

## Caspar Community Board Meeting

May 26, 2023

Caspar Community Center + Virtual Meeting

### Board Members:

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

*Absent:* Glenn Rude

*Quorum present?* Yes

*Others Present:* Nick Gueli, Sienna M Potts, Patty Parks-Wasserman, Michael St. John

- I. Meeting was called to order at 9:30 am by President Ariana Bayer.
- II. Minutes: 5/12 minutes were approved. Paul R requested a list of action items at the end of the minutes. Dalen appreciated the links for further information.
- III. Changes to the Agenda: Rochelle will be absent 6/9
- IV. Community comments and input: none
- V. Correspondence:
  - A) Michael St. John & Patty Parks-Wasserman sent a [proposal for the Corner Lot](#). Ariana responded to them, saying that Caspar Community is not interested in expanding its footprint at present. She said we would be happy to host a Community Meeting in the future for discussion of the duck pond area. She also suggested including the topic at the "Conservation Partners Resilience Conference" discussed with California Coastal National Monument Manager, Leisyka Parrott.
  - B) Nick spoke with Ian Forman about activity at the Center and gave him a printed calendar, which he will do monthly. Nick suggested putting cones in front of Ian's building to keep event attendees from parking there. Ian mentioned that electrical outages are particularly disturbing to him, but seemed calm and relieved to be back.
- VI. Committee and Staff Reports
  - A) Office Manager: Sienna has continued to work on an evaluation of our overall profit & loss in the past year (April 2022 through March 2023). An estimate of the number of hours per month the Center is used for paid rentals, and total amount of rental fees, would be most helpful. Sienna, Ariana, and Nick are preparing information to help us establish rental rates that cover our costs, including a percentage of upkeep and administration costs
  - B) Finance Committee: When Sienna has a more complete evaluation to share, a meeting will be scheduled.
  - C) Staff Support Committee: Ariana reported that we are on a waitlist for a consultation on preparing an Employee handbook and updated policies. She will also ask for recommendations for communications consultants to work on our event promotion, volunteer coordination, and social media.
  - D) Events & Fundraising:
    - 1) Dalen has completed ABC's Responsible Beverage Service certification. She is preparing the ABC permit application for CasparFest.
    - 2) Nick has ordered two portapotties, one ADA compliant, for CasparFest.
    - 3) Rochelle ordered six dozen tees and a dozen hoodies, to be ready by the end of the month, from [Epic](#) (84 pieces, total cost \$1,595.84). She ordered two dozen hats from Gin Kremen.

- 4) Ariana is starting to work on promotion for CasparFest. Sienna will share her list of contact info for local print and online calendars.
- 5) 4<sup>th</sup> Sunday Breakfast, 5/28  
 Game Night, 6/9, followed by a break, possibly to resume in Fall  
 4<sup>th</sup> Sunday Breakfast & Flea Market, 6/25  
 CasparFest, 7/8  
 Next Meeting: 6/5, 10 am, at Center

E) Rental Management:

- 1) Nick reported that the CRV Recycling on Mondays is going well. There is some flexibility around scheduling if we need it for another rental.
- 2) Nick is working on new contracts for ongoing events. He's clustering several events around 4<sup>th</sup> Sunday weekend (English Country Dance, Wave-ups). Annie will talk with Jima about weekends to save for sale preparation before Breakfast.
- 3) Nick proposed purchasing an iPad for the office to manage shared tasks (i.e. camera app). He will research options.
- 4) The old library room is being transformed into storage space.

F) Facilities:

- 1) Paul R. is buying 4 trash cans and labeling them Caspar Community.
- 2) Paul S. is meeting with Jason Vallina to check on the solar electric system. They will check batteries for replacement if needed.
- 3) Paul S. will check on the septic.

G) Caspar Community Garden: Next Meeting is 8/5, 10 am, at Center

H) Community Planning/Development:

- 1) Rochelle reported that Dancing Dog is not interested in our back field project. She emailed Terry Booth and Gary Ratliff to see if they would be interested or have recommendations. Paul S. will contact his contractor.
- 2) Possible future topic for Community Meeting: Duck Pond
- 3) Ariana will find and share gorse document prepared by Sam Karlin and Cameron Crockett.
- 4) Caspar Prepared: Annie will attend upcoming Community Organizations Active in Disaster (COAD) meeting organized by Community Foundation of Mendocino County, scheduled for July 10, 10 am, at the Center.

VII. Meeting adjourned at 10:45 am.

Meeting minutes respectfully submitted by Sienna M Potts.

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Wondering what's going on at the Center?

Check the [online calendar](#).

Find the [most recent news here](#).

6/5/23, 10 am Fundraising/Event Committee Meeting: CasparFest

6/9/23, 5:30-9 pm Game Night

6/25/23, 9-11 am 4<sup>th</sup> Sunday Breakfast & Flea Market til 2 pm

7/8/23, noon, CasparFest