach. She does not want to repeat the problems encountered by the last four people to manage events and rentals by continuing to improve processes and policies in collaboration with the Board.

Moved by Bob: to hire Ariana as Interim Events Manager funded to the hours necessary to operate the Center; seconded by Glenn, approved unanimously.
4. Board Officers:

Ariana resigned as President. Judy nominated Annie as President. Annie accepted. Approved unanimously.

Dalen nominated Ariana as Vice President. Ariana accepted. Approved unanimously.

Rochelle and Sienna will be absent at 9/23 meeting. Dalen will take minutes. Board meetings will be in person beginning 9/23, with option to switch to a virtual meeting as needed.
5. Facilities:

Washer/Dryer needs cleaning or servicing.

Outlet used by south stairs lights fails intermittently.

It was brought to the Board's attention that someone was given permission to park overnight in our parking lot. It is Caspar Community's policy that there is NO overnight parking in our parking lot.

Board meeting adjourned at 10:25 am.

Meeting minutes respectfully submitted by Sienna M Potts.