

Gualala Community Center Board of Directors Meeting
January 9, 2024 - 1:00 p.m. – Gualala Community Center

1. Call to Order 1:05 by Karen.
2. Roll Call: De, Karen, zoom-Sarah, David, Janet, Jami,
Volunteer-Kevin, Staff-Kathy, Visitor-John Bower
3. Approval of the Agenda: M Janet S De approved
4. Public Comments on non-agenda items
John Bower-has not put together a bid to demo the red house until the GCC hears from the county. Kevin updated county status-county is recommending that the removal go through the coastal commission. **Kevin and David are interviewing Molly Jans and Wynn coastal planning in advance of signing a contract for one of them to apply for the Development Permit.**
5. Approval of the December 12, 2023 Minutes: M David, S Janet approved
6. Correspondence: Thank You from Coastal Seniors, Karen: Membership letter looked good, Kathy: Letter from Bradley Electric contracted through Figure. Dream Catcher Interiors presented the GCC with a \$1500 toward rebuilding. **Kevin recommended that Nancy draft a personal letter to Dream Catcher.**
7. Presentation: none
8. Building Maintenance and Operation – Bill and David
David reported nothing to report.
9. Rebuilding Committee update – Kevin, De, Jami
Kevin: met with Leslie, Jami and Karen, notes were sent to BOD. Will pass along to Figure 01/10/24. We will need more information on numerous questions in the future.
10. Approval of the Treasurers' Finance Report:
David: December PNT \$26,000, expenses \$16,000. A significant subset of our community appreciates the clothing sales at \$15,000 average a month sales. Rebuild

has \$1,186,000, going forward. We received the final payment on the \$100,000 total from the insurance. Kudos for PNT volunteers both for intake and sales.

Approval of report M De S Sara approve

11. Old Business:

a. Brick sales-no sale on 1/6 due to inclement weather, discussion of moving bricks, discourage folks going to where the bricks. **F&E and De will determine a future sale date.**

b. Completing the demo-demo is being completed at this time. Kevin reported speaking to John Robinson about removing the debris. Intent is to clear the entire area of debris. BOD needs to determine which bricks to keep. Discussion of storage, additional bricks still need to be cleaned, fireplace bricks may have more sentimental value. **Motion to keep only cleaned fireplace bricks and remove all other bricks as part of the demo contract. Kevin will advise John. M De S Janet approved**
The current contract did not include removal of former clothing room slab foundation. Kevin will ask for an estimate for the slab removal and Leftover infrastructure.

12. New Business:

a. Questions for GBD/GRC post 100% Preliminary Design
1/10/24 meeting with Figure. **Will Figure participate in a community presentation?** Plan to use the hallway in books for display. Kevin reported a video presentation is planned along with the model. Figure also expressed interest in participating in community

b. Community update regarding building development. (ICO, George Calys, Peggy's Place...) Karen suggested a formal update to the community on the status of the Rebuild. Time this with the anniversary of the-2/13/23. ICO, Peggy's Place etc. Model will be available soon. **Karen will work with Nancy.**

c. Expectations for Annex committee
David exploring the square footage needs for PNT all in 1 place, will meet with local contractor for feasibility of remodeling the annex and what may be involved. This may require the services of Jans or Wynn to proceed with Coastal Development Permit.

d. Ongoing PR for community awareness / Content calendar Valentines Day potluck fundraiser(idea presented last month.) Karen-Do we want to look at something for the membership in relation to the rebuild? Email all members of the reveal date of the rendering. Use Facebook and web page for updates. **Karen volunteers to seek memberships at PNT sales.**

e. Promotion of initial plan presentation. One year anniversary of fire. Feb. 13 need to confirm dates of reveal. Will have more information tomorrow after meeting with figure.

f. Cost containment (example; grant contract)

Karen is concerned about cost containment. Discussion that obtaining grants for rebuild is slim. Ineligible for and County, State or Federal grants-we are not a "census tract community." (During the US census, Gualala information is lumped in with other coastal information.) Private funders will need to be tapped.

g. Bricks for pizza oven-RBC recommends not to proceed. BOD agrees.

Next Board Meeting Tuesday February 13, 2024 at 1:00 p.m. - Gualala Community Center

Meeting Adjourn m David s Janet approved. 2:12

Gualala Community Center Board of Directors Meeting
February 13, 2024 - 1:00 p.m. – Gualala Community Center

1. Call to Order: 1:01
2. Roll Call: David, Jami, Nancy, Janet, De, Karen absent: Sarah
Staff: Kathy Volunteer: Kevin
3. Approval of the Agenda m De s Janet approved
4. Public Comments on non-agenda items:
 - a. Kevin-candidates forum on TSR, 1st question was the GCC and Census Block Status (GCC and RCMS is unable to apply for federal, state or county funding.) Mendocino Board of Supervisors Agenda on the 2/27 to address the census status of Gualala.
5. Approval of the January 9, 2024 Minutes: m Janet s Karen approved
6. Correspondence: Thank you note from Star Cross
7. Presentation: none
8. Building Maintenance and Operation – Bill and David
 - a. David-minor storm damage repaired by Bill, generator has been moved out of the way. Mitigation fence blew over twice-has been tied down.

9. Rebuilding Committee update – Kevin, De, Jami

- a. Kevin-80% preliminary design received from Figure. David and Kevin will interview consultants for Coastal Development Permit in the next 2 weeks.

10. Approval of the Treasurers' Finance Report

- a. David-PNT income Jan \$22,000-expenses Jan \$14,500. GCC savings-\$240,000 outside investments \$370,000. \$263,000 balance in rebuilding checking account. (plus other CD's) Approve the treasurer report: m Janet s Karen, approved.
- b. David- a check for 70,000 for figure: L+U environmental consultant, Huffman engineering-civil engineers, MHC engineering- plumbing and fire, Ware Associates-structural engineers. Discussion of Contract with Figure, serve as project manager for charges from outside consultants,

11. Old Business:

- a. Branding/logo-table branding discussion M Karen S De approved
- b. Building renderings – number of renderings
Board Approved via email: Motion to approve Ethan de Clerk for renderings. Nancys email 2/10/24: Thanks everyone. We have 4 votes yes, 1 no, so the motion is approved. I will share Karen's concerns regarding the cost with Figure and ask for their opinion re: 5 vs 6 renderings. We can discuss at the Board meeting. Board agreed to go with 6 renderings from different angles.
- c. 80% draft design comments (comments requested by EOD 2/12)
Discussion of materials-preliminary recommendations from Figure are approved for going forward for contractor bidding. Subject to change.

12. New Business:

- a. Figure and Terremoto – request for additional services fee (see attached letter)
Discussion of how project scope changed, as outlined in request. Discussion of Terremoto's role, Nancy to follow up with James to help us understand what Terremoto has completed to date.
Motion to approve the additional funding request: m Nancy S Jami abstain
Karen approved.
Nancy will follow up with James about future Terremoto must haves and nice to haves in future work.
- b. Contractor interview plan and panel-

12 contractors-choose a shortlist. Kevin's suggestion-Figure submit and RFQ (request for quote) to all 12, Figure select 5, small committee interview 5 and make recommendation to the board. 2 BOD, 2 RBC, point of contact. David and Karen (BOD), Kevin point person, 2 from RBC.

Discussion of questions-experience with a public building important, use of local subs, please submit questions to Kevin for RFQ. Discussion of Project Manager role.

c. Remax building – Jami

Jami-moved her office, Remax lease is open, suggestion to lease building while we are in transition. Discussion followed. Expenses average \$2700 a month, approximately 1000 square ft, possible uses, approach housewares? Need a decision beginning of March.

d. Donation idea – Nancy

Nancy- community member who is interested in fundraising, suggested approaching a [local large business] donor. Discussion of how to present, no strings attached, no involvement in programming. Nancy will follow up.

Next Board Meeting Tuesday March 12, 2024 at 1:00 p.m. - Gualala Community Center

Meeting Adjourn m David s Karen approved 3:45pm

Gualala Community Center Board of Directors C/O Nancy Gastonguay, President
47950 Center St. Gualala, CA 95445 reversed04@gmail.com

(510) 999-1141

February 10th, 2024

RE: Request for Additional Design Services Fee

Figure

C/O James Leng

P.O. Box 22097 San Francisco CA 94121 james@figure.us

(510) 566-4017

Esteemed Members of the Gualala Community Center Board of Directors,

As we approach the completion of the Preliminary Design milestone for the new Community Center, we have been reflecting on the design journey we've embarked on collaboratively since last June. We are elated that soon we will be able to share our work with the community at large and the added momentum that will carry us through the finish line later this year.

At the same time there has been a non-stop push towards cementing a design under the careful direction of the Board, in a design process that started with many unknown variables. We are more than grateful to have been part of this process of discovery and learning, yet at the same time in a moment of reflection,

we have to acknowledge that the work that we have done to date, as a collective consultant team, in some cases extend beyond what we first imagined and agreed to as the scope of the project.

Significant discoveries and subsequent changes in the course of the project include the following:

- ● The Community Center owned 6 parcels, 4 in addition to the initially known parcels 1 and 2, upon which the Annex and Community Center are situated, respectively, and the subsequent necessity to master plan the 80 - 100 overflow parking spaces on Parcels 3 and 4.
- ● The initial assumption of 6,000 to 6,600 square-feet of the new Community Center, which resulted in the preliminary design of a 6,300 square-foot facility. We subsequently got approval from the Mendocino Planning Director for an enlarged facility at 7,490 square-feet, which resulted in the redesign of the facility's internal programming and external massing, as well as its position on-site, which triggered another round of master planning edits to Parcels 1 and 2.
- ● The scope for the Preliminary Design phase and beyond initially assumed the development of only Parcel 2, in the immediate vicinity of the Community Center rebuild. But now we understand the continuity of landscaping design, including grading, drainage, and parking from Parcel 2 into Parcel 1 is critical to the function of the community center campus as a whole.

With these considerations in mind, on behalf of our consultant team we feel that it is reasonable to request an additional service fee at this time to fairly compensate our team for the additional work they have performed in previous phases, and might perform in subsequent phases.

The following chart describes the breakdown of additional fees we would like to request:

Figure, the Architecture Consultant, would like to request \$15,000 (fifteen thousand dollars) in additional services, and Terremoto, the Landscape Architecture Consultant, would like to request \$20,000 (twenty thousand dollars) in additional services.

To summarize the current accounting on the project:

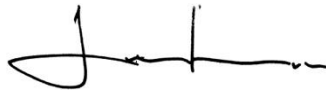
1. Original fee per executed Owner Architect Agreement on 7/19/2023:
 1. Architecture: \$115,000
 2. Landscape Architecture: \$71,500
2. Billed to-date: as of the 50% Draft Design milestone and invoice GCC_008 submitted on 1/26/2024 (payment already received):
 1. Architecture: \$42,500
 2. Landscape Architecture: \$29,000
3. Remaining Balance of Original Fee, for the remaining 50% in Draft Design phase, through 100% Final Design phase:
 1. Architecture: \$72,500
 2. Landscape Architecture: \$42,500
4. Request for Additional Service on 2/10/2024:
 1. Architecture: \$15,000
 2. Landscape Architecture: \$20,000

We also feel it is important to state that this request is but a request, not an imperative. We performed our duties in good faith, and understand with a project of this magnitude and complexity, it is often impossible to anticipate all of the unknowns. We are sympathetic to your cause and aspirations, and your financial limitations. We are open to having a dialogue with you to arrive at a mutually agreeable amount of compensation that feels fair for all parties involved. Ultimately we will continue to be your team, and with your guidance drive this project towards great success.

Thank you so much for all your time and consideration,

James Leng, Registered Architect, Partner at Figure

		PLANNING	PRELIMINARY	DRAFT	COMPLETE	FINAL	SUBTOTAL
FIGURE	ORIGINAL FEE	\$5,000	\$20,000	\$35,000	\$50,000	\$5,000	\$115,000
	ADD SERVICE REQUEST	\$5,000	\$10,000	\$0	\$0	\$0	\$15,000
TERREMOTO	ORIGINAL FEE	\$12,500	\$10,000	\$13,000	\$0	\$36,000	\$71,500
	ADD SERVICE REQUEST	\$8,000	\$5,000	\$4,000	\$0	\$3,000	\$20,000



April 2024

Gualala Community Center Board of Directors Meeting DRAFT Minutes

April 16, 2024 - 1:00 p.m. – Gualala Community Center

1. Call to Order
2. Roll Call: Janet, David, Nancy, Karen, De, Karen via zoom Jami and Sarah,
Staff: Kathy Volunteer: Kevin Visitor: Paula Smith,
3. Approval of the Agenda m Janet s Karen approved
4. Public Comments on non-agenda items none
5. Approval of the March 12, 2024 Minutes m David s Karen approved
6. Correspondence None
7. Presentation:

Paula Smith: Fundraising, Paula would like to offer Lifetime Membership, board will add to May Agenda. Lifetime membership-\$500 lasts 25 years, "Bring the Center back to life for life" post on social media. Discussion of other agencies who offer lifetime membership. one time donation for difficult situation. Ideal to introduce at building plan presentation.

Get signed up with United Way as a 501(c) 3. Each county is individual, need someone to connect with Mendocino County.

8. Building Maintenance and Operation – Bill and David

a. Renewal of PG&E planned shutoff agreement David reported on PG&E use of building. We declined original plan. PG&E presented a proposal to use the parking lot and be self contained. Discussion of alternatives/backup.

Motion to Renew contract for another two years (taking into consideration with rebuilding their access may be limited.) m De s Janet approved

9. Rebuilding Committee update – Kevin, De, Jami

nothing specific-currently in limbo, comments on renderings see below.

10. Approval of the Treasurers' Finance Report David reported March PNT \$22,000, with \$14000 in expenses.

Motion to approve m Janet s De approved

a. Update on Figure contract to date: David presented a breakdown: attached

discussion how much more is there to do with figure, \$100,000 left on contract. **Nancy will follow up with**

Figure about what is left to be done? Is project management included in scope of work or will there be an additional contract.

11. Old Business:

a. Streetscape update – Kevin

Kevin reported that Dave has been working with Cal-Trans.

Motion to allow Dave Shpak to share documents with Cal Trans as needed. M De, Janet, approved

b. CDP update – David & Kevin

Kevin-Molly is on board, various surveys will be required, Environmental assessment of two parcels-\$2500. (Community Foundation Mendocino Grant being funded in May for permitting costs) **Motion to approve \$2500 for Environmental Assessment m De s Janet approve**

c. General contractor review update – Kevin

Kevin started by thanking the interview committee (David, Karen, Dave S, Leslie, and James) 14 requests were sent out only 4 responses. 2 were local, 2 were from the outside. All said they could start 1st quarter 2025. Contractors have been made aware that there be no impact on PNT operations. Figure will present a price leveling spreadsheet of cost estimates. Next step is to review the numbers and prepare a recommendation for the board.

(Will need a will serve letter from the North Gualala Water Co.)

i. May Board mtg timing – David

David asked that the board meeting be scheduled a week earlier, May 7th, in order to plan for the public presentation sooner rather than later.

m David s Janet approved. (Contract negotiation would be a closed session.)

d. Public Presentation of the Community Center project – Kevin

schedule different presentations-Coast Fire-Kevin, Gualala Arts-Karen, 5-7pm 29th-Coast Fire or 30th-GAC, Del Mar Center-Paula in 1st week in June. BOD request Figure present at as many as possible

Discussion: a presentation agenda needs to be prepared,. What on hand funds to include, Mark is available to strategize

i. Capital campaign kickoff timing-Kevin reported that once we have a rebuilding cost estimate to present to the community. Simultaneous to public presentation. We have a square set up for credit cards set up on the website.

Karen, Kevin and Nancy will prepare for both the presentation and fundraising.

12. New Business:

a. PAHS student scholarships and adult scholarship requests – Karen

Submit Essay, 2 letters of recommendation, transcript, base on number of applications. Discussion to establish a protocol for pursuit of under grad and post grad degree education support. **Karen will follow up with recent request.**

b. Rendering Drafts review – approve or provide feedback for revisions

discussion of additional Kitchen photo,
suggested show an older individual or two, person of color,
any changes at this point will be expensive,
2nd set of renderings may include changes,
contractor discussions have brought a number of changes that could be made to save funds in the building.

Nancy will discuss with James possible changes to the renderings taking these comments into consideration,

c. Request to park food truck on property – couple of days per week, at least one weekend -Ubaldo's Food Truck. Discussion of permitting, insurance, setting a precedent, a lot is going on right now, **Motion to say no at this particular time. M Janet S David approved Nancy will contact him.**

Closed Session

d. Letter of intent for board election closed session

Nancy gave an update, received five applications to date. **Nancy will work with Kathy on letter, ballot and mailing.**

e. Branding tagline review and decision closed session

Nancy reported this is the last piece to finalize the project.
discussion: **use serve, support, celebrate** enough without tag lines.
Complete for Rebuild presentation.

f. Messaging re: the rebuild (prompted by recent FB post) closed session - Karen

Messaging when approached by community members: things are being taken out of context, please wait until the presentation before making a determination. Encourage them to come to the meetings.

g. Janet and David would like to propose dinner for board and significant others for dinner.
 Next Board Meeting Tuesday May 14, 2024 at 1:00 p.m. - Gualala Community Center
 Meeting Adjourn 3:50.

Emailed this to David 4/12/24 just this part													
Paid as of 4/12/24			Fee Breakdown from contract										
Figure Architecture		99575			115000								
Huffman Engineering		40758			37900								
Cosine Lighting		11000			11000	Deposit - if not use them, will not be refunded							
Reese		1150			6900								
MHC		14300			28000								
WBE		8944				not on contract (unless part of one of the other consultants?)							
Ware		55701			107000								
Bradley Electric		13415				not on contract (unless part of one of the other consultants?)							
L+U Energy		18000				not on contract (unless part of one of the other consultants?)							
Ethan De		5440				not on contract (unless part of one of the other consultants?)							
SUB TOTAL		268283											
Terremoto		63500			71500								
					377300								
TOTAL PAID TO DATE TO FIGURE as of 4/16/24		331783											
CONSULTANT TEAM (FROM CONTRACT)		-377300											
		-45517											

May 2024

Gualala Community Center Board of Directors Meeting

May 7, 2024 - 1:00 p.m. – Gualala Community Center

DRAFT Minutes

1. Call to Order 1pm
2. Roll Call: David, Jami, Nancy, Karen, Janet, De, zoom: Sarah
Staff: Kathy M, Volunteer: Kevin
3. Approval of the Agenda M Karen S David approved
4. Public Comments on non-agenda items none
5. Approval of the April 16, 2024 Minutes-M Janet S Karen approved
6. Correspondence-none
7. Presentation: none
8. Building Maintenance and Operation – Bill and David
 - a. Griselda – hourly rate increase request \$35 per hour, 35 hours per month.
Kathy averaged Griselda at 35.75 hours per month currently \$30 per hour.
motion to increase Griselda wage to \$35, effective May 1st m David s Jami approved.
 - b. Large dumpster removed-change of policy for long term dumpster rental
discussion: dump trailer \$8-10,000 + maintenance, insurance, liability
vs another dumpster, locally provided 10 yard, dump as needed. Need details on costs. Will send information via email if a decision is needed prior to next meeting.
motion to get additional 95 gallon container in the meantime (total of 2)
m Karen, s Janet approved.
9. Rebuilding Committee update – Kevin, De, Jami Contractor Selection below.
10. Approval of the Treasurers' Finance Report
 - a. David reported PNT \$16,000 dollar sale in April, \$5,000 was earmarked for the CDP, net after expenses \$7800. 3 CD's came due, 2 reinvested into 9 month CD's, 1 split between 6 month CD and Money Market account for ease of access.
11. Old Business:
 - a. Contractor presentation and vote - David
Karen mentioned Kevins leadership and the amount of work that went into this.
David summarized the process to get to this point. 3 finalist at \$8.5 million. Negotiations can begin with "value engineering" by Figure, once a contract has been signed. Bottom line can be lowered. Committee was unanimous in choosing a single contractor, #1, using a blind survey.
Executive Summary Attached.
Motion to approve the recommendation of the committee for General Contractor #1 m De s Janet Jami abstained. Approved.
 - b. Public Presentation of the Community Center project May 29th, set-up 4:30
 - i. Board member participation-Karen
Plans presentation May 29 at the Gualala Arts Center Tentative Agenda
Welcome / Introduction (Why) -Nancy 5-8 minutes
History (Rebuild Committee) -Karen 7-10 minutes
Design Walk Thru -Figure 10-15 minutes
(come and take a closer look)
Next Steps (Getting people excited, Capital Fund, What we are doing / Strategies? Concise and Specific)Jami and David (Kevin) 7-10 minutes
Q and A -Karen 10 minutes
Close- Nancy thank youKaren-flyer, Nancy-member outreach, ICO outreach, Karen-notice to the department heads.
Discussion to reschedule so entire board can attend, public has been made aware of current date, other meetings are planned to allow for board attendance,
Nancy-open, Karen w/De's help with history, Jami-next steps, what do we need to do, many grant doors are closed to us.
Kevin applied for a federal community project funding grant suggested by Huffman, letters of support provided by other area elected officials. This may lead to other opportunities for funding.
Paula came to report on the availability of Del Mar Center-looking into June 5 and 6 alternatively the following week, under the Forum, with video, reminded us of the \$500 lifetime membership.

ii. Advertising-Karen-flyer, Nancy-member outreach, ICO outreach, Karen-notice to the department heads.

c. PAHS student scholarships and adult scholarship requests – Karen on hold for more information.

12. New Business:

a. Board member ballot update - Nancy

ballot, candidate statements, financial stmt, presidents letter to include mention of May presentation,

b. Update Office Computer - Kathy M.

Nancy will work with Kathy for discounts

Motion to not exceed \$2500 on purchase M Janet s David approved

Next Board Meeting Tuesday June 11, 2024 at 1:00 p.m. - Gualala Community Center

Meeting Adjourn 2:45

Gualala Community Center

Contractor Selection Process - Executive Summary

May 7, 2024

Gualala Rebuild GC Subcommittee Members: Leslie Bates, Kevin Evans, David Fouts, Karen Russell, Dave Shpak

Architect (Figure): James Leng, Jennifer Ly

Contents and Attachments:

- Executive Summary
- Contractor RFQ Solicitation
- Bid Instructions
- (3) Contractor Pricing Estimates
- Bid Comparison Matrix

TIMELINE

- February 26 | Contractor RFQ solicitation invitations to submit sent out
- March 1 | Deadline to submit questions on RFQ
- March 5 | Answers to questions sent out
- March 8 | Deadline to submit Statement of Qualifications Package
- March 15 | Applicants notified of committee decision
- March 18 - April 2 | In-person interviews to be conducted by Subcommittee and Architects
- March 19 | Invitation to Bid and 100% DD Pricing Set sent out ● April 19 | Pricing deadline
- April 30 | Subcommittee Deliberation
- May 7 | Board of Directors Meeting
- May | Notify Selected General Contractor, Confirm Client's Budget Target and then Start Value Engineering Period
- May 29 | Public Presentation

1. INITIAL SOLICITATION

With the approval of the subcommittee, Figure reached out to fourteen (14) general contractors to solicit a Statement of Qualifications. The list included local contractors as well as regional contractors located in North California. We received seven (7) responses of confirmation of receipt.

2. SHORTLIST

Of the fourteen general contractors pre-selected, we received four Statements of Qualifications Package (29% response rate) on March 8th. Of the four candidates, two general contractors were local and two were regionally based. After the subcommittee's review of the RFQ content, it was determined that all four candidates should have the opportunity to interview and visit the project site.

Over the course of two and a half weeks, the subcommittee and architects met with each of the four qualified candidates at the Annex for an hour long interview. The general format included basic introductions from both parties, along with a series of questions from the subcommittee that included: firm history and staff, management style, experience in similar types and scales of building, potential challenges, estimated price and schedule.

- Contractor 1
 - Has been operating with current leadership for the past 32 years
 - Administrative staff of 35 people
 - 50% of their work is for nonprofits, affordable housing and arts organizations. They have extensive experience working with committees.
- Contractor 2
 - Over 35 years of experience
 - They typically like to run three projects at a time and have a dedicated and responsive administrative team.
 - They're able to self-perform with their staff of about 12 people on: foundation, concrete, excavation, siding, rough and finish carpentry.
- Contractor 3
 - Construction history of over 50 years and experience with both residential, commercial and hospitality projects,
 - They have a staff size of 55-60 people and can self-perform site work, framing and finish carpentry.
 - At any given time, they are able to work on about 15 projects at a time and can work with any management platform the Architects prefer.
- Contractor 4
 - Has been operating for 11 years.
 - Have a staff of about 12 people.
 - They demonstrated a good understanding of coastal development challenges.
 - They would scale up sufficiently to build the project

Shortly after the interviews, Contractor 4 withdrew from consideration and provided a formal response. Each contractor also provided three references. The reference list was distributed between Kevin, David, James and Jennifer to conduct a phone call outreach. Kevin and David were assigned client references while James and Jennifer were assigned architects or subcontractors references. In general, each reference spoke highly of the specific contractor and their long standing relationship, no significant red flags were raised by any of the references.

3. BIDDING

Bid instructions were sent out to the four (4) shortlisted candidates on March 19. Shortly thereafter, we were notified by Contractor 4 of their intention to drop out. The remaining three (3) contractors submitted their pricing document on April 19th. Figure then spent a week following up with each contractor with clarification questions to understand assumptions and make sure to account for any scope gaps. Using this information, Figure developed a bid comparison matrix tool that would allow for a clearer apples-to-apples comparison between the different bid formats received. Below are some notes about the comparison spreadsheet, and high level take-aways from the bid comparison:

General notes about the comparison matrix:

- Each contractor priced different categories and line items, so this is our best (imperfect) attempt to arrange the spreadsheet so we're comparing apples to apples
- We used Contractor 1's categories as a baseline, because their pricing breakdown was most nuanced. Then we plugged in Contractor 2 and Contractor 3's numbers into comparable categories/lines
- Towards the end of the document, There's a "Leveling Adjustments" category, this is designed to account for differences in assumptions between bids. Some GCs did not include certain scopes, so we would add them back in here to "level" the playing field
- This document also integrates various Q+A feedback we've received from the contractors from the previous 2-weeks of back and forth. Some of their numbers were updated from the exchange. All email exchanges are logged into the bid folder that was shared with you.
- The final cost that you see will differ from the original bids, but reflect a more consistent comparison across bids

Note about what "General Conditions" comprises:

- The GC line item includes Supervision costs, Site Operation and Temporary Facilities

costs, such as:

- Superintendent + Associated costs
- Mobilization
- Temp Office Rental + Office costs,
- Allowance for Temp Power (Power Pole) Costs
- Temporary Bathrooms/Wash Stations
- Debris Box Maintenance allowance
- Project Closeout

General Takeaways from the Bid Comparison

- We have followed up with all three contractors after their bid submission, and can confidently say that all three bidders are serious and committed to the task, each bidder is also responsive and able to furnish answers quickly.
- After leveling the scope, the total cost spread across bids are actually quite close to each other, between \$8 - 8.7mil (average \$8.45mil). This number does not include the contingency.
- The close cost spread means costs aside, the other qualifications of each candidate become more important to consider
- We will endeavor to value engineer the total project budget. We will have to work closely with the chosen contractor to tighten up our bid drawing set and specifications so that a 1-2% contingency is sufficient prior to construction start.
- Site Work (Div 31), Exterior Improvements (Div 32), and Site Utilities (Div 33) comprise between \$1 - 1.5 million of the budget. Consider deferring some of this expense to a later phase (for instance, to coincide with Caltrans work) if it doesn't directly impact the building rebuild
- Other larger ticket items (excluding div 31, 32, 33) to consider value engineering include:

- Div 6 Woods
 - Exterior Decking
 - Wall Siding
 - Casework (cabinets)
- Div 7 Thermal & Moisture Protection
 - Roofing Material
 - Skylights
- Div 8 Openings
 - Doors (Interior & Exterior)
 - Windows and Storefronts
- Div 9 Finishes
 - (wood) Flooring
 - Acoustic Wall Panels* - we already elected to take the lower allowance because some of the numbers came back absurdly high
- Div 11 Equipment
 - Kitchen Equipment
- Div 23 HVAC
 - downsize HVAC systems as allowed by T24 energy calcs (forthcoming)

- Div 26 Electrical
 - Lighting package
 - AV package
 - Security package

Notes about Specific Bids:

- Contractor 1
 - Most nuanced pricing breakdown in their bid line items
 - Lowest overall price, after comparing scopes
 - Lowest Overhead (4%) and Profit (3%); furthermore they will donate 1% of overhead back to GCC upon project completion, which amounts to approx \$75,000

- They are assuming some of the allowances / project costs to be captured in the 10% contingency, so it will be important to understand their assumptions
- Contractor 2
 - Highest Overhead (9%) and Profit (8%), but that is in part because they do not have a General Conditions line item. We believe it is built-into their O&P number instead
 - Normally charge 10% Profit, but have reduced it to 8% for the Community Center. They will also give a \$25,000 donation at the end of construction
 - Specifically omitted the following scopes in their pricing:
 - Operable partition door dividing the assembly halls
 - Solar Panels
 - Landscaping
 - The omitted scopes were "added back in" through the leveling assumptions, using the other bids as a baseline assumption, even though we do not know Cost of work for these scopes
 - Subcontractor bids were among the highest for Plumbing and Electrical
 - Construction timeline is 4-6 months longer than other candidates

- Contractor 3
 - Pricing format categories were less broken down, but provided a very detailed written narrative of assumptions
 - Provided some cost savings ideas at the end of bid
 - Combining General Conditions, Overhead (6%) and Profit (7%), probably has the highest administrative expenses comparatively
 - Will charge an approx \$20k fee for pre-construction

Lastly, it is important to note that the bid comparison matrix is a working document and won't necessarily give us a perfect insight into who is the 'best'. Rather, this hopefully provides an additional level of guidance and a point of discussion for our group. Additionally each bidder has provided unique insight into the cost drivers of the project, which is quite valuable.

4. FINAL DELIBERATIONS

After we received the three (3) price estimates on April 19th, Figure distributed an internal online survey to each subcommittee member and architect to privately evaluate prior to the April 30th meeting. Based on this interview vetting process, each of the deliverables were ranked from 1 to 5, along with general qualities to best complete the project. Here are some examples from the online survey.

The survey enabled short responses per contractor candidate. Here are some anonymous responses regarding each contractor:

- Contractor 1:
 - Pros:
 - [Contractor 1] meets all of the requirements for a successful project meeting timelines, budget, and staffing to support the project.
 - Based on the presentation, they are the most experienced for this project. ■ Their extensive and long standing history in working with nonprofits throughout the Bay Area is impressive. Their pricing also came in the lowest with a competitive timeline
 - With their budget, construction time frame, proven ability to work with commercial projects, working with non-profit organizations and displays a teamwork attitude with architects, Board & Committee and the public. The company would be an easy sell to the community.
 - I am pleased with [Contractor 1]'s participation, timeliness and attention to detail. They have the workforce to work with local subcontractors and backfill with their own sub-contractors.
- Contractor 2:
 - Pros:
 - They are primarily a residential General Contractor. Their office operation can handle the project demand. Their crew numbers cause some concern regarding

the reliance on subcontractors for the bulk of the construction. This could create project delays and increased project costs.

○ Cons:

- They are competent but do not have much experience in this type of project.
- The main concern is the estimated 18-24 month construction time.
- There's also a concern regarding lines of communication.

● Contractor 3:

○ Pros:

- [Contractor 3] are more than capable of building the community center.
- Their attention to detail and responsiveness is a plus to consider them as the General Contractor.

○ Cons:

- Project cost is considerably higher than the other two candidates.

Of all survey participants, we arrived at a unanimous decision for Contractor 1 as the recommended general contractor to move forward with, for pre-construction services and construction. Based on the various RFQ deliverables, Contractor 1 stood out as an experienced and high quality contractor who would be collaborative throughout this pre-construction/value engineering phase and throughout construction. Their pricing estimate was the lowest of the three and their construction timeline was also the most expedient. Contractor 1's long-standing commitment to working with non-profit organizations has been a strong selling point and shared value with this project.

June 2024

Gualala Community Center Board of Directors Meeting DRAFT MINUTES

June 11, 2024 - 1:00 p.m. – Gualala Community Center

- 1.
2. Call to Order 1:02
2. Roll Call David, Nancy, Karen, Janet, De, absent: Sarah, Jami
Staff: Kathy M, Volunteer: Kevin
incoming board members Leslie Bates and Barbara Pratt
3. Approval of the Agenda
4. Public Comments on non-agenda items Paula-upcoming fundraising events: Wednesday GBS Supply, Sat 6/29 Annapolis Hoedown. Kevin may attend.
5. Approval of the May 7, 2024 Minutes- m Janet s Karen approved
6. Correspondence none
7. Presentation: none
8. Building Maintenance and Operation
David-nothing new to report, keeping up with trash with the 2nd can, still looking for dumpster replacement.
9. Rebuilding Committee update – Kevin, De, Jami
PG & E 800 amp transformer may be needed-Figure will follow up with details.
Rebuilding committee to reorganize focus to be on Capital Campaign, 2 seats open. Discussion of RBC role during construction for oversight.
Contractor chosen is Oliver and Company Engineering out of the bay area.
Agreed to look at local subcontractors first. Availability and Cost of labor will be a factor.
10. Approval of the Treasurers' Finance Report:
David- income \$24,000 for May expenses \$17,000, discussion of investments,
Motion to Combine the Vanguard and Fidelity investment into one account at Fidelity. M De S Karen approved.
Motion to move \$100,000 from WestAmerica account #0459 to the Fidelity account. M De S Karen approved
Motion approve Treasurers report M Janet S Karen approved.
11. Old Business:

a. Capital Campaign Updates

no response from the QR codes distributed at presentations.

discussion about how to work with social media, other local agencies.

Nancy will contact RCMS for support.

Government contacts add to website.

Reminder to contact Jamie Umble our grant writer (**De: contact information**)

target commercial donors and supporters

donor wall, designation donation,

need to shut down the negatives

b. Pink building demo – engineering report for Coastal Commission: \$10,000 - David and Kevin - Molly Jans working on permit from Coastal Commission. Environmental Study has been done by WRA. Civil Engineering plans for the pink building for demolition and parking lot (Master Plan) erosion control, ground quality for parking. Primo Engineering proposal for \$8300 (Contacted Huffman \$15,000)

Motion to enter into contract with Primo for \$8300. m David s De approved

c. Value Engineering review meeting – Wednesday, 6/26, 1-3 pm Zoom

Combined meeting for BOD and incoming BOD results of value engineering

d. Branding (closed session)

i. Roll-out to public

Present Logo to the public via Social Media, caps and aprons for volunteers, update social media going forward from today, need person responsible for branding, who can create content coming out of the GCC-publicity coordinator, logos for display Saturday (**De print new badges 2 per sheet**)

ii. Brand guidelines and logo files

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iii. Social media and website

Combine all communication under the GCC umbrella. Pay 'n' Take, Clothing, etc, FB
PNT page has over 1000 followers.

iv. GCC office use-

Kathy

v. Board and Volunteer training

Include in the binder.

12. New Business:

a. New Board members – ratification of results

Janet reported on counting procedure: David and Janet kept track as Kathy open-end the ballots. Total of 92 votes. Review procedure of voting beyond USPS mail.

M Karen S David to accept the results for the incoming board members.

b. Welcome new Board members

Leslie Bates, Kevin Evans, Whyte Owen, Barbara Pratt

(Nancy reflected on her experience and thanked both the BOD and RBC for their efforts. This past year has been very much a group effort of everyone involved.)

c. Design Presentations debrief

Farmers Market space, staging during construction for both PNT and FM, positive feedback on 2nd presentation, Julie Bower and water, fire suppression, outside access for Bathroom, key cards vs keys, security, location of trash disposal, Coastal Seniors have access, too early to designate specific space,

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Need a watcher for the model, take memberships, donations.

e. Use of Square going forward

Nancy-take credit card payments at PNT, has equipment, willing to train users,

future board decision. Website: Nancy to continue with that and social media.

f. Square, Donorbox, Stripe site logins

Kathy has passwords, Nancy listed as owner. Change owner to Kathy/Office

Next Board Meeting Tuesday July 9, 2024 at 1:00 p.m. - Gualala Community Center
Adjourn 3:12

AMENDED DRAFT Minutes

Gualala Community Center Board of Directors Meeting

August 13, 2024 - 1:00 p.m. - Gualala Community Center

1. Call to Order: 1pm

2. Roll Call: Kevin Evans, Leslie Bates, Whyte Owen, Barbara Pratt, Karen Russell, David Fouts

Staff: Kathy M, De Williams, RBC Member: Paula Smith

Absent: Jami Sundstrum

3. Approval of Agenda: additions m karen s leslie approved

Whyte: Logo tagline, Paula: reimbursement for officers attending dinners for outreach, Karen: ban dogs from PNT

4. Public Comments on non-agenda items: none

5. **Approval of July 9, 2024 Minutes:** m karen s david approved

6. Correspondence/Presentations: starcross acknowledging food bank donations,

7. Treasurer's Report: David Fouts

PNT Income: July 31,000, net income after expenses \$10,000 discussion of trash disposal expenses,

Budget for coming year: this year's budget shows \$380 profit. increased proposed income for PNT, every saturday clothing sales, donations 3 food banks and coastal seniors, board discretionary donations, scholarships, included Pink Building/CCP proposed expenses. **Motion to approve proposed budget** M karen s Barbara approved.

Potential for audit due to reported "income" which included insurance payout. **David and Kevin to work with Kathy to move forward and serve as contacts for this process.** This will also provide information for the upcoming capital campaign.

8. Committee Reports:

a. Annex Expansion/Remodel – David Fouts: to house all departments will require an expansion of building. **David will keep the PNT department heads updated.** Discussion of what will be needed to proceed-architect, engineers, another CDP.

b. Building Maintenance and Operation – David Fouts

Line item in new budget \$20,000 to put a new roof on the gable section of the annex. Nothing else to report

Kevin reported an email referencing the Clothing Room, **Bill will follow up with landlord.**

Discussion to clarify whether PNT operations are independent of the GCC BOD.

Consensus: **PNT operations are independent, BOD has oversight with regards to liability and spending the money.**

c. Funding/Grant Opportunity Status – David Fouts, Whyte Owen-

David: to follow up on a grant opportunity for resiliency with Mendocino County. US RDA loan-do not qualify, agency needed to be included from the beginning due to a competitive process, the annex may qualify.

Kevin reported that the Jared Huffman grant has been through all committees, waiting for house and senate vote.

BOD may need to consider hiring a Manager for the Capital Campaign.

d. Branding/Marketing/Newsletter – Barbara Pratt

Working on converting admin status for social media, discussion of web site design. PNT would be listed as a program. Post the BOD minutes on the website. 3 FB pages exist currently. Started a Constant Contact newsletter for members, volunteers. Working on Instagram. Contacted the ICO-at least 1 story per month, update the calendar, her computer data backed up.

e. Membership Development – Barbara Pratt

Suggesting a mailer similar to Arena Theater, use a sustaining membership with an automatic monthly donation, list on the webpage. Suggest levels of membership.

f. Pay-n-Take Volunteer Meeting – Karen Russell

The P'nT Department Chairs represent their departments and ask the board to:

-engage in better communication with GCC membership, particularly with information regarding the new build, P'nT, etc. Communication should prioritize the membership, and the greater Gualala community (and not be TSR centric.)

-establish a formal committee to re-house the clothing department with the rest of the group.

-consider replacing the costly chain link fence with a more cost effective alternative.

-consider a dog ban during P'nT sales.

-site the reference as to the requirement for gender neutral bathrooms in the

rebuild.

g. Rebuilding Committee – Kevin Evans, Karen Russell and Jami Sundstrom
Motion to approve Kevin to sign the agreement with Caltrans to accept an offer of \$9500 for right of way agreement. M David S Leslie approved
Motion to approve architectural specification service. M Whyte S Leslie approved

9. Old Business:

a. Capital Campaign Update-Thanks to Paula for efforts. Hire a professional to lead the Capital Campaign, it can proven to be useful. **Kevin will follow up.**

b. Pink Building Status – David Fouts
Invoice from Molly for her work: \$6,000 Coastal permit ready to submit. Sub contractors: Primo Engineering-\$7000, WAR \$142
Motion to approve expenses: m Karen s Leslie approve

10.New Business:

a. GCC Donation to ReBuilding Fund – Kevin Evans
Discussion for GCC to obligate \$100,00 to the rebuilding as a matching fund.
Motion to advertise that Pay 'n' Take will match up to \$100,000 in the rebuilding fund. M David S Leslie approve

b. Pay-n-Take Sales – Kevin Evans -operations are independent of the BOD

c. Name Badges for Board Members – Kevin Evans
Motion to move forward with name badges up to \$100 M leslie S David approved.

d. Rebuilding Fundraising Idea, Golf Tournament – Jami Sundstrom
Tabled

E. whyte :Logo tagline- Celebrating is unclear table for future discussion.

f.Paula: reimbursement for officers attending dinners for outreach. GCC member representing the GCC may submit request for reimbursement of expenses. M Leslie S David approved

g.Karen: ban dogs from PNT, in line with Farmers Market, recent incident at sale, **Motion to ban dogs except for service dogs from all PNT areas** M Barbara S Karen

11. Office Manager Report – Kathy McMurtry
Bank signatures.

12. Upcoming dates and events:

- a. Art in the Redwoods Booth – August 17th & 18th Karen and Paula to work booth. 2 passes included. David will help with setup. Use renderings rather than model
- b. Pay-n-Take – August 17th
- c. Pay-n-Take – August 31st
- d. Pay-n-Take – September 7th
- e. Board of Directors Meeting – September 10th
- f. Pay-n-Take – September 21st
- g. Meet State Assembly Candidate – October 5th

Next Board Meeting Tuesday September 10, 2024, at 1:00 p.m. - Gualala Community Center

Gualala Community Center Board of Directors Meeting DRAFT MINUTES
June 11, 2024 - 1:00 p.m. – Gualala Community Center

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Kathy

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Kathy has passwords, Nancy listed as owner. Change owner to Kathy/Office

Next Board Meeting Tuesday July 9, 2024 at 1:00 p.m. - Gualala Community Center

Adjourn 3:12

Amended DRAFT Minutes Gualala Community Center Board of Directors
Meeting
July 9, 2024 - 1:00 p.m. – Gualala Community Center

1. Call to Order Nancy G, 12:53

2. Roll Call: Kevin Evans, Leslie Bates, Whyte Owen, Barbara Pratt, Karen Russell, David Fouts
Staff: Kathy M, Volunteer: De Williams, Nancy Howard, Bill Matthews, RBC Member: Paula Smith
Absent: Jami Sundstrum

3. Approval of the Agenda M David S Leslie approved
Add: Website, regular PNT meetings. new business, pink bldg demo old business

4. Public Comments on non-agenda items: none

5. Approval of the June 11, 2024 Minutes m Karen s David Approved

6. Correspondence: none

7. Presentation: none

8. Year in Review- Nancy G: recap
 - a. Community Center Branding - new logo rolled out, updated on social media, brand guidelines document, **suggestion: print the guidelines for board binders**, accessible on Drive. using Canva for posts on social media, all has been loaded on the site for ease of creation going forward **Suggestion: continue using canva going forward** Nancy would be happy to train. Lynn Door is available for questions.

 - b. Status of the grant writer and are there any pending possibilities on the horizon 2 grant writers-Mark Simon and Jamie Umble. A \$3000 cap was set for Mark of which \$140 has been used. Both are familiar with the area and demographics. **Board needs to re-engage with both.** Discussion about approaching the Lodge (Collison), Nancy will share contact info. Community Foundation Mendocino

encouraged the GCC to reapply, and approach the Community Foundation Sonoma.

c. Update on the annex expansion project: David reported past discussions were overshadowed by the rebuilding project. Met with department heads regarding space and layout. A general contractor still needs to be consulted.

d. Capital campaign update. What programs are in place, what programs are proposed and how much money has been collected to date and through what fundraising vehicle.

Nancy: only campaign currently exists on website, QR code, Profit/Loss category: rebuilding funds not matched, **BOD requested total from 2/14/2023 be generated by Kathy.** Donor Box currently being used as a vehicle for fundraising.

Discussion of bridge loan, grant/loan combo-no action taken.

e. Community Center membership drive. How many new members were added this year and the board's thoughts on the Life Membership proposal.

Nancy: have not done a formal membership drive, used Art 'N' Take, can join online, Post fire-added many memberships, currently 170 as of 6.28. Tabled Life Membership.

9. Election of 2024/25 Board of Director Officers

a. President : Kevin m **Leslie** s Barbara approved

b. Vice-President :Karen m David, S Whyte **approved**

c. Secretary : Barbara m David, s whyte approved

d. Treasurer : David m Barbara S Leslie approved

**Motion to approve Check Signers for both Westamerica and Redwood Credit Union:
President Kevin Evans**

Vice President Karen Russell

Treasurer David Fouts

Office Staff: Kathy McMurtry

Kathy McMurtry and David Fouts are the Controlling Individuals for the accounts.

Nancy Gastonguay will no longer be check signer

Motion: Leslie Bates, Second Karen Russell , unanimous vote approved

10. Building Maintenance and Operation David-Conference Room door keeps popping open, swallows in residence, need to lock fence around container,

11. Rebuilding Committee update – Kevin, Jami, Karen

Discussion of RBC Recommendations for Value Engineering Feedback for Figure

Please review and return feedback to Kevin by Sunday.

Paula Smith has been added to the RBC. Focus will be on fund raising.

Paula suggested BOD get magnetic GCC Nametags with the new logo, BOD, be present at events,

10/5 Chris Rogers will be at a Forum on TSR (He is supportive of our efforts.)

12. Approval of the Treasurers' Finance Report

David-PNT revenue \$27,000, expenses \$17,000 includes \$3,000 donation to basketball camp scholarships. Rebuild funds in Redwood Credit Union drawing interest.

Approve Treasurer's Report M Leslie, S Karen, approved

13. Old Business:

Life membership: Suggested to offer a Life Membership at \$500 per person. Discussion of the amount. Barbara has a suggestion for levels of membership, will send to the board before August.

Pink building demo: David reported the project is pending a Coastal Development Permit. Engineering and Botanical Surveys are in process.

Federal Grant: Kevin reported that the application is moving forward. Could qualify for a higher amount because of our demographics and location.

Art 'n' Take: need the model this Saturday

14. New Business:

a. Art in The Redwoods booth and award sponsorship

Karen-8/17-18 Booth and award sponsorship- display the model, award sponsorship information will follow.

b. Pay 'n' Take volunteers' proposal

Nancy Howard: status of clothing department-confirming the provisional location in the new building until remodeling the annex. Suggested that a PNT volunteer attend BOD meetings.

Kevin confirmed that the meetings are open to all members of the public and PNT

volunteers are encouraged to attend. **Motion: clothing Department to be located in the north hall until a future spot can be designated on the GCC property. M Karen S David.** Discussion of proposed usage of both halls, forward request to the RBC, current status of PNT income generation, designation may affect the resilience grant and federal grant in process, continue with multi use design. Clothing needs a space built specifically for its use. Intent of the board made in a Motion from August 2023 approved by the BOD for temporary location, clothing serves as a resiliency resource, need more information. **motion: Modify the original motion to be tabled M Leslie S Whyte**

c. Paid Secretary position-designated note taker vs board office of secretary
Tasks: Board meeting minutes, publish before the next meeting, annual membership meeting, maintaining archive of rebuild materials, **Motion: paid notes/minute taker M whyte s Karen Approved Motion: Appoint De to position M Leslie S David approved.**

D. Website,
Karen-suggested that responses to social media on the website, **currently need someone to update the website**, Whyte will reach out to his daughter. BOD members ask for community recommendations. As a group we need a better way of communicating with the volunteers and the public. Discussion of communications at all levels. Kevin-suggested of a monthly newsletter for GCC members. There is an existing list of email addresses.

E. regular PNT meetings-Karen is liaison scheduled for Noon on the Tuesday of the BOD meeting.

Kevin gave a general reminder that you speak for the board, for the Gualala Community Center. There needs to be a single message based on decisions that the board makes as a whole.

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Meeting Adjourn: 3:45pm

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Kevin gave a general reminder that you speak for the board, for the Gualala Community Center. There needs to be a single message based on decisions that the board makes as a whole.

Next Board Meeting Tuesday August 13, 2024 at 1:00 p.m. - Gualala Community Center

Meeting Adjourn: 3:45pm

AMENDED DRAFT Minutes

Gualala Community Center Board of Directors Meeting

August 13, 2024 - 1:00 p.m. - Gualala Community Center

1. Call to Order: 1pm

2. Roll Call: Kevin Evans, Leslie Bates, Whyte Owen, Barbara Pratt, Karen Russell, David Fouts

Staff: Kathy M, De Williams, RBC Member: Paula Smith

Absent: Jami Sundstrum

3. Approval of Agenda: additions m karen s leslie approved

Whyte: Logo tagline, Paula: reimbursement for officers attending dinners for outreach, Karen: ban dogs from PNT

4. Public Comments on non-agenda items: none

5. **Approval of July 9, 2024 Minutes:** m karen s david approved

6. Correspondence/Presentations: starcross acknowledging food bank donations,

7. Treasurer's Report: David Fouts

PNT Income: July 31,000, net income after expenses \$10,000 discussion of trash disposal expenses,

Budget for coming year: this year's budget shows \$380 profit. increased proposed income for PNT, every saturday clothing sales, donations 3 food banks and coastal seniors, board discretionary donations, scholarships, included Pink Building/CCP proposed expenses. **Motion to approve proposed budget** M karen s Barbara approved.

Potential for audit due to reported "income" which included insurance payout. **David and Kevin to work with Kathy to move forward and serve as contacts for this process.** This will also provide information for the upcoming capital campaign.

8. Committee Reports:

a. Annex Expansion/Remodel – David Fouts: to house all departments will require an expansion of building. **David will keep the PNT department heads updated.** Discussion of what will be needed to proceed-architect, engineers, another CDP.

b. Building Maintenance and Operation – David Fouts

Line item in new budget \$20,000 to put a new roof on the gable section of the annex. Nothing else to report

Kevin reported an email referencing the Clothing Room, **Bill will follow up with landlord.**

Discussion to clarify whether PNT operations are independent of the GCC BOD.

Consensus: **PNT operations are independent, BOD has oversight with regards to liability and spending the money.**

c. Funding/Grant Opportunity Status – David Fouts, Whyte Owen-

David: to follow up on a grant opportunity for resiliency with Mendocino County. US RDA loan-do not qualify, agency needed to be included from the beginning due to a competitive process, the annex may qualify.

Kevin reported that the Jared Huffman grant has been through all committees, waiting for house and senate vote.

BOD may need to consider hiring a Manager for the Capital Campaign.

d. Branding/Marketing/Newsletter – Barbara Pratt

Working on converting admin status for social media, discussion of web site design. PNT would be listed as a program. Post the BOD minutes on the website. 3 FB pages exist currently. Started a Constant Contact newsletter for members, volunteers. Working on Instagram. Contacted the ICO-at least 1 story per month, update the calendar, her computer data backed up.

e. Membership Development – Barbara Pratt

Suggesting a mailer similar to Arena Theater, use a sustaining membership with an automatic monthly donation, list on the webpage. Suggest levels of membership.

f. Pay-n-Take Volunteer Meeting – Karen Russell

The P'nT Department Chairs represent their departments and ask the board to:

-engage in better communication with GCC membership, particularly with information regarding the new build, P'nT, etc. Communication should prioritize the membership, and the greater Gualala community (and not be TSR centric.)

-establish a formal committee to re-house the clothing department with the rest of the group.

-consider replacing the costly chain link fence with a more cost effective alternative.

-consider a dog ban during P'nT sales.

-site the reference as to the requirement for gender neutral bathrooms in the

rebuild.

g. Rebuilding Committee – Kevin Evans, Karen Russell and Jami Sundstrom
Motion to approve Kevin to sign the agreement with Caltrans to accept an offer of \$9500 for right of way agreement. M David S Leslie approved
Motion to approve architectural specification survice. M Whyte S Leslie approved

9. Old Business:

a. Capital Campaign Update-Thanks to Paula for efforts. Hire a professional to lead the Capital Campaign, it can proven to be useful. **Kevin will follow up.**

b. Pink Building Status – David Fouts
Invoice from Molly for her work: \$6,000 Coastal permit ready to submit. Sub contractors: Primo Engineering-\$7000, WAR \$142
Motion to approve expenses: m Karen s Leslie approve

10.New Business:

a. GCC Donation to ReBuilding Fund – Kevin Evans
Discussion for GCC to obligate \$100,00 to the rebuilding as a matching fund. Motion to advertise that Pay 'n' Take will match up to \$100,000 in the rebuilding fund. M David S Leslie approve

b. Pay-n-Take Sales – Kevin Evans -operations are independent of the BOD

c. Name Badges for Board Members – Kevin Evans
Motion to move forward with name badges up to \$100 M leslie S David approved.

d. Rebuilding Fundraising Idea, Golf Tournament – Jami Sundstrom
Tabled

E. whyte :Logo tagline- Celebrating is unclear table for future discussion.

f.Paula: reimbursement for officers attending dinners for outreach. GCC member representing the GCC may submit request for reimbursement of expenses. M Leslie S David approved

g.Karen: ban dogs from PNT, in line with Farmers Market, recent incident at sale, **Motion to ban dogs except for service dogs from all PNT areas** M Barbara S Karen

11. Office Manager Report – Kathy McMurtry
Bank signatures.

12. Upcoming dates and events:

- a. Art in the Redwoods Booth – August 17th & 18th Karen and Paula to work booth. 2 passes included. David will help with setup. Use renderings rather than model
- b. Pay-n-Take – August 17th
- c. Pay-n-Take – August 31st
- d. Pay-n-Take – September 7th
- e. Board of Directors Meeting – September 10th
- f. Pay-n-Take – September 21st
- g. Meet State Assembly Candidate – October 5th

Next Board Meeting Tuesday September 10, 2024, at 1:00 p.m. - Gualala Community Center

Gualala Community Center Board Meeting Minutes
September 10, 2024

1. Call to Order: 1:12 pm
2. Roll Call: Whyte, Jami, David, Kevin, Leslie (arrived at 1:20), Barbara, and Karen (left at 1:50 pm.)

Public Attendees: Sally, Evelyn, Cathe, Cathy, Nancy, Darla, and Paula

3. Approval of Agenda

Karen moved for approval of agenda, David 2nd, approved by vote of all.

4. Public Comments on non-agenda items:none

5. Approval of August 13, 2024 Minutes:David moved to approve minutes, Karen 2nd, approved by vote of all.

6. Correspondence/Presentations: none

7. Treasurer's Report: David Fouts

\$38,157 was made through the PnT for the month of August. Figures were higher due to the addition on an extra sale day.

Expenses for the month totaled: \$32,000 leaving a profit of \$6, 157. Extra expenses during August including ongoing costs associated with the demolition of the "Pink Building."

Karen asked about the audit of the GCC that was discussed last month and Kathy said she would follow up.

8. Committee Reports:

a. Annex Expansion/Remodel Committee – David Fouts

David spoke with a contractor who noted that adding 1800 sq. ft. to the annex would cost approximately \$2,000,000. At this time the options considered for the clothing department's return to the GCC campus would include:

-Enlarging the Annex

-Creating a modular stand alone space (naturally this would need to aesthetically align with existing buildings.)

-Having clothing returned to the building being rebuilt. (Nancy noted that if Clothing were to return to the new building the racks could be moved to the corridor to create more room in the main hall area in the case of a crisis. She also noted clothes could be a resource to share during an emergency.)

Kevin reached out to a company specializing in modular units and was quoted a cost for "renting"

the unit for a 30 month period (covering the period from now until the rebuild would be complete.) Comments varied as to what the costs would be to transport such a unit to Gualala.

Item was tabled with the need to gather more research related to options.

i. Committee Makeup

ii. Progress Report

b. Building Maintenance and Operation – David Fouts

M&O is working on repairing the upstairs door.

c. Funding/Grant Opportunities – David Fouts, Whyte Owens

No current updates. Whyte noted that he has experience as a professional grant writer. Barbara suggested pursuing a grant through AARP. Paula recommended pursuing grant funds through Redwood Credit Union. Paula also recommended creating a ‘grant template’ with information to share with all as we pursue grants. It was noted that the grant applications should also all be documented through a spreadsheet.

It was suggested that Michelyn from Mendonoma Health may be willing to share the data her organization has used for their grant writing.

d. Branding/Marketing/Newsletter – Barbara Pratt

i. Website Update

e. Membership levels – Barbara Pratt

Barbara presented the following for membership levels:

10,000 Benefactor

5,000 Patron

750 Sponsor

120 Patron

10 Member

f. Pay-n-Take Volunteer Meeting – Karen Russell

Karen met with the department chairs (prior to the GCC Board Meeting)

It was noted that the newly formed PnT Consolidation Committee (PCC) needs to coordinate and communicate with the Annex Committee (David) to communicate and coordinate efforts.

The Department Chairs made a request for minutes from the previous Board again. Kevin said we could look into that.

The clothing department is seeking a new manager and all are encouraged to spread the word.

The PnT Department Chairs voted to keep the official 9:00 am starting time for all entities within the PnT.

(Boardmember Russell left the meeting.)

g. Rebuilding Committee, Kevin Evans, Karen Russell, and Jami Sundstrom

i. Building Permit submittal Update – October 18th

1 Still on schedule for the start of construction first quarter

2025

9. Old Business:

a. Community Center Rebuilding Update:

- i. Comments on 50% Construction Documents
- ii. Waterproofing consultant (Steelhead Engineers, Inc) review and action

1 \$2,800 review at 50% Final design

2 \$1,500 fixed fee at 90% Final Design

- iii. Moved the 220" projection screen to the large hall/south wall
- iv. Irrigation Proposal – Review and action

b. Capital Campaign Update – Kevin Evans

- i. Banner Design
- ii. Advertising cards
- iii. Name Badges
- iv. Grant Update
- v. RCAC Loan Program
- vi. Fundraising Ideas
- vii. Fundraising letter for GCC Membership and public
- c. Pink Building Status – David Fouts

10. New Business:

a. Holiday Truck Parade Entry (November 30, 2024)

11. Office Manager Report – Kathy McMurtry

12. Upcoming Dates and Events:

- a. Board of Directors Meeting – September 10 th
- b. Pay-n-Take – September 21 st
- c. Pay-n-Take – October 5 th
- d. Meet State Assembly Candidates – October 5 th (Del Mar Center)
- e. Board of Directors Meeting – October 15 th
- f. Pay-n-Take – October 19 th

Gualala Community Center Board of Directors
Tuesday – October 8, 2024 – 1:00 p.m.
Gualala Community Center

1. Call to Order: 1:05

2. Roll Call: Kevin Evans, Leslie Bates, Whyte Owen, Barbara Pratt, Karen Russell, David Fouts Absent: Jami Sundstrum

Staff: Kathy M, De Williams, Volunteer: Paula Smith

Nancy Howard, Cathe Barnes, Cathi Matthews, Adrian, Salli Shine, John Bower, David Ross, Bill Matthews

3. Approval of Agenda m leslie, s karen approved

4. Public Comments on non-agenda items:

John Bower: Observed pedestrian traffic and parking limitations in relation to the future of the Farmers Market and Vendors. The Cal Trans Streetscape will change the current status.

5. Approval of September 10, 2024 Minutes: Karen-partial, Jami to complete. Table to November meeting.

6. Correspondence/Presentations:

a. Pay-n-Take Consolidation Committee Report – October 8, 2024 Will be added to the November Agenda for discussion. Submit additional questions in writing. Cathi M-is concerned with project going forward. Cathi B-concerned with lack of transparency by the BOD. Kevin-BOD not prepared today, will provide answers in writing.

B. Correspondence Kathy: Thank you from Seniors and Star Cross. Acknowledgement of completed right of way contract with Cal Trans and Check for \$9500.

7. Treasurers Report: David Fouts Sept PNT \$22,400, Expenses \$16,000. Part of the expenses include the Demo of the Pink House. M Karen s Barbara approved.

8. Committee Reports:

a. Annex Expansion/Remodel Committee – Progress Report
Kevin-David Ross (pro bono) and Adrian presented some drawings for what a remodel might look like. David Ross made a presentation-adding 1800s' to the annex, hand drawn conceptual diagrams for reference. Adrian will add details for the benefit of presenting it to a contractor. ***(Clarification that the new building will have solar power (without batteries-generator for back-up.) Kevin would like department heads to review these suggested plans and prioritize the designs. Karen will follow up. Karen expressed there are fundamental concerns by the PCC and Department Heads about costs of new building and how the project is to going forward.***

b. Building Maintenance and Operation – Bill Matthews
Capital improvement funds for roof and furnace still unused.
Failed Windows and doors will eventually need to be replaced.
Garbage services are adequate without large containers.
Overstock books and clothing are still being transported to Santa Rosa. Wednesday Freebie day working well. Repurpose, reuse and recycle

i. November and December Pay-n-Take Calendar - Clothing Department closed the Saturday after Thanksgiving.

c. Funding/Grant Opportunities – David Fouts, Whyte Owens

Kevin-open up applications for other nonprofits to apply for grants from GCC **David and Whyte to follow up.**

Whyte-our current obligations will not be affected by the building fund.

Leslie-applied to the Mendocino Community Foundation \$6500 for specific item-the architect suggested the propane tank

d. Branding/Marketing/Newsletter – Barbara Pratt -below

e. Department head/volunteer meeting – Karen Russell
Serious concerns regarding the operation moving forward, spending money, who is on what committee and how are those committees selected and members appointed, questioned the \$100,000 stated as not coming from the PNT, clarification on the boards authority to spend, PNT as an entity as it will fund any loans. Questionnaire being prepared to go out in spanish and english. Nancy has stepped down.

9. Old Business:

a. Community Center Rebuilding Update:

Kevin-ready to submit 100% construction drawings to the county to start the permit process. May take 60-90 days for the permit to be issued

b. Capital Campaign Update – Kevin Evans

i. Banner Design

Free banners ordered, will be received this week.

ii. Advertising/business cards - Barbara

Distributed to BOD and for distribution in the community
Paula requested the tax number.

iii. Name Badges

Distributed, Paula prints them.

De will bring in the color printer.

iv. Grant Update - Kevin

2 million Federal grant was approved in committee and awaiting votes. Chris Rogers (candidate) willing to utilize his resources for state monies toward GCC as a resiliency center.

v. RCAC Loan Program - Kevin

Paperwork is submitted. 3% current fee, not tied to specific project-may be used for the annex.

vi. Fundraising letter for GCC Membership and public

Barbara to send out prior to Thanksgiving.

**Question about Member meeting-last one in
2023 at the Arts Center, Add to the november
Agenda**

Vii. Giving Tuesday - need to set up

c. Pink Building Status – David Fouts-a completed permit to give to the Coastal Commission with a check for \$1528. Molly Jans would like to meet Friday, to prepare the packet for submission.

10. New Business:

a. October 25th-Pizza Fundraiser – Paula, Barbara, and Leslie

BOD should attend, Karen to sell tickets at plant sale using

Square, discussion of beverage donations, posters, FB ads, PSA's,

b. GCC Gala event 2025 – Whyte Owen RCU-Community Activities support, may sponsor a Gala fundraising event.

Whyte will follow up on scheduling.

c. Forager School Fundraising Dinner

Kevin-Oct 17th, \$200 person, who to send? Motion for Kevin to attend GCC fund one ticket. by GCC M Barbara SDavid approved.

D. internet at clothing store-Karen would be used by the department would aid in pricing. **Karen will follow up on options.**

11. Office Manager Report – Kathy McMurtry Check received from Sonoma County Community Foundation: \$20,000

12. Upcoming Dates and Events:

a. Pay-n-Take – October 5

b. Meet State Assembly Candidates – October 5 (Del Mar Center)

c. Board of Directors Meeting – October 15

d. Pay-n-Take – October 19

e. Pizza Fundraiser – October 25

f. Pay-n-Take – November 2

g. Board of Directors Meeting – November 12

h. Pay-n-Take – November 16

i. Happy Thanksgiving – November 28

j. Lions Lighted Truck Parade – November 30

13. Personnel-Closed Session

Pay 'N' Take Consolidation Committee Report to the Board Oct. 8, 2024

In trying to figure out how we would incorporate the clothing room, into the proposed new building, we have come to realize that there are many concerns in regards to:

- The cost of the project
- The practicality of the building as designed
- The fiduciary responsibility of the GCC Board to the membership
- No documentation demonstrating that Pay 'N' Take will be allotted appropriate square footage in the proposed new building.

We need answers to the following questions:

Costs: What is included in the estimate of a project cost of \$7 million?

- o Site preparation
- o Landscaping and hardscape
- o Furniture
- o Electronic and technical systems
- o Kitchen appliances and equipment
- o Dishes and flatware
- o Architectural fees paid to present
- o Architectural fees anticipated
- o Contractor bid for the project
- o Additional Subcontractor costs
- o Additional payments to the contractor
- o Who else will be hired for this project: consultants, grant writers, fund-raisers, PR, and the anticipated cost of each
- o Anticipated insurance costs
- o What are the projected maintenance costs of the proposed building
- o What are the projected utility costs

Loan: Has the construction line of credit been approved?

What are the terms of the loan?

What is the anticipated total cost?

Are you planning to use Pay N Take funds to service the loan?

We think the Rebuilding Project should be paused until there is clarity on these issues.

We understand that you and previous board members have worked very hard to reach this point in the Rebuilding Project and we appreciate your willingness to serve in this way. Our intention is to work with you to achieve a design that best serves our community.

Cathi Matthews, Maybeth Shockey, Cathe Barnes, Nancy Howard, Susan

Miletich (community liaison),
Members of the Pay 'N' Take Consolidation Committee

Gualala Community Center Board of Directors
Tuesday – December 10, 2024 – 1:00 p.m.
Gualala Community Center
Minutes

1. Call to Order: 1:01

2. Roll Call: Kevin Evans, Leslie Bates, Whyte Owen, Barbara Pratt, Karen Russell, Absent: David Fouts, Jami Sundstrum
Staff: Kathy M, De Williams, Volunteer: Paula Smith, Sally Shine, Cathi Matthews, Cathy Barnes, Kathryn Gleason,

3. Approval of Agenda M Leslie S Barbara approved

4. Public Comments on non-agenda items:

A maximum of 3 minutes is reserved for members of the public to address the Gualala Community Center Board of Directors on items not listed on the agenda. The Board will not discuss or act on any matters not on the agenda.

5. Approval of September 10, 2024 Minutes: Submitted by Karen R. accept m barbara s leslie approved

November 12, 2024 Minutes: m whyte, s karen approved

6. Correspondence/Presentations: Information Items only

- a. Letter from Peg Kingman – Point Arena
- b. Letter of Response to Peg Kingman
- c. GCC Question and Answer Form
- d. GCC Timeline Summary of 2023-2024 Minutes
- e. Resignation Communication from Board Member
- f. Communication from Rose Mari – Point Arena

7. Treasurers Report: David Fouts is absent

- a. November 2024 GCC Balance Sheet 732,076, Rebuilding
- b. GCC Profit and Loss Statement – November 2024
PNT \$25,760, expenses \$21,290 includes \$4100 membership mailing.
- c. GCC Budget Statement – November 2024
\$36,724 net income year to date Motion to approve Karen, S whyte, approved
- d. Invoice from Figure Architects - \$25,480 motion to approve Leslie, s Whyte
Discussion: Request for breakdown details Check approved

8. Committee Reports:

- a. Annex Expansion/Remodel Committee – David Fouts
 - i. Progress Report: there has been no progress to report

b. Building Maintenance and Operation – David Fouts

Ray Feeney repaired safe. John Denten fixed the fence around the storage enclosure.

c. Funding/Grant Opportunities – David Fouts, Whyte Owens

Form is online, **Kevin will let the ICO know**, discussion of past submissions, separate from regular programs listed in the budget.

d. Branding/Marketing/Newsletter – Barbara Pratt

Kevin thanked Barbara for her efforts, Q&A sheet for the rebuild is on the website, the agenda and approved minutes are also posted, Discussion of Q&A sheet: none were asked about PNT, consolidation of departments document, hard to find link to the website, redesign under consideration.

Barbara reported website visitor spike on giving tuesday, overall visits are up New member welcome newsletter goes out. November newsletter clicks were on to donate. FaceBook has two pages: pay'n'take (entertaining and casual) 20,000 views and gualala community center 1,000 views. More connection with The Sea Ranch is needed. Clothing has an instagram page. Discussion of social media

Kathy reported \$10,140 from Membership mailing in donations:, plus new memberships. Discussion of tracking and setting goals

e. Department head/volunteer meeting – Karen Russell

Thanks to Whyte for installing speakers, Gift Certificates may be introduced. \$4100 worth of clothing at most recent sale.

9. Old Business:

a. Community Center Rebuilding Update:

i. Capital Campaign Update – Kevin Evans

\$10,140 from mailing, exploring options with the state of CA for funding possibilities, federal funds still pending authorization. \$1000+ Donors received a thank you from the BOD.

Sale of bricks will be revisited.

Discussion of \$100,000 donation from the general fund, question for david: should that be recognized as part of the rebuilding fund?

b. Pink Building Status – David Fouts

Permit is on the Coastal Commission agenda Dec 13.

c. Gualala Community Center Parade Entry – Kevin Evans

Thank you to Paula and Steve Smith for their entry in the holiday truck parade on behalf of GCC.

d. General Membership Meeting – Karen Russell

need to set a date-make-up meeting for February 8th or 22nd

Discussion of proposed agenda, revisit past agenda's, venue-Del Mar Center?

Question about when can new members participate? the 3 month limit to membership is confusing-clarify the vote/board participation clause

Add to QA doc on website: clarification to Membership participation, why was refrigeration for senior meals not included?, why wasn't the clothing room included.

10. New Business:

a. Board member resignation – Kevin Evans

Jami Sundstrom from both BOD and RBC -Motion to accept resignation m leslie, s whyte approved Many thanks to Jami for her service.

Nominations: Paula Smith m Leslie s barbara to fill the remainder of term through 6/2025, 4 approved, Karen abstained.

b. Bylaws – Karen Russell

Kevin-4/11/2023 BOD approved general membership ballot measure to authorize spending for the rebuild over \$5000. Membership voted in June 2023 to approve BOD spending for rebuild without membership approval.

c. Building Appraisal – Kevin Evans

Old building was underinsured, in part due to the escalation of labor and materials. There were modest increases to the policy. Currently the annex is insured for \$1.2 million. Discussion of ADA access.

GCC needs an updated appraisal to increase on the annex and rebuild for replacement due to fire, earthquake, flood. Motion to approve obtaining an appraisal on the annex. m Leslie s whyte approved

d. Account Designation for Donations and New Members – Kevin Evans, Kathy McMurtry

Question about extended membership donations account designation

Motion that the funds sent to the GCC for new or renewal memberships will result in \$10 per member going into the GCC general fund and the remainder to the rebuild fund, Motion to approve m Karen s Barbara approved

Observation: Online membership square site do not currently reflect different levels.

11. Office Manager Report – Kathy McMurtry

Investigating Donor perfect software includes membership tracking for a monthly fee, discussion of what is available free

Register of Charitable Trusts payment from the fire insurance triggered an audit of our taxes: Between the tax situation and the current capitol campaign, an audit is needed. Motion to authorize \$1000 to meet with an accountant to pursue steps an audit. m Karen s Paula approved

12. Upcoming Dates and Events:

a. Board of Directors Meeting – December 10

b. Pay-n-Take – December 21

c. Happy New Year – January 1

d. Pay-n-Take – January 4

e. Board of Directors Meeting – January 14

f. Pay-n-Take – January 18

13. Adjourn to next Board of Directors Meeting January 14, 2025 – Gualala Community Center m karen s leslie approved