

MINUTES

Port Costa Conservation Society Board of Directors Meeting, November 18, 2019

Ridge Greene, Chairman	<u>Attending</u>	Anne Mann, Treasurer	<u>Attending</u>
Jeff Wilson, Vice Chairman	<u>Absent</u>	Suzanne Statler, Financial Secretary	<u>Attending</u>
Michael Domagalski, Secretary	<u>Attending</u>		

Also attending: Dee Stewart, Veronica Crane

Meeting: Called to order by Chairman at 7:03 pm

Last Meeting's Minutes: approved

This Month's Agenda: reviewed, approved

1. **Public Comments** (none)
2. **Treasurer's Report**
 - a. Treasurer's reports and statements. The current report was handed out. The additional liability insurance coverage started 11/1/19. RA Jones bill paid.
 - b. The AT&T situation with their difficulties managing our account is mostly improved due to Anne's developing a contact within AT&T (Henry Bermudez). AT&T is necessary because it's a land line. There is still difficulty with the hot-spot bill.
3. **Chairman's Report**
4. **Events Report**
 - a. Power outages during windstorm – the only apparent problem was with the elevator (see 6f).
 - b. Halloween dance @School 10/31 took place as scheduled in spite of the power outage that day.
 - c. Linda Clark memorial event on 11/10 took place outside and was considered beautifully set up and presented, with a large photo display, live music, refreshments and drinks. The family was happy; it was a celebratory event. \$579 received so far in donations in Linda's name.
5. **Upcoming Events**
 - a. Volunteer appreciation dinner scheduled for Thursday evening 11/21 @6 pm. Evites have gone out. Anne & Suzanne are coordinating the guests and food. Around 30 are expected.
 - b. LITA volunteers Christmas card making party. Will take place in the meeting room from 10 am – 4 pm on Thanksgiving Thursday & Friday 11/28-29. A craft event where volunteers make holiday greeting cards that are later distributed at Christmas caroling visits in December. Refreshments provided. Victoria Ryan coordinating.
 - c. Christmas Party scheduled for Wednesday evening 12/4. It is a town event that will include potluck, hot cider, music, gifts, and Santa. Anne is coordinating decorations and preparation.
 - d. There will be no PCCS Board meeting in December.
 - e. Talent Show 6/20/2020 planning. Suzanne & Anne reported a meeting on 11/13, a brainstorm largely about ideas for developing the event into a larger fund-raising effort, with the Show (& other events) put in context of a larger goal for improving the School. This prompted discussion about wished-for upgrades to the often-used meeting (rec) room, such as imitating the style of the classroom. Ridge talked about the order of work done on planned upgrades to the building, much of it dictated by structural and historical requirements. Interim changes should be planned

so there is minimum need to tear out work as later steps are taken. E.g. floor work planned for classroom above should be done before working on meeting room ceiling. A lot of thought has gone into the Facilities Program, and it may be time to revisit it. There's always a need to be flexible to use opportunities that arise along the way.

6. Ongoing Business

- a. Grant Committee status and progress. The CCF grant work has been completed and the CCF informed by Ridge. Some funds are still available that can be used for museum & archive work. On the WW grant, Ridge presented several bids received for the electrical work. The Board voted to go with the \$12,800 bid from Lumenati Electric. CCSD serves as physical agent for the WW grant. The Valley grant was mailed in and we now await a response. Lots of work went into that and it can serve as a template for reaching out to other potential sources of grant funds. There was also discussion about the fate of the small bathroom in the principal's office.
- b. Status of deed restriction – no news.
- c. Report on museum & archive organization work. Work continues Thursday mornings. On the Centennial Photo project, 127 photos have been archived in the database and reference binder (doesn't include the very large photos). The next step is obtaining appropriate shelving for photo storage. Work will resume now on materials donated by Theresa Jurik and others. A permanent display wall is planned for the back wall of the historic north schoolroom.
- d. The Field Semester status. The next step is for TFS to get their proposal on the agenda at the County. Further involvement on our part is dependent on their obtaining the County approvals.
- e. Website, Facebook, social media. Michael reported the new pccs.portcosta@gmail.com address is now in use. The letterhead, website, and Facebook have been updated to reflect this. The new letterhead will be sent to Board members. The separate goal of obtaining ownership of the PCCS website URL with the “.org” designation is not done yet. We are looking at the process and who to apply to, to make this happen.
- f. Building status reports on:
 - Alarm system, phone lines, security cameras. Anne is dealing with the AT&T landline account problems. The annual fire alarm inspection is coming up this month.
 - Elevator: following the power outage, the elevator doors locked, and the transformer had been running constantly. Repair person has been scheduled to fix it.
 - Knox Box: Ridge will attend a meeting on Weds. about this.
 - Fence repair: nothing new to report
 - Parking lot resurfacing. Sealing cracks and other measures can be done short-term; a complete & expensive resurfacing will be required before long. The Board approved pursuing research into a surfacing repair bid of up to \$8,000, with a final decision to proceed ok to do via email.
- g. Status of dogs and playground use – no problems reported.

7. New Business

- a. Discussion of event fees was pushed to the January meeting when Jeff is present.
- b. Purchase of dollies. We may already have table dollies that came with purchase of the white folding tables. Any new chair dollies have to fit into the storage room at the rear of the auditorium.
- c. Status of adding a donation button to the PCCS website. There are costly donor management systems. PayPal is the simplest and most economical solution. The necessary instructions must be added to the website.

- d. A mention of legacy donations will be added to the membership renewal form prior the next annual mailing in January. The option of including a return donation envelope was discussed. Research into these will be done in January.
- e. Refrigerator not functioning correctly, needs to be looked at.

Volunteer hours reported:

Name	Hours	Name	Hours	Name	Hours
Ridge Greene	11	Veronica Crane		Victoria Ryan	6
Jeff Wilson	6	Dee Stewart	3	Michelle Bow	
Michael Domagalski	15	Anne Scheer		Spencer Sargent	
Anne Mann	6				
Suzanne Statler	12				

Meeting Adjourned: 8:35 pm