

## Minutes of the Caspar Community Board Meeting 1-2-2026

*Present:* Dalen Anderson, Ariana Bayer, Bob Frey, Annie Lee,  
Paul Reiber, Paul Schulman

*Absent:* Rochelle Elkan, Suzanne Jennings, Glenn Rude, Judy Tarbell

*Others Present:* Jennie Stevens, Michael St. John, Nick and Rebecca Kallios

*Quorum present? Yes*

I. Meeting was called to order at 9:30 am by President Ariana Bayer

II. Minutes: minutes were approved. Jennie wanted to clarify that Mike Dell'ara *approved*  
of the flagpole removal.

III. Changes to the Agenda:

Moved Michael St. John to Community Comments

IV. Community comments and input

Michael met with Bob (and Glenn(briefly) to draft an invitation to Julia Krog to discuss, in a small Board-plus meeting, Caspar's potential for meaningful input in the LCP amendment process and relevant changes in CEQA. We have support from Chris Rogers and Bernie Norvell and a genuine community that is more than a tourist attraction. The grant supporting the process requires community input.

Michael will draft a letter and send it to the Board for review. Sienna will be asked to send it on official stationery.

V. Correspondence

We received a request from CalSavers, a program for employees without employer-provided retirement plans. **Registration is required but enrollment is optional for employees?**

Dalen noted that the Community Foundation of Mendocino County's [2025-2026 Community Enrichment Grant Program](#) deadline is January 26 if we want to apply. We will ask Nick to suggest possible appropriate items.

VI. Committees and Staff Reports

A. Office Manager

We have received some nice contributions, including \$30K from the Tarbell Foundation.

B. Rental Manager

The Rental Committee will meet on January 12 at 11:00 to discuss policy for monthly rentals and procedures for financial reporting.

C. Facilities

Jennie emailed Nick about some issues caused by recent rain and wind.

WiFi extenders have been getting turned off. Raising their positions and placing one in the kitchen was suggested.

Next Facilities Committee meeting: January 14 at 6:00.

D. Finance/Treasurer

Paying off the mortgage has made a big difference. We have \$181K in our money market funds at 3.25% and are \$10K in the black before end-of-the-year donations! Our revenue is meeting our expenses. Bob: it would be nice to build up our Capital Reserve and develop an Endowment Fund.

E. Staff Support Committee

Ariana will create a file with SSC history so Board members can access past reports.

The following reports were developed from Ariana and the Committee's meetings with staff:

Sienna

Staff Support conveyed to Sienna that any and all tasks she can pause, pass on, put down to allow her personal and family time are welcomed by the Committee.

Sienna will do her best to identify things she can delay or hand off.

The SSC deeply trusts Sienna's attention to detail and investment in her work. That trust has resulted in a hands-off relationship that does not convey the appreciation for her solid administration of our organization and her insight into how to analyze our administrative data to reflect and assess our achievements and needs. AB notes that she'd like to center the Board Retreat on these reports this January.

Sienna and Staff Support also recognize that change in the way we have administered our organization is on the horizon. The SSC recommends to the Board that we move forward with the budgeting and research necessary to plan for these changes. In this process, we will surely learn much about the care and style with which Sienna has been administering on our behalf.

Nick

Nick continues to bring a positive and organized presence to the rental booking process. We appreciate his open and efficient outlook. We want him to work (with AB and SP) to identify a financial reporting process that provides regular, necessary data for reconciling financial statements. We also do not want to add multiple data entry processes to the position.

SS recommends the board decide what reporting metrics are significant for our governance, which role should collect this information, how often, and how.

Jennie

Jennie has been an incredible new asset to our CC team, bringing enthusiasm, care, and attention to detail that is remarked on by volunteers, community members, Board members and fellow staff. Jennie is open to collaborating on improvements in her work. She tracks event details in How To guides after each event; and she will be identifying how events are reconciled to better support financial records.

F. Caspar Community Events & Fundraising

Jennie provided lists of 2026 events and associated financial projections. Jennie has been tracking volunteer hours and asks that Board members report time spent on CC. She reports over 2,000 this year, with a value of over \$65K. The Board asked Jennie to send monthly rough-draft financial summaries of events.

G. Caspar Community Garden

Next Garden Meeting: Saturday, February 7 at 10:00.

H. Communications

The Communications meeting was postponed until Rochelle can attend and further information can be gathered.

I. Community Meeting: no discussion

J. Emergency Preparation

The Community Center hosted a presentation by LISTOS addressing Emergency Preparation basics and handing out Go Bags to the participants.

A series of CPR/AED/First Aid classes with Laurie Starr has been scheduled starting on Sunday, February 8.

K. Local Coastal Plan

See Community Input

L. ABC license

Connor is nearing the completion of the process.

M. Board Retreat

Friday, January 16 starting at 9:30 at either Dalen's or Ariana's TBD.

Topics to be discussed include how we see the organization functioning in the future, the information we would like to understand from collected data, and the reorganization of our systems.

VII. Meeting adjourned at 10:30 am

Minutes respectfully submitted by Annie Lee