

## 01-22-09 TCC Board Meeting

Meeting Called to order 7:00 PM

Minutes from 12-11-08 read, approved.

Board Priorities discussion:

Adrian Wright: Ethics. Board members' ability to earn money from the club – a motion from 2 yrs ago restricting payment to Board members has sunsetted. Legally up to 50% of Board members could receive compensation of some sort (not including expenses and reimbursements), but generally perceived to be better if officers are not profiting financially in any way. Also question of things like cash tips (bar fund).

Jane McAllister: Determine whether putting the property into a trust would help protect it, and if so, do it. Also, the bank has said that if the TCC was an "association" it could possibly resolve some of the personal liability matters – find out if this is true and beneficial to the Club.

Julie Levine: Financial stability. Legitimizing our use or finding way to operate with less ongoing scrutiny.

Mark Henley: Review insurance to ensure adequate coverage.

CFO of Musician's Picnic Group Alan Kraemer spoke regarding event success: Presales of tickets that state the donation price and "rain or shine" so no refunds. Look into Rain Insurance: pays in case event is rained out. Cost dependent on event, artist, alcohol, etc.

Mark: large scale items, including bequeathments. Continue to promote positive image in the community.

Others mentioned pledge drive, membership drive in connection with positive image of the club.

Jaime Scher: website improvement, resolve use matters, long-term financial security

Andrea Makshanoff: Determine if insurance coverage is adequate, excessive, duplicated, etc. Get users to sign Releases of Liability. Ensure employee drivers name the Club as an "additional insured". Also recommends finding accounting firm with non-profit experience.

Randall Ott: sponsorship, tie T-days together with fundraising for the house with a long-range vision to acquire, re-acquire and keep sponsors. Get sponsors for entire year, rewarded at events throughout the year.

Eric Rasmussen: Meetings at other locations: discussion of easing rules for quicker action by committees and application of email motions.

Jane: Preschool dance buildings, Sports Coordinator, Managing Director, Computer/tech issues

Stephanie Lallouz: Caretaker's responsibilities more defined, specific number of events per year and certain maintenance issues that caretaker is responsible for, for rentals and TCC events

Lisa Salloux: Revise membership fees/dates, publicize in Messenger. TCC membership table allowed at any public event

Adrian: fundraising goals for each event and for the year. Ensure that county and state requirements for raffles and pledge drives are met. Published card with information. Revise renter contract to include cancellation fee.

Andrea: Rental rates vs. insurance, utility and other hard costs need to be re-evaluated.

Adrian suggests breakdown of costs by program, to show use of space as an expenditure. Requests any further matters be submitted by email.

Karen Cooke: Needs to make a motion to change signatories on TYS account. Grant requirement.

\* Andrea moves that the signatories for 2009 on the Topanga Youth Services account ending in -3553 shall be TYS Director Karen Cooke (if the check is not to Karen Cooke), President Adrian Wright, First VP Julie Levine, Second VP Mark Henley, Third VP Lisa Salloux, and Treasurer Andrea Makshonoff. Mary Colvig shall be removed as signatory. Second by Jaime Scher. Passed unanimously.

Club 455 event went very well, thanks go to Monica Sheehan. Karen to bring ballpark budget for TYS event, could be \$8,000 with three assistants (similar to "Tommy" costs). Lisa notes that light and sound equipment rental is significant portion of costs, suggests appealing for in-kind donation of rental gear.

Discussion of licensing matters, Lisa to follow up.

CHAC: Alan can coordinate grading problem repair but need to hire soils, geo and civil. Head inspector at B+S says must submit to DRP and B+S plans by civil engineer with "sections", topography, drainage, yardage calculations, etc. Alan suggests getting bids from two geologists he has worked with. Eric can suggest other professionals to consult. B+S also wants to add cut/fill calc to total overall grading allowed on parcel.

\* Marty moves to authorize Alan to bring in three bids for the required reports. Second by Julie. Passed unanimously.

Musician's Picnic: available dates Oct 11 or 18. Prefer October 11<sup>th</sup>. Come in to set up on Friday Oct. 9<sup>th</sup>, Clean up Monday 12<sup>th</sup>. Only known conflict is potential Nutcracker rehearsal 12:30 – 2:30 Saturday usual time. Picnic organizers willing to offer some quid-pro-quo for the displacement of the rehearsal. Also co-op encouraged to take Monday off to allow thorough clean-up.

Green products: Stephanie to recommend recycled product vendors and green procedures for picnic.

Staging: grass came back after short time. Sound: sound went out into neighborhood causing complaints. Alan Kraemer believes he can set up the equipment so as to stop the sound on the TCC

property. Club members will be offered discount with TCC membership card or similar verification. TCC will be allowed a table.

T-Days: Recommends Main coordinator position be split between Randall and Mimi, fees set at \$7,500 each, plus 5% each for any amount over \$80,000 profit raised.

\* Julie moves that the Board accept the T-Days Committee recommendation that Mimi Williams and Randall Ott co-chair Topanga Days, with compensation set at \$7,500 each plus 5% each for any profit over \$80,000, and sponsorship compensation set at 10% of the sponsored amount for any new sponsors acquired. Second by Marty. Passed unanimously.

Randall and Mimi to send back proposal of delineation of duties (split); Board and others to suggest additional duties and/or items that need clarification to Eric for collection. Board to sign contracts ASAP: if committee can approve by next Thursday's T-Days meeting, Board can approve by email.

Coordinator candidates, continued:

Indoor Stage coordinators split between Brando Farr + John Zane for Saturday and Monday, and Jules and Johnny for Sunday.

\* Mark moves to accept the T-Days Committee's recommendation for the Indoor Stage coordinators with the caveat that the lists of bands be presented to the Board for approval at the March Board meeting. Second by Julie. Passed unanimously.

Further recommendations by the committee were discussed and approved as follows:

\* Julie moves to accept Rick Provisor as Beer Bars Coordinator and bar tips shall be used for grounds repair and maintenance. Second by Mark. Passed 4 -2-1

\* Adrian moves that Arthur Nissman be accepted as Breakfast coordinator, second by Lisa. Unanimous.

\* Julie moves to accept Adam Silbar and Billy Portman as games coordinators. Passed unanimous.

\* Julie moves that Monica Sheehan assisted by Lola Babalon coordinate lower and upper booths. Second by Lisa. Passed unanimously.

\* Mark moves to authorize Randall to set up Facebook site for T-Days. Second by Julie. Passed unanimously.

\* Mark moves to approve the poster contest with the theme of Topanga Roots and Evolution, with contest deadline to be February 20, decision at February 26 Board meeting, and final artwork to be delivered by March 5, with a \$250 and 2 admission tickets prize to winner, and 2 admission tickets for each of four runners-up. Seconded by Lisa. Passed 9-1-2.

Valentines Dance: Jewels Nation and Julie are working on it. Ernesto will be catering, there will be raw chocolate, Lola's love potions. Three bands. Lisa to set up membership table. (more later)

President's Ball: Adrian coordinating a fancy dress party to honor all past presidents, date TBD.

Finance and Fundraising: Sale of Mumby house has closed. For proceeds to come to house, plan to honor donor must be shown to executor. Garden has been approved. Mark suggests making senior dinner funding sponsored by Mumby, publicizing the gift to encourage further donors. Recommends putting funds into a trust, using it as security, or borrowing from it instead of a line of credit.

Suggestion to dedicate native garden planting to Mumby with a plaque, public unveiling. Public place to go to remember their friends. Desire to see more traditional lattice, flowering plants that still are natives. Mark points out that Alan Emerson, Terry Valente have plaques on Oak Trees. Suggestion to call a memorial or wedding garden location "Ivy's Garden", or "Mumby Garden". Mark to meet with Julie to discuss report for executor.

Treasurer:

\* Andrea moves to remove John MacNeil, Pat MacNeil, Michelle Johnson, Gary Johnson, Chryssa Lightheart, Linda Jo Loftus, Cynthia Scott, Rick Provisor, Neil Shaw, Harold Knox, and any other names not specifically authorized for 2009 from the list of signatories for all bank accounts. Seconded by Marty. Passed unanimously.

\* Julie moves that a TCC laptop be purchased at the best available price and made available for use by the President for the duration of his or her term, second by Mark. Passed unanimously.

\* Jaime to send out email that we are in need of donation of computers, office furniture (file cabinets, office chairs, desks, shelving).

Membership: Lisa will have sweethearts special at V-Day Ball. Jane to provide former "premium membership" levels. Discussion of membership period and prices.

\* Jaime to forward minutes of 2008 dues increase motion to Lisa.

\* Mark moves to give anyone who signs up as a club member at the Valentine's Day Ball free admission to the event (two for family memberships). Second by Lisa. Passed unanimously.

\* Julie moves that half the funds from the door of the Valentines Day Ball be donated to the musicians playing the party. Second by Mark. Friendly amendment that the musicians split 25% of the door, excluding membership fees, capped at \$140 per band maximum. Passed 4-1-3.

Stephanie to research a motion to reinstate the unpaid CHIC and CHAC chairs as voting Board members.

Sports Program discussed briefly, already voted last meeting.

CHAC: request from Teresa Langness for Wedding on July 4. Date previously held for consideration of a TCC event, Jane and Stephanie to resolve.

Patrice Courdale of Children's Festival 2009 Topanga Symphony day at theatricum requests use of our parking on Sat May 9. Board agrees that as historically, they can use our parking lot (thus blocking out the date).

February 21 renter wishes to use some pots and pans.

David Korade from Topanga Elementary sent request to have some parents do soccer clinic on ballfield. Asking to have John Adams run girls soccer team on ballfield. Not for profit. Proposal forwarded to Board members, recommended to come to CHAC meeting. Any proposal to come to Board rather than CHAC approval.

\* Mark moves to allow the Topanga Elementary girls soccer team to use the field one day per week provided the program is "for free" (not for profit) and all ballfield use requirements are met. Second by Adrian. Passed unanimously.

Grass: Armando (grass groundskeeper) getting mixed messages from improper communications. Ballfield repairs needed, costs unclear. Overseeding with winter rye grass, fertilizer required. Letter to be sent to Jimmy Rosenberg (ballfield committee chair) regarding repairs, keeping a close eye on expenditures, minimizing costs. Armando was paid over \$11,460 last year including materials, plus additional \$2500 to Jimmy for supplies.

Mark suggests an annual performance review for Caretaker and other employees of the club. Julie suggests President and CHAC Chair do a performance review.

Correspondence: Marty put release into Messenger. Website development still needed, may need to start over.

CHIC: Musician's road gate: Joey collecting bids. Jane to nag David Troy to get alternative bid using Andrea's donated panels and Jane's poles.

\* Julie moves that Tom Mitchell be approved as co-chair with Jane of CHIC, seconded by Adrian. Passed unanimously.

Public Comments: Lee Michaelson in writing brought up question of whether TCC email list has been compromised by outside use; Stephanie denies use of TCC list, notes that she already includes remove request at the bottom and has removed Lee from her list. Mark notes that others have also been accused of "stealing" the list.

Review of Actions: to be performed by email.

Julie moves to adjourn the meeting, second by Marty. Unanimous.