

## COMMUNITY CULTURAL CENTER

### Board of Directors Meeting Minutes March 21, 2017

The meeting was called to order by President James Moore. Present were: Jean Pfeifer, VP, Sarah Gelineau, Treasurer, Janet Culp, Rick Braman and Executive Director Valerie Braman.

Guests present were; Emily Freeman, Rob Thompson, Brian Sanders, later joined by Lorie Moniz.

The guests were introduced with Emily reviewing her efforts to provide the various classes on Tuesdays and Thursdays. Valerie discussed the problem with printing off the calendar that isn't able to print the number of events now being held with the classes.

Minutes: A motion was made by Rick and seconded by Jean to approve the February 21 meeting minutes as submitted; the motion carried.

Financial Report: A motion was made by Rick and seconded by Janet to accept February's financial report as submitted; the motion carried.

#### Executive Director's Report:

1. The Tuesday and Thursday classes are going well, though responsibility for setup and cleanup has to be determined. The upcoming classes were reviewed.
2. Janet was able to make \$1000 in sales on eBay from dishes donated by Treebeard, which will go towards the Front of the Bldg project.
3. Valerie reported she was able to negotiate the \$800 electric bill for the theatre lights down to \$500.
4. Huge thanks are for Sam Howell who worked to embed the calendar on the website.
5. The Chamber of Commerce has a new website that is amazing and perhaps can be a model to upgrade the CCC's website. At the recent Chamber meeting, kudos was given to the CCC for developing the Community Calendar. Valerie proposes the CCC may best be the group to keep it going.
6. The 2016 Annual Report was completed; copies will be available at the upcoming membership meeting.
7. Pound Fit will be ending its classes in April or May though the Saturday Meditation class will continue for a month.
8. The piano got tuned today.
9. Jean researched white table replacement and found 3 sources, ranging from \$43 on up. An inventory needs to be made to count the number of tables that should be replaced.
10. Elisha has recommended Hannah McDaniel for a janitorial position. Valerie and Sarah checked on one background source and rely on the fact she works for Wells Fargo as being a good reference for a second. She has completed the W4 form to start her training. It appears Elisha will eventually leave the janitor position once Hannah is cross-trained.

#### Committee Reports:

Events: Janet discussed the upcoming rummage sale; its proceeds will go to General Operations. The Art Gala proceeds will go towards the Front of the Bldg project.

Kitchen Upgrade: The remaining items include: doors and shelves, nonskid the floor and the rollup door to separate the kitchen from the front room. Rick can do the shelves once funding is available, Jane Thompson will be consulted for the floor, and funds for the rollup door were requested from OFF.

#### Action Items:

The Board reviewed all the items considering Quill's projected absence because of his workload. Rob will get cost estimates from Bob Raymer for the window grate, kitchen floor drain grate. Rob will also look at the scope of work to

clean the back room rafters. Janet will speak with Quill regarding the cigarette butt receptacle. Redoing the sign letters will remain outstanding.

Newsletter:

It is assumed Quill will not be available to put the April newsletter together. Valerie will contact Sam to see if he could do it for April. The features, aside from OHA, will include the rummage sale (Janet), Art Gala (Valerie), Classes, and History Series (James).

Grants/Fundraising:

Sarah K. wishes to submit an application to the Icicle Foundation, asking \$1000 for this year's theatre production and \$5000 in a challenge grant for the Front of the Bldg project (with the CCC providing \$5000 in matching funds), for a total request of \$6000. Sarah made a motion to accept this action, Rick seconded the motion, the motion carried.

An Art Exchange or an Art Auction was discussed as a potential fundraising activity.

Old Business:

1. The Executive Director's recruitment announcement went out on March 10<sup>th</sup>. The closing date is April 7<sup>th</sup>. 3 submittals have been received to date.
2. Membership Meeting – is this Sunday, March 26<sup>th</sup>. Tina is not able to do the ice cream at the meeting. Jean agreed to get the food. We'll have people sign in, get their ice cream and then we'll hold a short meeting to cover the annual review, financial review, upcoming events, and election of board members, then have stations set up for members to move about and look at. The stations are: classes, front of the bldg. (Jean will talk to Bob and see if we can get a drawing copy), potential name change, and alcohol expansion.

New Business:

1. Rob Thompson has attended the required 3 board meetings and was asked of his interest in being a board member. He spoke of his motivations and interest. Lorie Moniz was also asked of her interest, having attended the requisite number of meetings and also described her interests. Rick moved to accept both Rob and Lorie as board members, Janet seconded the motion. The motion carried. Their names will be presented at the membership meeting on Sunday. Brian Sanderson also indicated his interest, however has not met the required meeting attendance. He can later become an interim board member and be approved by the membership at the next member meeting.
2. Sarah handed out a draft Sister Organization policy. After discussion Janet moved to accept the policy, Rick seconded the motion, the motion carried.
3. Founder's Day. The CCC's participation in Founder's Day was discussed. James proposed hosting a Cowboy Poet event. After discussion it was agreed staging the poetry at the Kuhler in between the battle of the band setups would work best. The CCC will have a booth on the street with an open house at the facility.

Rick moved to adjourn the meeting, Sarah seconded the motion, the meeting was adjourned at 8:34pm.

Respectfully submitted,

Sarah Gelineau, for Quill Hyde