

GUALALA COMMUNITY CENTER

Serve, Support, Celebrate

MINUTES APPROVED AS AMENDED

GUALALA COMMUNITY CENTER BOARD OF DIRECTORS REGULAR MEETING

WEDNESDAY, JANUARY 14, 2026, 2:30 PM
Gualala Baptist Church 37300 Church St.

THESE MINUTES WERE APPROVED AS AMENDED BY THE BOARD ON FEBRUARY 11, 2026

1. CALL TO ORDER: by President Pierucci at 2:01 P.M.
 - 1.1. Directors: Janet Pierucci, Darla Buechner, Colby Bibb, Paul Cupich, Laverne Hancock, George Provencher. Whyte Owen arrived at 2:36.
 - 1.2. Quorum: Yes.
 - 1.3. Scribe: Nancy Howard.
 - 1.4. GCC Members Attendance: Visual count by Board Secretary – 10.

 2. ADOPTION OF THE AGENDA:
 - 2.1. Adds/Changes: Janet added to Reports as Item 5.1.g. Correspondence.
 - 2.2. Darla added to New Business as item 7.1. Volunteer appreciation event.
 - 2.3. Motion to Approve: Paul, Second: Colby.
 - 2.4. Vote: No vote taken.

 3. ANNOUNCEMENTS
 - 3.1. Board; none.
 - 3.2. Members: none.

 4. APPROVAL OF DRAFT MINUTES:
 - 4.1. **2025-12-10 Regular Meeting:**
 - a. Amend Item 8.2.d. Square Resolution #05
 - b. Motion to Approve: Janet, Second: Laverne.
 - c. Vote: 5.2.0. Opposed by: Darla and George APPROVED as amended.
 - d. Darla opposed this motion because the proposal to change the wording of Resolution #05 did not happen at the December 10th meeting but rather was developed as a result of information gathered after the December 10th meeting.

 5. REPORTS:
 - 5.1. President Report: Janet:
 - a. Change of Address: The site of the new building has the former address: 47950 Center Street. The annex has a new address: 47970 Center Street.
 - b. Charity Navigator: Problem entering data is expected to be resolved in the next week
 - c. Countryside Motel (CM) has named GCC as an “additionally insured entity” on CM’s insurance policy to use GCC’s parking area.
 - d. USDA Grant: GCC is required to file a detailed application with the help of Reef Atwell-Smith from the USDA office of Rural Development in Santa Rosa. Janet, Scott Matthews, Paul, and Nancy will join a Zoom training session to learn more about the grant’s requirements and receive information on how to proceed.
 - e. The Board is now working on researching funding and grant opportunities.
 - f. Membership Renewal 2026: 510 renewal letters went to members. 30 renewals have been received. On about January 20th Janet will send a renewal reminder letter. The new website will have a simpler way of joining GCC and renewing a membership.
 - g. Website update: Karen Wilder reports that it will likely be up and running by Feb 1st.
 - h. Correspondence: Letter of thanks from the Redwood Education Foundation for the grant of \$3200 from GC. Letter of thanks from Star Cross for supporting their food programs.
 - 5.2. Vice President Report: Darla:
 - a. Steering Committee/Rebuild Committee: Adrian submitted a response to Mendocino County Building Department’s request for additional information on the build permit. The permit for Grading and Compaction has been issued. Survey to locate and mark the
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corners of all the GCC lots has been completed. The design for the water connection for fire suppression has been completed. A meeting to determine the cost of connection has yet to take place. Changes to kitchen design eliminated the walk-in refrigerator, allowing for more storage. Former office space will be converted into a classroom and a conference room. A shower has been added to assist emergency personnel.

- b. Summary Report:
 - i. December 12, 2025 Exec Session: The Board drafted a letter to the Independent Coast Observer (ICO) and to GCC members explaining the severance between CS and GCC.
 - ii. January 5, 2026 Workshop: Planning for Board meetings.
- c. Coastal Seniors: There was concern regarding the lack of clarity on CS funding. Their charter and that of GCC could not be combined. Legal counsel advised the GCC Board that it was an unwise to make a commitment “in perpetuity” on the part of future boards and membership. GCC will continue monthly financial support, help with fundraising, and encourage a weekly senior luncheon.

5.3. Treasurer Report: Colby:

- a. Financial Report:
 - Pay ‘N’ Take income for December \$28,477. July to December: \$155,780.
 - General fund \$814,522
 - Rebuilding \$ 2,394, ???
 - Donations given by GCC: \$3250 to Redwood Education Foundation.
 - \$1000 in November and December to each of 3 food banks.
 - \$1250 per month to CS.
- b. A suggestion was made that members pay a lesser fee than non-members for use of the hall. The Board will consider this at a future date.
- c. Fidelity Brokerage Accts: No report.

5.4. Board Member Report: Whyte:

- a. Pay ‘N’ Take Sales Tax Exemption: Exemption for sales tax relies on earmarked funds for a specific group or population. GCC does not meet that requirement.
- b. Community Foundation of Mendocino Grant Application for \$6000 is almost complete. It would be targeted “towards outfitting the kitchen”.
- c. Sonoma Community Foundation and Sonoma Clean Energy: Received \$20,000 a few years ago from Sonoma CF. Janet is exploring options for applying for any new grants. Clean Energy gave GCC \$10k in the past. Janet has also contacted them about current gift opportunities.

5.5. Pay ‘N’ Take Departments: Nancy:

- a. Nancy reported that only credit cards and debit cards will be accepted; no digital wallets or Bitcoin transactions.

6. MEMBERS AGENDA:

- 6.1. Member Michael Thomas: Request for more information on the separation of Coastal Seniors from the Rebuilding Plan. (See 5.2.c.)
- 6.2. Member asked for clarity on website for making membership renewals. A revised format will be on the website. (See 5.1.e.)

7. UNFINISHED BUSINESS:

7.1. Formation of Finance Committee

- a. Charter: George
- b. Motion to Approve the charter: Laverne, Second: Colby.
 - i. Vote: 7.0.0 APPROVED.
- c. Formation of Finance Committee: Resolution #04 – Submit for Board Approval.
 - i. Motion to Approve: Laverne, Second: Colby.
 - ii. Vote: 7.0.0. APPROVED

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- d. President Pierucci motioned to appoint Committee Members: Chairman: Director George, Treasurer Colby, Director Paul and GCC Member Scott Matthews.
 - i. Motion to Approve: Janet, Second: Laverne.
 - ii. Vote: 7.0.0. APPROVED.

7.2. Gualala Community Center Policies:

- a. Whistleblower Policy: Darla
 - i. Motion to Approve : Whyte, Second: Paul.
 - ii. Vote: 7.0.0. APPROVED.
- b. Whistleblower Policy: Resolution #08 – Submit for Board Approval.
 - i. Motion to Approve: Paul, Second: Colby.
 - ii. Vote: 7.0.0. APPROVED.
- c. Conflict of Interest Policy: George.
 - i. Motion to Approve: Paul Second: Laverne.
 - ii. Vote: 7.0.0. APPROVED.
- d. Conflict of Interest: Resolution #09 – Submit for Board Approval.
 - i. Motion to Approve: Colby Second: Paul.
 - ii. Vote: 7.0.0. APPROVED.
- e. Document Retention & Destruction: In progress; seeking advice from attorney.

8. NEW BUSINESS:

- 8.1. Darla: Request for \$500 to pay for Volunteer Appreciation Celebration honoring Evelyn Osteraas for her long and generous service to Pay 'N' Take.
- 8.2. Motion to approve: Whyte, Second: Paul.
 - a. Vote: 7.0.0. APPROVED.

9. ADJOURNMENT

- 9.1. By President Pierucci: 4:05 P.M.
-

APPROVED ON: February 11, 2025 _____

Secretary Signature: Laverne R. Hancock

Date: 2/12/2026

GUALALA COMMUNITY CENTER

Serve, Support, Celebrate

MINUTES AS REVISED AMENDED

GUALALA COMMUNITY CENTER BOARD OF DIRECTOR REGULAR MEETING

WEDNESDAY, December 10, 2025 2:30PM

Gualala Baptist Church 37300 Church St

MINUTES APPROVED AS AMENDED ON JANUARY 14, 2026,

8.2.d.: REVISED AMENDED RESOLUTION #05 SQUARE IMPLEMENTATION ON JANUARY 14, 2026

1. CALL TO ORDER: By President Janet Pierucci at 2:30 pm.
 - 1.1. Directors: Janet Pierucci, Darla Buechner, Colby Bibb, Laverne Hancock, Paul Cupich, George Provencher, Absent: Whyte Owen.
 - 1.2. QUORUM: Yes.
 - 1.3. Scribe: Nancy Howard.
 - 1.4. GCC Members in Attendance: Visual count by Board Secretary - 18
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2. ADOPTION OF THE AGENDA:
 - 2.1. Request for Additions/Changes:
 - a. Darla: Correct George's statement as Attachment 3.
 - b. Darla: Item 8.5 remove from today's agenda.
 - c. Paul: Unfinished Business – Increase number of board members and filling vacancies.
 - d. Colby: Add: Donation to the Baptist Church.
 - e. Motion to approve as amended: Colby Second: Darla.
 - i. Vote: 6.0.0. APPROVED
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3. ANNOUNCEMENTS:
 - 3.1. Board – None
 - 3.2. Members –None
-
4. APPROVAL OF DRAFT MINUTES:
 - 4.1. November 12, 2025 Regular Board Meeting **Attachment 4**
 - a. Darla: Attachment 1, should be Attachment 4.
 - b. Darla: Amend Item 6.3.a. regarding attorney fees.
 - c. Laverne: Board Meetings: move from Unfinished to New Business, Item: 9.4.
 - d. Motion to approve as amended: Motion: Laverne Second: Colby.
 - i. Vote: 6.0.0. APPROVED
-
5. REPORTS:
 - 5.1. Board of Directors:
 - a. Board President: **Attachment 1**
 - b. Board VP Report on Executive Sessions:
 - i. 11/19/25: Orientation for new board members: Rebuilding events, funding and donations, Coastal Seniors, federal grant, sales tax liability, website update, donations to food banks. Need whistle blower, document retention, conflict of interest policies, financial report to improve charity score when GCC submits requests for grants.
 - ii. 11/24/25: Insurance policies reviews. Updates on federal grant, sales tax exemption, charity score, Coastal Seniors, SQUARE credit card fees.
 - iii. 12/3/25: Investments, Figure contract, grant for propane tank, Resolution to update regular meeting time & location. Resolutions and charters needed to establish Finance, Audit and Bylaws committees. Updates on Federal grant, SQUARE credit card fees, Rebuilding project, Coastal Seniors, donations to food banks, website, Insurance policies.
 - c. Board Treasurer Report –Colby:
 - i. Income from Pay 'N' Take: \$21,413 in November, \$127,303. Year to date.
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- ii. Not rebuilding Fund: \$804,795, Rebuilding Fund: \$2,175,345, Restricted Rebuilding Fund: \$16,793. Total Bank Funds: \$2,996,993.
 - iii. Increased donations to 3 food banks to \$1K each for November and December.
- 5.2. Steering Committee / Rebuilding Project:
- a. Board VP – Darla liaison to GCC Steering Committee/Rebuilding Project.
 - i. November 19, 2025 Report [Attachment 2](#)
 - b. Jim: Signed Rebuild work order to survey 7 points sent to Huffman Engineers.
 - c. Adrian / Permits:
 - i. Grading and Compaction permit has been approved but work cannot begin until the survey is done. Compaction contract has yet to be addressed and will be decided after the building permit has been received. This contract will be a separate bid from the building contractor bid.
 - ii. Building Dept. wants a soils engineer report on required depth of foundation. Reese and Assoc. will be onsite when the compaction takes place.
 - iii. The permit for the container corral is delayed due to a required correction.
 - iv. Demolition permit: requires onsite waste management form available for inspection by County Building Department.

6. MEMBERS AGENDA – NONE

7. UNFINISHED BUSINESS

- 7.1. Set the Date, Time, Location of the 2025-2026 Regular Board Meetings:
- a. Laverne read the text of proposed [Resolution #07](#) and submitted it to the Board for Approval.
 - i. Remove adjournment time of the meeting.
 - ii. List the month, day, year and start time for remaining dates of regular board meetings.
 - b. Motion to Approve with revisions: George, Second: Darla
 - i. Vote: 6.0.0. APPROVED
- 7.2. Use of Emails to Approve Draft Minutes - Provide feedback in February Meeting:
- a. Reference: [Nov 12, 2025 Draft Minutes, Item 9.1.b.](#)
 - i. Assess as part of the bylaws revision review.
 - b. Discussion
 - i. Draft minutes: Members - finalize revisions before posting them on the website and including them in a regular meeting agenda.
 - a) It was decided to post draft minutes for the time being.
 - ii. Resolutions: Should the Board vote on resolutions when they are first presented
 - a) It is at the discretion of the Board on an item by item basis.
 - c. Motion: Laverne, Second: Darla.
 - i. Vote: 6.0.0 APPROVED
- 7.3. Motion to amend the Bylaws to
- a. Fast track the bylaws to change from a fix number of 7 board members to a floating number of 5 - 9.
 - i. Appoint Paul White and Lori Novack, to the 2 new seats without an election in order not to lose these valuable resources.
 - b. After Board and Member input, Janet summarized that this is an issue to be discussed in the broader bylaws revisions.
 - c. Motion: Paul, Second: Darla
 - i. Vote 2.4.0 FAILED
- 7.4. Report on status of Pay-N-Take Bakery: Colby
- a. There are too many Health Dept requirements to be approved by them so the Bakery will probably not rise again until the new building is completed.
- 7.5. Allocate Pay-N-Take Funds for 24 months to fund Rebuilding Project: [Attachment 3](#)
- a. Reference: [Nov 25, 2025 Draft Minutes, Item 6.1.e.](#)
 - b. Go to New Business Item 8.1.

8. NEW BUSINESS

- 8.1. Formation of the Finance Committee and Establishing Two Reserve Accounts - Submit **Resolution #04** for Board Approval:
- Read Resolution into the minutes / George.
 - Table to January Regular Meeting: Submit a charter, with the make-up of a Finance Committee for approval by the Board.
- 8.2. Square Implementation - Submit **Resolution #05** for Board Approval:
- Read Resolution into the minutes / Paul.
 - George: We can vote on this today.
 - Motion: Paul Second: Colby.
 - Vote: 6.0.0. APPROVED.
 - Motion to approve amended revised Resolution #05 on 1/14/2026 /**Attached**
 - 1st Whereas: following the words 'customer wishing to pay by credit card, added 'or debit card'.
 - Therefore, Be it Further Resolved: following the words 'fees will be 'the responsibility of', change it to 'charged to'.
 - Following the words 'customers wishing to pay by credit card, added 'or debit card'.
 - Motion to approve: Janet Second: Laverne.
 - Vote: 5.2.0. Opposed: Darla and George APPROVED
 - Darla opposed this motion because the proposal to change the wording of Resolution #05 did not happen at the December 10th meeting but rather was developed as a result of information gathered after the December 10th meeting.
- 8.3. Formation of the Bylaws Committee - Submit **Resolution #06** for Board Approval:
- Read Resolution into the minutes / Laverne
 - Table to January regular meeting: Submit a Charter with Resolution for approval of the Board.
- 8.4. Request from Redwood Coast Education Foundation **Attachment 5** - Submit a Motion to Approve Grant in the amount of \$3,250 /Paul:
- It will fund 5 teachers.
 - Board requests a report from the grantee on how the mini grants are spent.
- b. Motion to Approve: Paul Second: Colby:
- Vote: 6.0.0. APPROVED
- 8.5. Removed from the agenda.
- 8.6. Update from US Rep. Huffman - Congressional Community Project Funding Request: **Attachment 6** /Janet
- Huffman's representative informed funding the \$1M has been voted into law. The grant is Administered by USDA and California Rural Development and further information should be received by the end of January.
- 8.7. Donate \$250 to Baptist Church for the September – December meetings:
- Motion: Darla Second: Colby
 - Vote: 6.0.0. APPROVED

9. ADJOURNMENT

- 9.1. The Board Meeting Adjourned at 4:30 PM
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APPROVED ON: January 14, 2026

Board Secretary Signature: Laverne R. Hancock

Date: 2/12/2026

REPORT for Dec 10, 2025 GCC Board Meeting

President Report: Janet

Charity Score: To improve GCC Charity score from 2 to 5, Tempura Board

- Added GCC website URL to Tax Form 990
- Added Financial Statement to Charity Score Navigator Site
- Establishing Conflict of Interest, Whistleblower, Document Retention and Management policies

Website Development:

- The new Website Development is in progress
- To view the Agendas and Minutes on the current website,
 - go to <https://gualalacommunitycenter.org/>
 - Click on About Us /top left of page
 - Scroll down below the Board Member names, to the sentence:
Click the (+) symbol to see all the recent meetings of the Gualala Community Center

Donations:

- The Point Arena, Manchester and Gualala Food Banks were each donated \$1000 in both November and December

REPORT for Dec 10, 2025 GCC Board Meeting

VP Report: Darla Beuchner, Board Liaison to the Steering Committee/Rebuilding Project

The Steering Committee/Rebuilding Project met on 11/19/2025

Rick O'Neil, Jim Rygh, Adrian Adams of the Steering Committee met with David Bower, Owner/Operator of the North Gualala Water Company to discuss hooking up the new GCC to the water company for our fire suppression system, this all looks good going forward and doesn't seem to be a problem. The Water Company will remove one of our existing meters and supply one meter to both buildings, thinking of it as one customer and not two different properties. John Bower suggested a legal description be developed from Huffman Engineering & Surveying (HE&S) regarding relocating the new water meter and creating an easement for the water line and meter.

The Steering Committee member Jim Rygh will meet with HE&S to identify the property corners needed for Rebuild Project, the amount of this survey is \$3,200. Jim will ask about the other property surrounding the GCC and get a price to find corners for all the lots owned by GCC, including the property next door to the motel, where they park larger vehicles. This cost is not related to the Rebuild Project. The cost will come from the General Fund.

Jim also agreed to meet with the owners of the Post Office to discuss our construction plans. GCC property line seems to be very close to the Post Office parking area and we will be working in that area during construction. He will report back to the Board at our next Board Meeting in December, if he has any information on this.

GUALALA COMMUNITY CENTER INC

Resolution #07

Set the Date, Time and Location of the 2025-2026 Regular Board Meetings

Adopted as amended on December 10, 2025

WHEREAS a Resolution was approved in the September 10, 2025 Board meeting to set the regular meetings to take place at 6:00 pm on the 2nd (second) Wednesday of each month

WHEREAS the Board meetings have been held in temporary locations since an arson fire destroyed the Gualala Community Center in 2023 and it was determined that conference room in the Gualala Community Center Annex is too small to accommodate the membership attendance at the Board meetings.

WHEREAS a motion was approved in the November 12, 2025 Board meeting to change the regular meetings start time to 2:30 PM for weather related safety issues and to locate a permanent facility for the remainder of the 2025-2026.

WHEREAS Gualala Baptist Church approved the use of its facility which accommodates the day, time and capacity requirements for Gualala Community Center Board meetings.

THEREFORE, BE IT RESOLVED, that the Board of Directors shall hold the remainder of its regular meetings on the 2nd Wednesday of every month, at 2:30 PM at the Gualala Baptist Church, from December 2025 through June 2026.

Day	Date	Time	Meeting Type	Location
Wednesday	December 10, 2025	2:30 PM	Regular	Gualala Baptist Church
Wednesday	January 14, 2026	2:30 PM	Regular	Gualala Baptist Church
Wednesday	February 11, 2026	2:30 PM	Regular	Gualala Baptist Church
Wednesday	March 11, 2026	2:30 PM	Regular	Gualala Baptist Church
Wednesday	April 8, 2026	2:30 PM	Regular	Gualala Baptist Church
Wednesday	May 13, 2026	2:30 PM	Regular	Gualala Baptist Church
Wednesday	June 10, 2026	2:30 PM	Regular	Gualala Baptist Church
Saturday	June 20, 2026	1:00 PM	Annual	Gualala Baptist Church

Motion by: George Provencher
Director _____

Second: Darla Buechner
Director _____

Absent: Whyte Owen
Director _____

Excused/Reason:
Director _____

VOTE: Ayes: Nays: Abstained: Approved: Failed:

Secretary Signature: Laverne R. Hancock Date: 2/12/2026

GUALALA COMMUNITY CENTER

Resolution #05

SQUARE Fees

ADOPTED on December 12, 2025 and
Amended Revised January 14, 2026

WHEREAS, in the Board meeting on November 12, 2025, a motion was approved to implement the use of the SQUARE electronic payment service, in Pay 'N' Take Departments, in support of customers wishing to pay in person by credit card or debit card⁽¹⁾,

WHEREAS, in that motion the Board approved that GCC would absorb the SQUARE fees of 2.6% on the purchase amount and the 15¢ per transaction charge and pay those fees to SQUARE,

WHEREAS, Pay-N-Take has always absorbed the 7.88% sales tax on all transactions and remitted these amounts to the California State Board of Equalization and has never charged fees for payments by cash and checks.

THEREFORE, BE IT RESOLVED, that the Board of Directors rescinds the decision to absorb the SQUARE fees, and

THEREFORE, BE IT FURTHER RESOLVED, that the SQUARE fees will be charged to⁽²⁾ customers who opt to pay by credit card or debit card⁽²⁾.

2025-12-10: Motion to approve

Motion by: Director Paul Cupich
Absent: Director Whyte Owen

Second: Director Colby Bibb
Excused/Reason: None

VOTE: Ayes: Nays: Abstained: Approved Failed

2026-01-14: Motion to approve amended revised

Motion by: Director Janet Perucci

Second: Director Laverne Hancock

Absent: None

Excused/Reason: None

VOTE: Ayes: Nays: Abstained: Approved Failed

Nays: Darla Buechner, George

Secretary Signature: Laverne R. Hancock Date: 2/12/2026

1/14/2026 Underlined and bold text corrections:

(1) 1st Whereas: added 'or debit card'

(2) Therefore, Be It Further Resolved: replaced 'the responsibility of' with 'charged to'. Added 'or debit card'



Fwd: Congratulations - Update Regarding Rep. Huffman Congressional Community Project Funding Request

1 message

----- Forwarded message -----

From: **Trimmer, Shane** <Shane.Trimmer@mail.house.gov>

Date: Mon, Nov 17, 2025 at 10:59 AM

Subject: RE: Congratulations - Update Regarding Rep. Huffman Congressional Community Project Funding Request To: Kevin Evans <keretired16@icloud.com>, consultjbp@gmail.com <consultjbp@gmail.com>

Cc: Callaway, Jenny <Jenny.Callaway@mail.house.gov>, McCue, Morgan <Morgan.McCue@mail.house.gov>, Anderson, Jezreela <Jezreela.Anderson@mail.house.gov>

Wrapping Dr. Janet Pierucci into this thread as well for her awareness.

Regards,

Shane Trimmer
District Director

Office of Rep. Jared Huffman

From: Anderson, Jezreela <Jezreela.Anderson@mail.house.gov>

Sent: Friday, November 14, 2025 9:32 AM

To: Kevin Evans <keretired16@icloud.com>; Trimmer, Shane <Shane.Trimmer@mail.house.gov>

Cc: Callaway, Jenny <Jenny.Callaway@mail.house.gov>; McCue, Morgan <Morgan.McCue@mail.house.gov>

Subject: RE: Congratulations - Update Regarding Rep. Huffman Congressional Community Project Funding Request

Congratulations!

Best,

Jez



Jez Anderson
Field Representative

Office of Rep. Jared Huffman
Fort Bragg District Office

430 North Franklin Street

PO Box 2208, Fort Bragg CA
95437

707-962-0933

jez.anderson@mail.house.gov

From: Kevin Evans <keretired16@icloud.com>

Sent: Friday, November 14, 2025 9:11 AM

To: Trimmer, Shane <Shane.Trimmer@mail.house.gov>

Cc: Callaway, Jenny <Jenny.Callaway@mail.house.gov>; Anderson, Jezreela <Jezreela.Anderson@mail.house.gov>; McCue, Morgan <Morgan.McCue@mail.house.gov>

Subject: Re: Congratulations - Update Regarding Rep. Huffman Congressional Community Project Funding Request

Thank you Shane for the great news. Please extend the appreciation from our community to Congressman Huffman and his staff for their effort to secure funding assistance to help rebuild the Gualala Community Center.

Have an enjoyable weekend and Thanksgiving Holiday.

Warm regards,

Kevin

On Nov 13, 2025, at 3:58 PM, Trimmer, Shane <Shane.Trimmer@mail.house.gov> wrote:

Good afternoon Kevin:

As you may have seen, the package of bills that were signed into law that included the continuing resolution, also included the Appropriations Committee's passed Agriculture bill, which included your project!

The project, **Gualala Community Center Rebuilding**, was passed and approved for **\$1,000,000**.

Within the coming months you will receive direct communication from the relevant federal agency managing your project's funding. Please follow all instructions from the agency. The agency may require you to fill out additional information and details on your project. If you have not heard from a federal agency regarding your community project by the end of January, please follow up with us.

At this time, it is hard to determine exactly when you may receive project funding, but it should be within the next four-to-six months. Again, please do not take out a loan to spend these funds on the promise the funds coming soon. Community project funding will be allocated for your specified project spending only, as highlighted in your previously submitted spending plan, and cannot be used to pay off a loan, even if those funds went toward the project. Doing so threatens the relinquishment of your projects funding.

Thank you for your patience throughout this long process.

Very kind regards,

<image001.png>

Shane Trimmer
District Director

Office of Rep. Jared Huffman

999 Fifth Ave. Suite 290

San Rafael, CA 94901

(415) 258-9657

Shane.Trimmer@mail.house.gov

Gualala Community Center (GCC)

Finance Committee Charter

Reporting Status: The committee is an advisory body to the full Board and has no authority to act on its own unless explicitly granted by the Board.

Composition: This committee shall include the Treasurer, one or more other Board Members, and one or more Gualala Community Center members in good standing, appointed by the President, with approval of the Board.

Responsibilities: The GCC Finance Committee is charged with the following actions while fulfilling the fiduciary responsibility of monitoring and oversight of the financial management function of the corporation:

- (1) Ensuring the development and implementation of budgetary goals for the organization;
- (2) Participation in the development, communication, approval, and implementation of the annual budget and amendments;
- (3) Financial review and recommendations for special projects and their funding sources;
- (4) Reviewing policies and procedures, and financial reports to ensure adequate controls are in place for expenditure of funds, investments, grant administration, fundraising, and other fiscal activities;
- (5) Recommending policy changes and updates to the Board of Directors that impact the timeliness, accuracy, and completeness of the organization's accounting documentation, general ledger and sub-ledger systems;
- (6) Ensuring that the organization follows Generally Accepted Accounting Principles in the creation of reports and the preparation of financial documents, such as accounting records, balance sheets, budget and monthly cost summaries;
- (7) Informing the Board of Directors of financial actions, activities, Board Resolutions, and approval actions that will provide both transparency and continuous improvement; and
- (8) Working with the Treasurer/Chief Financial Officer to ensure that all financial activities are auditable and can be supported.

GUALALA COMMUNITY CENTER

Resolution #04

Formation of the Finance Committee

Adopted on: January 14, 2026

WHEREAS it is the consensus of The Board of Directors that Gualala Community Center must adhere to General Accounting Principles in the management, tracking, and accounting for all expenditures.

BE IT RESOLVED that the Gualala Community Center Board authorizes the creation of the Finance Committee. This committee shall include the Treasurer, one or more other Board Members, and one or more Gualala Community Center members appointed by the President, with approval of the Board.

Motion by: Director Laverne Hancock

Second: Director Colby Bibb

Absent: Director _____

Excused: Director _____

VOTE: Ayes: Nays: Abstained: Approved Failed

Board Secretary Signature: *Laverne R. Hancock* Date: 2/12/2026

Gualala Community Center Whistleblower Protection Policy

Gualala Community Center (GCC) requires directors, officers, employees and others to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of GCC must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility:

This Whistleblower Policy is intended to encourage and enable Board member(s), employees, volunteers and others to raise serious concerns internally so that GCC can address and correct inappropriate conduct and actions. It is the responsibility of CGG Board members, Employees, volunteers or others to report concerns about violations or suspected violations of law or regulations that govern the GCC's operations.

No Retaliation:

It is contrary to the values of the GCC for anyone to retaliate against any Board member, officer, employee, volunteer or others who in good faith report an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of GCC. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or volunteerism.

Reporting Procedure:

The GCC has an open-door policy and suggests that Board members, employees, volunteers or others share their questions, concerns, suggestions or complaints with their supervisor or a Board member. If an employee or volunteer is not comfortable speaking to the appropriate supervisor or they are not satisfied with the supervisor's response, they are encouraged to speak with a Board member. Supervisors or managers are required to report complaints or concerns about suspected ethical and legal violations in writing to the GCC Board of Directors or a Board member who has the responsibility to investigate all reported complaints. Employees with concerns or complaints may also submit their concerns in writing directly to their supervisor, Board of Directors or a Board Member.

Compliance Officer:

The GCC Board of Directors is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Board of Directors or a Board member will keep a record of all complaints and their resolution and will report at least annually to the Treasurer and/or the Chair of the Finance Committee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters:

The GCC Board of Directors shall immediately notify the Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith:

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offence, up to termination.

Confidentiality:

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations:

The GCC Board of Directors or a Board member will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

GUALALA COMMUNITY CENTER
Resolution #08
Whistleblower Protection Policy

Adopted on: January 14, 2026

WHEREAS it is the consensus of the Board of Directors that it is the responsibility of all board members, employees, volunteers or others to report concerns about violations or suspected violations of laws or regulations that govern the GCC's operations.

BE IT RESOLVED that the Gualala Community Center Board authorizes the adoption of the Whistleblower Protection Policy.

Motion by: Director Whyte Owen

Second: Director Paul Cupich

Absent: Director _____

Excused: Director _____

VOTE: Ayes: Nays: Abstained: Approved Failed

Board Secretary Signature: *Laverne R. Hancock*

Date: 2/12/2026

Gualala Community Center Conflict of Interest Policy

Purpose:

To ensure that Board Members, Staff Members, and Volunteers understand their role and responsibility to avoid situations that might result in undue influence, or compromised judgement, or actions that could harm the organization and its mission.

Policy:

A conflict of interest is a situation in which a person or organization participates in multiple interests, financial or otherwise, and serving one interest could involve working against another. Typically, this relates to situations in which the personal interest of an individual or organization might adversely affect a duty owed to make decisions for the benefit of a third party. It is the policy of the Gualala Community Center that Board Members, Staff Members, and Volunteers who have multiple interests involving people or organizations shall avoid situations where decisions, discussions, directions or actions might be in conflict or unduly influence a decision or outcome.

For example, if a Gualala Community Center board member is also a member of a local organization that may be receiving a grant from GCC, then he or she is expected to recuse themselves from participating in a vote for approval. Even if the board member could be impartial, it would still have the appearance of a conflict, and the board member is expected to recuse. Some staff members and volunteers, as well as board members, are also members of more than one organization or have affiliations in the community. Community service is a goal and a culture we all share and value. However, if an activity or action presents even the appearance of favoritism, we must declare a potential conflict of interest and recuse ourselves. If unsure or in doubt, we should consult with colleagues and management to make sure we are consistent in our actions.

GUALALA COMMUNITY CENTER

Resolution #09

Conflict of Interest Policy

Adopted on: January 14, 2026

WHEREAS, it is the consensus of the Board of Directors that Board Members, Employees, Volunteers and others who have multiple interests involving people or organizations shall avoid situations where decisions, discussions, directions or actions might be in conflict or unduly influence a decision or outcome.

BE IT RESOLVED, that the Gualala Community Center Board authorizes the adoption of the Conflict of Interest Policy.

Motion by: Director Paul Cupich

Second: Director Laverne Hancock

Absent: None

Excused: None

VOTE: Ayes: Nays: Abstained: Approved Failed

Board Secretary Signature: Laverne R. Hancock

Date: 2/12/2026