

MINUTES

Port Costa Conservation Society Board of Directors Meeting, January 21, 2019

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

Also attending: Veronica Crane, Rebecca Longworth, Joan Howard, Suzanne List, Sophia Ramos, Spencer Sargent, Michelle Bow, Jeanavive Janssen, Gregg Greenwood.

Meeting: Called to order by Chairman at 7:07 pm

Last Meeting's Minutes: Approved

This Month's Agenda: Discussed, amended and approved

1. Public Comments

- a. (none)

2. Treasurer's Report

- a. Month of December income and expenses examined – paid utilities, ½ of taxes, membership in CCF. Domain name costs us \$228/year. \$375 to Communication Services (most labor). Elevator inspection \$675 (he needs to come back again). We also bought the brass plaque for the Strait Acres lighting donation.
- b. The four land lines we have are for: elevator, security alarm, fire alarm, and fire alarm backup.
- c. Made a balance sheet for Jan 2019 to show what we have in our banking account, our checking account. The community garden shows \$2,200. The sheet shows the \$52,000 earmarked for the CCF grant and lights. In Louie's memory we have \$6,025 for Dee to decide how to use. We have \$22,000 unencumbered, left over for expenses.

3. Chairman's Report

- a. Trying to get Auditorium Committee going.

4. Events Report

- a. LITA Christmas card event went well Nov. 22-23.
- b. Everyone liked the town Christmas Party December 5.
- c. Archive work day Jan. 12 was just come, see, and go. Some work already done, like the window.
- d. Mario Siguenza's mother's memorial Jan. 19. 35-40 people, Linda & Mario donated \$300.
- e. Grant Committee meeting Jan. 21 – catching up on tasks already assigned.

5. Upcoming Events

- a. Peripatetic Players schedule through 2019 (+ general update from representatives Joan & Rebecca). PP is sponsored by the PCCS. Board was given their upcoming schedule. (Idiot String is the larger entity of which PP is comic/prank aspect.) Jeff highlighted schedule for times building is available, and the times the school is open to the public for performances, workshops, salons; one on day of Yard Sale. Unmarked are times PP is in building rehearsing, developing. They do comic interpretations, participatory events. Some events in town itself. Synopsis given of coming performances being prepared.

Max attendance has been ~55. June 8 here 11 am – 10 pm, for prep, 2 performances, cleanup. RG: going forward due to increased building use we must be in communication to coordinate. PCCS wants to know what is flexible on PP schedule. Jeff will be main contact for the PP.

- b. 4th of July: the parade ends up at the School, so we open restrooms, man the gate after dark. Awards given (PA provided), bluegrass music. This is the 10th annual parade.
- c. Grizzly Peak Century here on May 5, the workers will have separate ride if enough come. They do most of work & supplies. We just open & close the gate. We agreed to \$700 fee (\$200 refund if no workers event).
- d. Green Clean up May 13. Right before Car Show. Pickup is Monday before Car Show.
- e. Townwide Yard Sale tentative date 5/25.
- f. Weddings: Berryman/Hollander 6/1, Pierce/Rosser 7/13, List 10/5, Waterman 10/12. An early November wedding still pending.
- g. August left open for Car Show.

6. Ongoing Business

- a. Grant Committee report. CCF grant and permit status.
- b. Deed restriction. RG needs to call back for progress. Needed prior to joint use with any group.
- c. Status of alarm system and phone lines. Everything working, cleaning & sanding done, but reset still not working.
- d. Elevator is working, but transformer is humming and needs to be looked at. Asking if inspector can check this too.
- e. Field Semester Operating Plan status. Nothing has changed to date.
- f. Status of archive organization work. See report under New Business 7b.
- g. Knox Box status
- h. Website status. See report under New Business 7h.

7. New Business

- a. Discussed proposed “Hobo Hoe-Down Event” with Jeanavive & Gregg. Board has copies of Q&A. Gregg explained goals of group, about depression-era hoboies. Port Costa was suggested. Asking for 1-day Sunday event. People to bring food & drinks. To keep event going, provide people in costumes, musicians, entertainers who would interact w/attendees. Hobo group stays at school, attendees encouraged to check out town & businesses. Proposing 1-7 pm. Contribution max. \$5, instructions to be given out. Group isn’t involved with other organizations; plan to donate income. PCCS concerns were sent earlier by Jeff. Max. # people attending (no more than 60; Gregg experienced w/larger crowds), all G-rated (yes); there will be event fee; they must have insurance; we haven’t had an event like this before, what would be demands on PCCS to oversee/shepherd? April 28 possible. RG: no decision tonight; PCCS needs to gather more information, group communicates through Jeff.
- b. Archives: Suzanne List presented Sophia Ramos as intern that SF State is offering to help PCCS & Port Costa School. 120 hours of archive work here completes Sophia’s program for undergraduate degree. She is a lifetime resident of Vallejo, a professional museum studies student, wants to do this work for the PCCS. Motto: “Keep Port Costa’s history safe and accessible.” SF State has one of best museum studies programs. She will work through May 15, getting us up to museum standards so we can in future apply for museum accreditation. Will be working directly w/our materials: bring item in, do condition report, catalog, properly store. Make a list of what is there, categorize so we can find items. Catalog will allow searches for individual items by different categories. This work will be done primarily in Library, and the Principal’s office will be prepared to a level for permanent archive box storage. PCCS will set up volunteer days to help when

Sophia is here. She will do some work offsite, but will be here most Thursdays. Will demonstrate how it is all done for subsequent work. Dee will be main contact person. PCCS needs instructions for how to prepare storage room, how much \$\$\$. This will all lead to a grant application. Board thanked Sophia and Suzanne.

- c. PCCS Newsletter sent out Feb. 4. Included news about the election, Christmas Party, rose garden, vandalism and its cost, use of the school.
- d. Election for two expiring Board positions coming up. Anne and Michael will run for the two positions, in addition any interested member can be nominated and run.
- e. Filling currently vacant 5th seat on Board: it is due for re-election in 2021, so a 2-year term. PCCS Board will appoint by Board vote. No due date, but we want to do this soon. Discussion on how to communicate opportunity: 2 town bulletin boards, and ?? Board will express its expectations for the position (meeting attendance, events help, etc.). Also applicant to express what skills possessed. How do applicants contact PCCS? Michael will do a draft.
- f. Installing security cameras (accessible by phone) for vandalism.
- g. Jeff bought a drip system for the rose plants, now waiting to see where the steps come out.
- h. The PCCS website. Meeting Agendas and Minutes information (via link): currently most (not all) of 2016-2018 is there. PCCS will only send Jeanavive final copies of agenda and minutes, in .pdf form (also sending to Veronica for FaceBook). Ideally we will eventually post a tentative agenda 48 hours before meeting. Site may provide additional sub-link for older A&Ms. There is no events-related email box associated with the site at this time.
- i. Status of article on BVAC grant & future school use in Crockett Signal. Ridge wrote a letter about it to clarify issues.

Adjourned: 9:10 pm