

Board of Directors Meeting

Monday, August 18, 2014 5:30 pm – 7:30 pm

Location: I.V. Community Center – 209 Crescent Street – Greenville, CA

- I. **Call to Order/Roll Call:** Matt Cerney – Board Chair, Dan Litchfield – Board Member, Nancy Presser – Secretary/Treasurer, Doti McDowell – Pool Committee Chair, @ 7:20pm.
- II. **Sub Committee/ Roll Call:** Dave Zappa – Maintenance Committee Chair
- III. **Guests:** Anna Lawson
- IV. **Public Comment:** *During the period for public comment citizens are invited to share their concerns regarding issues that are not on the agenda. **Please limit comments to 3 minutes or less to facilitate an efficient meeting.** The Board is generally unable to respond directly to comments made during this time; however, they will listen carefully to what is presented.*
 - a. Dave Z.: vandalism to Marquee. Police said they MAY know who it is. They'll check it out. Letters pulled down from marquee, but left on the ground. We may have video of the vandals.
- V. **Adopt Meeting Agenda:** Dan L. moved for approval as is. Doti McDowell 2nd. Agenda approved.
- VI. **Sub Committee Comment:**
 - a. John Showers out of town. Table report until next meeting

*****Although meetings are open to all public and sub-committee members to attend, this session is for IVRPD Board interaction only. Public involvement will be allowed only when the board deems it appropriate or necessary. The board chairperson will make this decision upon a board member request to allow public interaction. *****

VII. Approval of Minutes

- a. Doti M. moved to approve the Minutes as is. Dan L. 2nd. Minutes from 7/15/14 and 7/25/14 approved. The members of the board that were present at each meeting signed a copy of the minutes for the County.

VIII. Treasurer's Report

- a. Budget Update.
 1. Discussion of the CSD's financial printout because it is easy to read. IVRPD's Financial Report needs to be emailed to the board prior to each board meeting. This report needs to report our monthly budget and our actual spending.
- b. Expenses.
 1. The water bill was over \$200 in July. We think it is because of the damaged water faucet in the park.
 2. Hunter's Hardware bill was over \$200 for the repair of the water faucet.

c. County Statement

1. Administrator reported that our July statement does not match the County's statement. It is in our favor for \$221 in the 107 account and \$96 for the 102 account.
2. Administrator has tried to find the discrepancy, but cannot. She asked County clerks for help, but they were not available for her. It was suggested to the Administrator that going forward with the new administrator that they make an appointment with the County clerk to help with this discrepancy and to learn more about how the County's statements can be read.

d. Income

1. The Bouncy House Rentals in July paid for the water faucet repair expense.

IX. **Secretary's Report**

- a. The CSDA is looking for volunteers to be on their board. They are looking for volunteers from other districts. The Administrator will put the information in the file.
- b. Conflict of Interest Code
 - i. Matt C. will come up with the Code via the Sample document that we received. Put this action on the agenda for September. Matt will email the board a draft of the new Code for pre-approval before the meeting.
- c. The secretary will research the Brown Act regarding the rule that 3 Board members meeting together becomes a quorum and a meeting. Thus the Hiring Committee that was formed to hire the new administrator is in violation of the Brown Act.

X. **Administrator Report**

- a. Johnny Stafford fixed the broken area in the Picnic Table area in the Park. It was agreed to send Johnny a Thank You card for his time and effort and materials to fix the area.
- b. The high volume of Bouncy House Rentals helped to increase our income in July.
- c. The Administrator's last day is Saturday, August 23. She will leave the keys on the desk and lock the office. She will come in to train the new hire during their posted hours. She will be available for phone calls, and assistance as needed if any questions come up.
- d. The Administrator will continue with her private Gymnastics lessons, although she may shut down her gymnastics classes if their enrollment continues to be low.
- e. Continuing programs coming up are Cheer Club and Wrestling.
- f. We need to use the new Grant Funds by September 21. The Health Dept. needs written information about when we are going to use the funds if it is after Sept. 21.

XI. **Action Items/ Items to Discuss:**

- a. Approval of IVRPD Administrator to accept and approve new IVRPD Programs.
 1. At the moment, all new programs need to be approved by the Board. This makes it difficult to bring new programs and teachers into the Community Center.
 2. Research needs to be done regarding what the Community Center Insurance really requires. It has been said that it requires the Board's approval on all new programs.

A question came up whether we could talk to the Insurance Co. about changing this policy.

3. As part of the Discussion, it was agreed that the Board must Approve all Uninsured Renters for Programs.
 4. It was Agreed that How to Get your Program Approved needs to be Posted on the Programs Page and the Rental Page of the Website.
 5. Parties with Insurance can be approved by the Administrator.
 6. It was Agreed that the Board will be available to call a Special Meeting to approve a new renter for a new program.
- b. Updating the Board with the IVRPD By-Laws, Contracts as Board Members, Job Descriptions and the Brown Act.
1. Matt is working on updating the above information.
 2. He will scan the Bylaws and sent them out to the Board.
 3. He will make a binder for New Board Members.
- c. Purchasing Food Warmers / Serving Dishes for the Community Center
1. Cost - \$340 for 8 Cookers
 2. 18 Quart Cookers/Giant Crock Pots are \$45 each.
 3. We have to be careful how we use them. We blew a fuse at the last event when using electric ovens.
 4. Events we will need these for are: Shanghai Shindig, Festival of Trees.
 5. Estimated time of purchase will be Before Christmas.
 6. Put the purchase of these cookers on the October Agenda.

XII. Fundraising, Events and Committee Discussions

- a. 20K Grant for Programs and Scholarships
- i. Ideas for funding: GOAL Program, FNFT, Drumming Class, Discount rate on rent for center, Payment for Instructors, Pool Funding to keep it open until September.
 1. \$200 for a dance through IVRBS, \$200 for Drumming Class,
 - ii. Talk to Mimi about an extension on the deadline date.
 1. Nancy will write Zach an email about an extension for some of the programs, and ask when the money will be coming.
 - iii. Community Center Open House Day/Night
 1. Kristina H. would like to be on the committee to make this happen.
 - iv. Final Recommendations: Community Center Open House, \$250; Dance \$250; Drumming \$250; FNFT \$250
- b. Fundraising Report: The Bar at the RWTB Pasta Feed broke even. Dinner took in \$2035. There are no receipts yet. We will be doing the money with Mtn Circle. We will receive between \$600 & \$700 after expenses.
- i. We appreciate being part of this fundraiser with RWTB.
- c. Bouncy House Report:
- i. A great hit at RWTB.
 - ii. Idea to get a bigger Bouncy House.
 1. Suggested we make a fundraising account for it and save the money to buy one.

- iii. Bev & Larry Craggs have donated another pump to keep it going. Send Larry & Bev a Thank you Card for that.

XIII. Pool Committee Report:

- a. Payroll Approval
 1. Dan L. moved that the Board transfer \$2500 from the 10710 account to the 10100 account for the Pool Payroll. Matt 2nd. The motion was approved.
- b. Pool Report
 1. 2 more weeks open, through Labor Day.
 2. Sept 6 is the Luau. Nathan Malina, on the pool committee, will cater the event. Josie Barr is in charge of the Luau. A flyer will be printed soon.
 3. Water Aerobics will keep going as long as it can.
 4. This has been the most beautiful year. The tree being down. Dave W. keeping everything running well. Great Life Guards. They are at \$6000 in their account. They typically keep \$5000 in the account for next year's start up.
 5. Doti is stepping down as Pool Committee Chair. She suggests the Board hire a Pool Manager for next year, and pay them \$1000/ month salary. This would be incentive for someone to run the management of the pool. They could also raise money for the Hoyer Lift.

XV. Community Center Outdoor & Court Yard Committee Report

- a. Dave Z. Report:
 - i. is starting the construction on the posts this weekend (Aug. 23). He reported that the Plumbing problems are fixed.
 - ii. He suggests we reset the Water Hydrant in order to water the trees.
 - iii. The Front watering system is turned on again.
 - iv. The Bathroom Heaters are almost fixed. Dave will continue to work on this. He will bill the parts to the IVRPD.
 - v. The Courtyard landscaping is on hold. There needs to be a clean up first.
 - vi. The Maintenance on the Community Center is coming along.

XVI. Director's Comments

- a. RWTB Pasta Feed Dinner was a huge success. This pre-race event is on of our biggest fundraisers at the center

XVII. Meeting Adjourned at 7:05pm.