



TCC BOARD MEETING

7PM, NOVEMBER 19TH, 2015

o MEETING MINUTES			
o 11.19.2015	o 7:12 PM	o TCC Community House	
o Meeting called by	o Kelly Rockwell		
o Type of meeting	o TCC Board Meeting		
o Facilitator	o Kelly Rockwell		
o Note taker	o Andy Monn		
o Timekeeper	o Terri Moriarty		
o ATTENDEES			
o TCC Board			
o President		o Kelly	o X
o VP Membership		o Bonnie	o X
o VP Fundraising		o Nonie	o X
o VP Facilities		o Gary	o X
o Treasurer		o Franka	o X
o Corresponding Secretary		o Terri	o X
o Recording Secretary		o Andy	o X
o Members	o Dayna, Joe, Jerry		
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o Meeting started	o 7:12PM	o Kelly Rockwell	o
o Meeting ended	o 10:28 PM	o Kelly Rockwell	o
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o AGENDA ITEMS			
o Reading and Approval of Minutes from October 22, 2015 Board Meeting			
o Guests			
o Officer Reports			
o Board Discussion/Old Business			
o Introduction of New Business			
o Adjourn			

o 1. Reading and Approval of Minutes from October Board Meeting

o 7:12-7:17 (5 minutes)

o Terri Moriarty (Gary approved)

o 2. Officer Reports

o 7:17

o Officers

o Reports by

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o Kelly Rockwell
o (President)

o Nominate Bonnie Morgan as VP Membership and Andy Monn Recording Secretary
o Both accepted, all approved
o To avoid conflict, propose School Harvest festival is 1st weekend in November as Swap meet has always been 2nd

o Gary Jensen
o (VP Facilities)
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o Per Joe, new maintenance people do inside only. Need to let them know trash area is not locked and part of their contract is to remove trash
o Need to leave dust pan and broom out so day crew has access.
o Ask Day crew to dust all areas, including ceilings
o Kelly Suggested “White Knights” to get a fresh start
o Per Jerry, need to buff and re wax floors where tape from Halloween party was
o Contracts moving forward will have stipulation for no tape on floors
o Golf Cart batteries are in as well as new tires
o Will keep eye out for any additional cheap carts to purchase
o AC—still awaiting estimates from Kayla Morrison
o Jerry continuing to fill sand bags

o Nonie Shore
o (VP Fundraising)

o PR Contract is being reviewed and will be returned with comments or signature soon
o Started the contract with Wells Fargo for Topanga Days sponsorship
o Cancelling Grant Gopher program
o Will look into speaking with Joy or finding new grant locator platform

o Bonnie Morgan

o Membership

<ul style="list-style-type: none"> ○ (VP Membership) 	<ul style="list-style-type: none"> ○ 604 members ○ 191 not renewed ○ 413 active members ○ 13% are sage members ○ Look into having a call-a-thon for lapsed members ○ Should have a give a gift of membership mailer as has been done in the past ○ Need to use post office to deliver to homes as last mailer was only mailed to owners in the area ○ Will let members know we have an Amazon Smile account that gives a % of sales to TCC if they go through a specific link
<ul style="list-style-type: none"> ○ Franka Diehnelt ○ (Treasurer) 	<ul style="list-style-type: none"> ○ Made good income (\$13.5k) but expenses were high (\$18.5k) ○ Property tax bill of \$4.1k (paid in full) ○ Topanga Days early payments ○ Made \$2k in memberships ○ Made \$9k in rentals ○ Taxes were filed on 11/15 ○ \$1129 to feds ○ \$674 to CA ○ \$74 fee for CA filing ○ Estimated payments for 2015 are being paid as well ○ Will speak to CPA to help streamline filing of taxes ○ Swap meet numbers ○ Net income \$2591 ○ Beer sales \$598 ○ Additional \$270 of vendor payments with Kelly ○ Nonie to handle invoice from Barley Forge
<ul style="list-style-type: none"> ○ Corresponding Secretary ○ (Terri Moriarty) 	<ul style="list-style-type: none"> ○ Nothing to report
<ul style="list-style-type: none"> ○ Andy Monn ○ (Recording Secretary) 	<ul style="list-style-type: none"> ○ Nothing to report.

<ul style="list-style-type: none"> ○ 4. Introduction of New Business 	
<ul style="list-style-type: none"> ○ 8:12-10:20 	<ul style="list-style-type: none"> ○ 14 Minutes
<ul style="list-style-type: none"> ○ 	<ul style="list-style-type: none"> ○

1. Joe's Contract
 - a. Needs to be written clearer so Joe is getting paid for his time
 - b. Board to updated with expectations from board and Joe
 - c. Joe to get back to board regarding what needs to be removed from current contract
2. Weekend cleaning schedule
 - a. BreathWorks will clean up after themselves
 - b. Board to clean up Saturday after kids party
 - c. Cleaners in Sunday morning after Celler Masters party
 - d. Nonie to look into costs for adding Monday as a cleaning day
3. Dayna Contract/Responsibilities
 - a. Bookkeeping job reduced to 3 hrs a week. Suggested Dayna take rental agent job. Nonie to talk with Dayna about securing this position
4. Survey
 - a. Franka to schedule surveyor
5. Memorandum of Understanding
 - a. Sages want to use the term Strongly encourage
 - i. Board suggests using "expected"
 - b. Add to MOU that volunteer meetings (2) qualify for voting in election
6. Sages holiday dinner moved from Jan 1 to Jan 8
 - a. Confirm they are aware square dance will follow their dinner
 - b. Parking to be handled by Jerry and Rob
7. Baseball
 - a. Add a few baseball skills days to see interest in Topanga for teams
8. Club Soccer
 - a. Need a skills assessment day to gauge interest for a club team
 - b. December 12th--Terri to handle
 - c. Skills day to be set up with Euro Soccer—will need deposits from participants
 - d. January 23rd with Coach Denver
 - e. Budget can be up to 1/3 for coaching, the rest is for equipment and maintenance
 - f. Parents will need to coach the teams
 - i. No team will play without a commitment from parent coach
 - g. Should have 2 seasons Summer and Winter/Spring
 - h. TCC will consider any proposal for club league play for fall of next year
9. Ball field stage and stage remodel
 - a. Focus Fish to come to next meeting to discuss their plans for stages and sponsorship
 - i. Sponsorship will count to offset rental costs
 - b. Aerial Arts want to use stage after school and Saturday morning
 - i. Need to consider all picnic and party rentals when reviewing plans
 - ii. Maybe they could build a permanent place in lower canyon?
 - c. Could we move old theater to opposite end of field?
 - d. Start looking into portable bleachers
10. Banner in the School
 - a. Need to provide font and design to Julianne and she will work with school to get it printed
11. Need to bring written motion to TCC general meeting to change TCC to Topanga

Community Center

- a. Bonnie to look into purchasing url
- b. Franka to look into costs to change 503c

12. Shed City

- a. Sheds to be moved to area by search shed
- b. Sages shed to be closest to building
- c. Need to move red shed as well per Fire Chief

13. Gary suggested a pagoda for sages at end of upper lot with built in storage

14. Kickball tournament to be held November 29th at 1pm

15. Rental Contracts

- a. Nutcracker contract raised from \$1900 last year to \$2500 this year
 - i. Could lock rate in for next X years

16. Topanga Days

- a. Need to create a list of expectations for coordinators
- b. Should we have TEP take over Kids Zone
 - i. Partner with school and split proceeds or provide free rental for future event
- c. Kelly to bring research of bouncy houses to next meeting as well as plan for making it more affordable for families

17. Christian Group Meeting

- a. TCC is non-religious/political and passes on renting

18. Move the World Teen Ball

- a. Must do a standard rental

19. Ritt (sp)

- a. Sunday morning would be best for youth theater group workshops
 - i. 8 week/1 hr workshops
 - ii. Between March and December

20. Yoga

- a. Alice would like to add another yoga class
- b. Board approves to extending her Thursday classes to 4pm

21. Boot Camp

- a. Class rental on field not house (\$25/Day)

22. Board get together to be hosted by Nonie

23. Styrofoam containers to be donated so they are out of shed

24. Need to begin discussion of rental agent if Dayna passes

25. Need Bookkeeper in place to start Jan1

26. Need to line up staff for everything for rest of year

27. MOTION—Bonnie—Jerry be paid \$20/hr for all work he does on property

- a. Unanimously in favor

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○ 5. Announcements of Upcoming Events, General Membership

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○ Discussion &	○
<ul style="list-style-type: none"> ○ Topanga Days meeting Dec 2 ○ December 4th is Holiday Party ○ Trying to secure Santa from 5-8pm ○ December 6th is Sages Holiday Party ○ Board member needs to be present to talk about membership and explain upcoming events ○ Soccer assessment day will be December 12th on fields ○ There will be a fee for kids to participate ○ No Board or general meetings in December 	
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○ 9. Adjourn	
○ 10:28 pm	○ Kelly Rockwell
○ Discussion & Conclusions	○ Kelly Rockwell made motion to adjourn all in favor
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