

Nederland Community Center Foundation Board of Directors Meeting
February 2, 2011 at The Center
Meeting Minutes

The meeting was called to order at 6:10pm.

Present: Dale Porter, Kristen Edwards, Claudia Sheehan, Diane Wohl, Tracy Brewer, Marci Wheelock and Brian Gioia. Not present: Jilene Norman

Minutes from January 5, 2011: Will be reviewed and discussed at next month's meeting.

Chair's Report:

1. On Jan. 21 some board members joined town staff and others for a tour of the outbuildings behind the Community Center. There seemed to be some agreement that the Magnolia School House, formerly used for art and pottery, could be made useable again, and should be considered part of the West Wing renovation project.
2. A grant administrator, Miguel Lovato, from the Daniels Fund paid a visit Jan. 27 to see the CC kitchen.
3. Locker room- Dale has received most of the contractor's quotes for the locker room. A local architect will prepare plans necessary to get a building permit for about \$2,500. A local contractor will build the interior walls and move the doors, and tile the whole space, for \$33,000. Electrical will run about \$3,000, maybe \$500 to readjust the sprinkler system, and the plumbing quote was \$13,800. The total estimate is now \$52,800. Dale has written a grant application for the architect's fee and the plumbing, which seem to be the first two jobs; the odds are good for that grant, due in April.
4. Marketing- Dale received a review of our draft marketing strategy from Jylle Ryan and is soliciting further input from the local business community.
5. West wing - Eric Pendley, the Town's building inspector, toured the West Wing January 18 with Roger Cornell and Alisha Reis. He concluded that the roof (rolled asphalt roofing on the north, tar and gravel on the south) was at the end of its 30-year life and required replacement, but that it could be replaced without disturbing the asbestos underlay material. The heating system is half hot water and half steam. The steam is kaput; the hot water needs a pressure test and new controls. The building cannot be heated by the existing main building boilers, so will need a new heat source (boiler is about \$50K-\$70K). Fortunately the main building renovation included a firewall between the two buildings so that the WWing does not have to be brought up to the main building fire codes, e.g. a new sprinkler system is not necessary. The WWing needs a working emergency light and alarm system but is otherwise usable. Replacing

the several plasterboard interior walls with flexible room dividers would require removal of asbestos in the seam grout, but that is not a big job. Eric ventured the opinion that a \$500,000 investment would yield a useable 8,800 sq. ft. building. Dale has had several conversations about architectural competitions with our local architect Elizabeth Guyton, who will be leading that discussion group for the next WW Workshop. It seems likely that this project may spin off from the WWing proper since it involves the whole site and a longer time period. Dale will request Elizabeth to make a presentation about it to the CCF Board after the workshops are over. West Wing Workshop on Saturday Feb. 5, 10am -1 pm.

Treasurer's Report: \$75 sponsorship check sent to Envision 2020 as approved by the Board through email.

Arts Committee:

Discussed creating template ad to use for future art shows in the already established Community Center ad space. Kristen offered to help facilitate reserving the ad space. She will also enter the date for the next show into the website. Committee is working on creating a removable Best-in-show sign to honor each show's winner. Next show will be on Saturday, 4/23/11 from 3-5 featuring children's and senior's artwork. This show will require mounting the children's work on poster board which will be purchased locally at a discounted rate. Cost estimate for this show is \$500 including food and materials for mounting. Dale is currently exploring the Endowment for the Arts grant but has found that the grant requires a collaboration between the Town and a separate art entity.

Work/Action Plan for 2011:

Kristen updated. There was Board consensus to approve 2011 goals. Kristen will pass on to the BOT.

Marketing Strategy:

Dale is looking for additional input from professionals. Strategy development continues.

CCFB Annual Report:

Diane and Dale collaborated to create a 2010 annual report. Diane researched printing costs at the Business Connection and will determine comparative costs with Boulder copy centers before copies are generated. Board will determine where to make copies by email. Copies will be distributed by email to donors, volunteers, Fitness Place volunteers and all other Friends of the Community Center. Paper copies will be generated as needed for grants and also be sent to \$500 and higher donors. Tracy will send .pdf photo of kitchen opening to Business Connection.

Locker/shower Room:

Claudia requested copies of bids Dale has received for use in applying to grants. Dale mentioned that bids will cover the cost of plumbing, electricity, showers and sprinkler system but not the installation of the lockers, toilets or the drop ceiling. Dale also mentioned

that the access to the locker rooms will be through the hallway rather than the gym and that this will affect the current artwork hanging system on that wall. He has had a discussion with the Daniels Fund and learned that they are not interested in funding the locker room.

Claudia is in contact with the Boulder Office of Emergency Management to clarify how to write the grant application she is pursuing.

Kristen noted that the Town is willing to commit \$5-10,000 to match any grant monies.

West Wing Committee:

Dale learned that the West Wing roof will need to be replaced as the north side has a leak. Following the tour of the Community Center outbuildings, the Magnolia schoolhouse (which is the most likely outbuilding to be readily usable) will be considered as part of the West Wing grant applications. The committee has used approximately \$2000 toward the community discussions. Elizabeth Guyton has expressed an interest in heading an architectural design competition to include plans for the West Wing and overall Community Center approach (parking, landscaping, pedestrian and car approaches).

Bingo/Events Committee:

Brian will attend a workshop on Feb 26 to be trained as a game manager and also to get a pull tab/raffle license.

Events committee will plan to meet in March and will review equipment. Committee will consist of Brian, Kristen, Diane and Tracy

Friends of NCC/fundraising:

Tracy, Claudia and Kristen met in January with written suggestions from Jilene. Committee suggests a catered cocktail party at the Savory Café for all donors of \$500 and greater. This will include 6 businesses (12 people) plus 5 individuals (10 people) plus the board for a total of roughly 36 people. Consensus among Board to host at the Savory café.

Prior to the event a cover letter will be sent to donors acknowledging past oversight of Board's appreciation in a timely manner. A statement that the function of this event is to share about the Community Center and how funds have been used and a copy of the annual report will be included with the cover letter. Formal invitations will be sent for the event. Event date will be set for early/middle May. Follow-up phone calls to assure donors of the intent of this event may also occur if deemed necessary.

A second event will be planned for all donors and volunteers. This will likely occur at the community center later in the summer and be more informal.

General suggestion made for all Board members to come to meetings with one idea for fundraising. Dale reminded Board to look over the Grassrootsfundraising.com website. Committee to consider including a fundraising kickoff at the informal summer appreciation event.

New Business:

Brian was in contact with the high school principal regarding "Battle of the Bands". She is willing to advertise for this event if it occurs at the Community Center.

Brian also revisited his idea for a projector so that we can offer Direct TV broadcasting on the movie screen. He will contact Kayla Evans regarding potential equipment agreements for use of the screen and will work to establish a proposal regarding costs and installation to present to the Board.

Meeting adjourned at 9:00 pm