

Nederland Community Center Foundation Board of Directors Meeting
December 9, 2010 at Katmandu
Meeting Minutes

1. The meeting was called to order at 6:15. Present: Dale Porter, Kristen Edwards, Claudia Sheehan, Diane Wohl, Joe Gierlach, Jilene Norman, Tracy Brewer, Brian Gioia.
2. Minutes from November 3, 2010: Diane moved to approve the minutes and Tracy seconded. All were in favor of approving the November 3, 2010 minutes.
3. President's Report:
 - a. It is apparent that the Community Center is drawing an increasing number of activities and groups. A survey completed by participants at the first West Wing Workshop suggests that the most active market for the CC includes those living in and close to town, who learn about programs by word of mouth and email.
 - b. As Kristen has pointed out several times a fundraising plan is needed and we should work on a fundraising strategy and plan during the next quarter.
 - c. Marketing Report: Dale revised the draft marketing strategy as suggested at our last meeting, including more about art and music. Jylle Lardaro Ryan is now free to review the strategy and will do so in the next week or two.
 - d. West Wing Workshop Report: The West Wing Workshop was held as planned on November 13, with 53 participants. A later email survey showed that people were quite satisfied with the organization and outcomes of the workshop. Over 90% said they would attend the second workshop, set for January 29. The most popular choice of potential uses was moving Town offices to the West Wing. Second place went to multipurpose, flexibly designed spaces with adequate storage for use by a variety of nonprofits or art groups. Third was use by businesses that do not compete with those already in town, including incubator office space. A greenhouse, and mixed housing, was also suggested. It was evident that most people did not anticipate radical changes to the building. However, some suggested an architect's competition to re-design the whole western approach, from the highway through to the main building. Dale is trying to contact the person who made that suggestion and has the experience to see it through. The West Wing Committee met Dec. 4 to review the workshop outcomes and to plan research on the various ideas. We will meet early in January to plan the next workshop in more detail.
 - e. Noise Baffles: The noise abatement baffles were delivered on time, but proved to be too flexible to hang as planned. The "baffle team" put their heads together and worked out a fix. Roger Cornell, Roger's friend Steve Jordan, Paul Turnburke, Doug Armitage and Dale assembled the baffle sets and hung them on November 15 & 16 with the help of two Public Works guys and scaffolding borrowed from Mark Stringfellow. The Seniors returned to the CC for their meal site the next day, and 500+ people used the room for Thanksgiving dinner that

Sunday. Everyone who has used the room (especially the seniors with hearing aids!) calls it a definite improvement. We still have some baffles to add to the wall fronting the kitchen, which will dampen the noise even more. The "fix" cost an extra \$300 or so, but we hope to recoup that cost by selling some of the leftover baffles.

f. Shower/Locker room: As Claudia found the federal grants online guide to be unwieldy, we started from below with Marshall Ken Robinson, who put us on to a woman at Boulder County Emergency Management who coordinates grant applications. Unfortunately the application for this year's grants is due December 17 and involves a maze of bureaucratic requirements, plus the inevitable matching funds from the Town. We are confident of having a strong application by next year. In the meantime, a local contractor has seen the room and will submit a quote for moving the doors, building the partition wall, and tiling the entire space. We should then have some target costs with which to approach foundations as well as the state government.

4. Treasurer's Report: Kristen reported that the Community Center is operating in the black. There is not a huge surplus but there is some and the town has agreed to pay for \$240.00 of the baffles. We talked about donating \$100.00 to cover the rest of the installation cost of the baffles. Kristen moved and Diane seconded. All were in favor of donating \$100.00. Hopefully we will also be able to sell the rest of the baffles and reimburse the town. Kristen found out that 10% for the sales tax in Nederland goes to operations and debt for the Community Center. Alisha has said that the Foundation does not need to do any more small purchases for the Community Center. The town should do anything that has to do with operational part of the Community Center. Dale calculated that all volunteer work at the Community Center would add up to \$11,725. For the year at \$15 per hour.

5. Art at the Center: Kayla has asked for funds to help with the Holiday Program. She would like between \$75 and \$100 for cider and cookies. There was a consensus that we would give Kayla \$100.00 to help with the Holiday Program. Diane and Tracy have asked Kayla to store the wine glasses that we have purchase in the Backdoor Theater Room. Dawn has asked for something in writing about the Art at the Center to give to organizations that use the facility. This came about because people have asked if they could take art off the walls and some art has just been taken off. Dawn wants a policy in place to hand out to each organization. Diane wrote a draft and the Board reviewed it. With a few changes suggested Diane will retype and then send to Dawn. The next Art at the Center will be on January 13, 2011 from 5-7. The Board applied to the Duncan Foundation for a grant but it was denied because the Foundation ran out of money for this year. There is still the possibility that Wells Fargo will give \$500.00 towards Art at the Center. Dale is looking into other options.

6. The Town Board and the CCFB will do a tour of all the outbuildings sometime in January.

7. Locker/Shower Room: Claudia felt that we should have been represented at the Holiday market. It would be a good way to do a fundraiser for the locker/shower room.

8. The CCFB would like to get a paver at the library.

9. Activities: Brian is still willing to get certified for the Bingo and has been looking into Bingo starter kits. Kristen is working on the information needed to take the class. We need five years proof of operation. It will be \$100 for the application and the certification will be \$20. The Board will still need to look into who can be added to the certificate later. Can it be an organization name or does it need to be specific names? We would partner with other non-profit organizations and split proceeds.

10. Workplan: Need to work on goals. One was given from the Town Board, which is to work on the West Wing. We also need to look at a fundraising strategy. The CCF Board would like to focus on the locker room this year. We also need to make sure that the kitchen is completely stocked but still waiting for info from Dawn on what is needed.

11. Budget 2011: We discussed the budget. The grants are put into the bottom and not listed in the initial budget. Changed the figure on fundraising. Diane moved to approve the budget and Tracy seconded. All were in favor of approving the budget with the suggested modification.

Nederland Community Center Foundation				
2011 Budget				
Revenues				
	Muesser grant carryover funds	\$4,000		
	Other carryover funds from 2010	6,000		
	Anticipated grants*	2,000		
	Fundraising	5,500		
	Hosted events & benefits	<u>2,500</u>		
	Total Revenues	\$20,000		

Expenditures				
	Locker Room Project	\$3,200		
	West Wing Workshops/ Planning	6,000		
	Art @ the Center Events	1,500		
	Hosted events & benefits	2,500		
	Kitchen supplies	1,000		
	Misc CC improvements	1,000		
	Marketing expenses	2,000		
	Fundraising expenses	1,500		
	Miscellaneous operations	<u>200</u>		
	Total Expenditures	\$18,900		
	Net Income	\$1,100		

* Reflects grants that are almost a certainty in 2011.				
<u>Additional Grants & Sponsorships (to be applied for)</u>				
	Alice Brady Tucker Foundation	\$15,000	Locker Rooms	
	BOEP/FEMA	\$50,000	Locker Rooms	
	Corporate Sponsorships	\$26,000	Marquee	
	EPA/State	\$25,000 - \$75,000	Asbestos	
	DOLA/??	\$25,000	West Wing Renovations	

12. Sumya has asked Joe to go to another meeting on Wednesdays making it impossible to attend our meetings. Keith Nowicki has asked to switch with Joe so that Keith would now be on the CCF Board and Joe would move to Prosab. Everyone voiced that they would miss Joe but would welcome Keith.

The meeting was adjourned at 8:50 pm.