



GUALALA COMMUNITY CENTER

Serve. Support. Celebrate.

MINUTES GUALALA COMMUNITY CENTER BOARD OF DIRECTORS REGULAR MEETING

WEDNESDAY, MARCH 11, 2026, 2:30 PM
Gualala Baptist Church 37300 Church St

THESE MINUTES WERE APPROVED BY THE BOARD ON APRIL 8, 2024

1. CALL TO ORDER: at 2:35 P.M. by President Janet Pierucci.
 - 1.1. Board Directors present: Janet Pierucci, Darla Buechner, Paul Cupich, Laverne Hancock, Nancy Howard. Absent: Whyte Owen, Colby Bibb.
 - 1.2. Quorum: Yes.
 - 1.3. Scribe: Nancy/Laverne
 - 1.4. GCC Members Attendance: Visual count by Board Secretary - 10

 2. Appointment of New Board Member: Janet.
 - 2.1. Nancy Howard replacing George Provencher for the remainder of his term, June 30.2026..
 - 2.2. Motion to Approve: Darla Second: Paul
 - a. Vote: 4.0.0 Approved

 3. ADOPTION OF THE AGENDA:
 - 3.1. Adds/Changes: Nancy: add to 7.2.c. Lori Novick, GCC Member
 - 3.2. Motion to Approve: Nancy Second: Laverne
 - a. Vote: 5.0.0. Approved

 4. ANNOUNCEMENTS:
 - 4.1. Board: None
 - 4.2. Members: Michael Thomas: No Kings Rally. John Bower wants to mow Scotch broom on Sundstrom property adjacent to GCC property. Nancy will call a Steering committee meeting to address this with John, Susan and Bill. Member recommended replacing website photos with real local photos. (See 5.1.f.)

 5. APPROVAL OF DRAFT MINUTES:
 - 5.1. [2026-02-11 Board Regular Meeting](#).
 - a. Add/Changes: none
 - b. Motion to Approve: Paul Second: Nancy
 - c. Vote: 4.0.1. Approved. Darla abstained because she did not attend that meeting.

 6. REPORTS:
 - 6.1. President Report: Janet
 - a. Grants: Sonoma Community Foundation Grant: \$6,900 requested to purchase kitchen equipment. Awards to be announced 3/17/26. Mendocino Community Foundation Grant: request. \$ 8,700 requested to purchase kitchen equipment. Sonoma Clean Energy Grant: March 6, 2026 submitted application for Solar equipment and installation for new building. T- Mobile Hometown Grant: Will apply on March 25, 2026. Currently awaiting for support letter. Grant amounts are up to \$50,000.00.
 - b. U.S. Congressman Jared Huffman has a website page to show all grants awarded. Janet sent them a description of the GCC project.
 - c. New Website update: Still being improved. New photos will be added. Member recommended make the membership form fillable, adding a button to link to the Membership page, and ability to use cell phone to sign up or renew membership.
 - d. Media/publicity activity. Karen Wilder and Sally Shine have established a link to the Instagrams posts for the Clothing Store. Pay 'N' Take Facebook page is being managed by De Williams.
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- e. Member willing to call former members to encourage membership renewal. Privacy issues raised by board. Idea rejected.
- 6.2. Vice President Report: Darla
- a. 3/4/2026 Executive Session. Discussed rental of outdoor property e.g. Democracy Now, and Farmer's Market. Develop a rental policy after new building is built. Also discussed a legal issue.
- 6.3. Treasurer Report: Paul
- a. Financial Report: Assets total \$3,376,730, General fund \$1,000,000.
 - b. Pay 'N' Take Sales. Feb \$23,241, YTD: \$216,340.
- 6.4. Finance Committee Report:
- a. Finance Committee members: Paul Cupich – Committee Chair, Colby Bibb- Board Chair, GC Members: Jim Bibb, Scott Matthews, David Fouts.
 - b. Board Financial Oversight: Janet.
 - c. Redwood Credit Union cd programs: Paul.
 - f. Loan Options: Scott Matthews.
- 6.5. GCC Rebuild Project: Adrian.
- a. Environmental issues: Janet has contacted Julia Kraag who has not yet responded.
 - b. Adrian engaged an ADA expert for \$700 to develop plans. 2nd round of plan check responses & drawing revisions will be submitted to the Building Dept this week.
 - c. Mechanical engineering consultant engaged to size ducting for \$600.
 - d. Containers (3) have arrived and leveled into temporary location. Permit pending.
 - e. Water line for new building; awaiting price from David Bower.
 - f. Post Office 12" drain from PO parking lot goes across GCC Property and empties into ground at end of annex and across farmers' market area. Michael Spatz might be a good contact to discuss problem. Contact Cal Trans PR person Katie Everett.
 - g. State architect advised USDA grant will be under Build America Buy America.
 - h. Motion to approve the \$700 payment to ADA Consultant and \$600 payment to Mechanical Engineer
 - i. Motion: Darla Second: Nancy
 - ii. Vote: 4.0.1. Janet abstained Approved.
 - i. Motion to approve \$100 +/- for copies of Architectural drawings and supporting documents.
 - i. Motion: Darla, second: Paul.
 - ii. Vote: 5.0.0. Approved.
- 6.6. Formation of The Build Local Professional Construction Group: Janet.
- a. Charter and Resolution will be developed within the next month.
- 6.7. Report by Ray Feeny
- a. Ray is researching GCC lot consolidation with a title company.
 - b. Motion to approve Ray's pursuit of this research.
 - i. Motion: Darla, Second: Paul.
 - ii. Vote: 5.0.0. Approved.

7. UNFINISHED BUSINESS

- 7.1. Bylaws Committee: Laverne.
- a. President Pierucci motions to appoint Director Laverne Hancock as Chairperson, Director Nancy Howard as Secretary, Janet Pierucci Board President, GCC Members Karen Russell and Cathi Matthews.
 - i. Motion to Approve: Laverne Second: Darla.
 - ii. Vote: 5.0.0. Approved.
 - b. Bylaws Committee Report: Laverne.
 - c. The Committee met on March 3, 2026. Laverne provided overview of effort to change member in good standing from the 90-day wait period to upon receipt of payment, to be
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eligible to vote and run for election to the Board. The proposed changes were sent to the attorney on February 26, 2026. If feedback from attorney is not received by March 15th, it will be put to vote coinciding with Director election. The next meeting is on Tuesday March 24, 2026, at 1 pm in the Annex, thereafter, we will meet on the first Tuesday of the month. Submitted to post on website.

8. NEW BUSINESS

8.1. USDA Grant: Janet.

a. **Grant Authorization: Submit Resolution #11 as amended for Board Approval.**

i. Motion to Approve: Laverne, Second: Paul. Abstained: Darla

ii. Vote: 4.0.0. Approved.

b. Darla' stated 'approved by the board'. Janet agreed. Resolution amended.

8.2. Formation of Membership Committee: Nancy.

a. **Membership Committee Charter**

i. Motion to Approve: Laverne, Second: Nancy.

ii. Vote: 5.0.0. Approved.

b. **Formation of Membership Committee Resolution #12 for Board approval.**

i. Motion to Approve: Nancy, Second: Laverne.

ii. Vote: 5.0.0. Approved.

c. President Pierucci motions to appoint Director Nancy Howard and GCC Members Sally Shine add Lori Novick to serve on the committee.

i. Motion to Approve: Laverne, Second: Nancy

ii. Vote: 5.0.0. Approved.

d. Membership Committee Recommendations:

i. Darla's Suggested Incentives to increase Membership: membership only shopping day , \$10 coupon for new membership.

ii. Membership management software: Paul provided information.

e. Next meeting: March 19th at 1 P.M. in the Annex.

8.3. Document destruction – 2014 and prior years' paid receipts and duplicate copies of non-financial records: Janet.

a. Motion to Approve: Nancy, Second: Paul.

i. Vote: 5.0.0. Approved.

b. Address Policy Document Retention and Destruction in next workshop.

9. ADJOURN Board meeting adjourned at 4:40.

Motion by: Director Laverne Hancock

Second: Director Nancy Howard

Absent: Director Darla Buechner

Excused: Director

VOTE: Ayes: Nays: Abstained:

Approved Failed

MINUTES APPROVED ON: APRIL 8, 2026

Board Secretary Signature: Laverne R. Hancock

Date: APRIL 8, 2026

Background: The GCC board is looking for contingency funding to complete construction and furnishing of the new Community Center Building in the event that there is a shortfall between all available funds and total costs.

Construction Loan

Construction loans are pegged to the actual construction costs and are paid out against contractor invoices. The funds can not be used for furnishings or fixtures which are outside the build contract. Because the loan is secured by the property equity, the loan must be in place before construction begins and contractors place mechanics liens on the property. The payment structure is calculated as monthly interest only payment until the project is completed. The loan then must be paid off or more commonly converted to a mortgage.

Line of Credit

A line of credit may be used for anything associated with the project, whether it be construction, hard/soft costs, or fixtures and furnishings.

Line of credit loans are for a fixed period of time (generally 12-18 months). At the end of the term the loan must be paid off, renewed or converted to another type of loan.

The payment structure is calculated as interest only on the outstanding balance and paid monthly.

Term Loan

A term loan, like the line of credit, may be used for anything associated with the project.

Payment structure is based on a fixed term, typically five years, with monthly payments of principal and interest. The loan would be paid off in full at the end of the term.

Private Loans

Private loans could be solicited from members of the community with terms and conditions to be negotiated.

This type of financing was used, in part, at The Sea Ranch when they built their fiber optic system. I have reached out to members of The Sea Ranch board for specifics as to how the loans were structured and I am waiting for a response.

A number of GCC members have already expressed interest in this lending option.

Scott Matthews

Meetings and Work Summary of Build Local Plan Professional Group
For New Gualala Community Center Building
February 1, 2026---March 10, 2026

- Courtyard: 02-16 & 24 2026. Meetings with Adrian Adams, Susan Miletich, Chris Beach, and Phil Roberts, Architect, to discuss layout and ADA requirements that are specific to the courtyard.
- Container Corral: 02-25 through March 5, 2026. Adrian had multiple phone meetings with Aztec Containers RE: color, door placement and delivery options with Aztec employees Sophia and Rocky.
- Container Corral Permit: 02-12 through 20-2026. Adrian had multiple phone calls re: structural calculations for Containers as required by the plan checkers.
- Containers: 03-09-2026. Three new 20' containers are to be delivered and placed in a temporary location on GCC property.
- New GCC building: 02-22-2026. Zoom meeting with Jim Rygh, Rick O'Neil, Chris Beach, and ADA Consultant Billy Collins re: ADA requirements listed in Mendocino Building Department comments. Also discussed ADA requirements for Container Corral.
- New building and Container corral: 02-28 through 03-05-2026. Adrian had multiple phone calls with Billy Collins, ADA consultant re: plan check requirements
- Water Main relocation: 02-20-2026. Meeting with John Bower, David Bower, Jim Rygh and Adrian Adams re: relocating water main at the site. Waiting for pricing from David.
- Post office drainage issue and lot line issue: 02-15 through 02-20-2026. Several meetings with Rick O'Neil, Jim Rygh, Adrian Adams re: issue of water from PO parking lot drainage onto GCC property, and discussion of lot line issue (PO parking extends over GCC property in several places). Adrian had several phone meetings with Neko, owner of PO property.
- Post office drainage issue: 03-10-2026. Adrian and Rick O'Neil to meet with inspector from Mendocino Building Department re: water drainage issue at PO.

- New kitchen layout: 02-12 through March 5-2026. Several meetings and multiple phone calls re: updating 40 sheets of plans with new kitchen layout, Adrian Adams, Chris Beach, Jim Rygh, Annie Reese, Phil Roberts.
- New kitchen layout: 02-5 through 03-05-2026. Adrian had multiple phone calls and meetings with Phil Roberts re: new kitchen layout ADA requirements and CAD system.
- New building: 02-12 through 03-10-2026. Adrian is preparing updated revisions (#2) for resubmittal to the Mendocino Building Department.
- GCC Property Lines: 03-04-2026. Adrian had meeting with Ray Feeney re: adjustment of GCC property lines. Ray will gather info from title company and report back to Adrian, who will then report to the GCC Board of Directors.
- New Building construction drawings: 02-01 through 03-06-2026. Phil Roberts and Chris Beach had multiple meetings and phone conversations re: revising Chris' CAD drawings to mesh with Phil's CAD drawings

Gualala Community Center Rebuilding Update

03-11-2026

- Gualala Community Center
 - 02-09-2026 Received second round of plan check comments re: Permit
 - Answers to plan check comments including ADA requirements will go out soon.
- Container corral
 - Building Department plan check responses to ADA requirements with the Mendocino Building Department
 - 03-09-2026 Three 20' containers delivered and placed in temporary location on GCC property.
- Water connections for new building
 - 02-20-2026 Meeting was held with the Gualala Water Company to determine cost of hook-ups for the new building's water source. Waiting for the cost of this work
- Kitchen and office space revision
 - Kitchen, classroom and office spaces have been redesigned, adding a shower for disaster/emergency use
- Lot line adjustments for GCC Properties
 - Exploration with title company re: lot line adjustments

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- Community Foundation of Mendocino
 - Grant outcome will be announced on March 17th. GCC has applied for approximately \$6,900. For commercial kitchen equipment
 - Community Foundation of Sonoma County
 - 02-23-2026 GCC applied for a grant for approximately \$8,700. For commercial kitchen equipment
 - T-Mobile Hometown Grants
 - 03-25-2026 A grant from T-Mobile for \$50,000. will be applied for
 - Sonoma Clean Power
 - 03-06-2026 Letter of intent to apply for a grant for solar was sent

GUALALA COMMUNITY CENTER

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Membership Committee Charter

A. Purpose

The Gualala Community Center Membership Committee serves as a standing committee of the Board of Directors, tasked with serving the existing members and attracting new members.

1. **Service to members:** The Membership Committee shall:
 - a. Maintain an up-to-date record of Members in good standing.
 - b. Assist the Board with meetings that require the vote of the Membership including ballot measures and elections.
 - i. Notify members of their eligibility to vote.
 - ii. Notify the members of the timeline for elections and ballot measures.
 - iii. Compile and disseminate the ballot documents for the election of Directors and for ballot measures,
 - iv. Recommend to the Board, the members who will be responsible for certifying, tallying, and reporting the results of the vote to the Board to share with the membership.
2. **Encourage Member Involvement in GCC Activities: The Membership Committee shall:**
 - a. Post GCC activities on social media and the GCC website as appropriate.
 - b. Encourage Member participation in volunteer opportunities.
 - c. Develop incentive programs to attract new members.
3. **The committee will examine, evaluate, and recommend proposed programs and policies to the Board.**

B. Structure and Membership

- **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.
- **Appointment:** Members are appointed by the Chair of the Board or the Board itself, as specified in the GCC bylaws.
- **Composition:** The committee shall consist of one or more directors and one or more Gualala Community Center members in good standing. The Chair of the committee and GCC members shall be appointed by the Board Chair with approval by the Board.

- **Term:** Members serve for a term of one year.
- **Chair:**
 - Set agendas, day, time and location of committee meetings.
 - Work with the committee to generate and follow through on ideas for expanding membership and volunteer opportunities.
 - Ensure that the Committee adheres to its charter and timelines.
 - Report findings and recommendations to the Board of Directors.
- **Committee Members:**
 - Participate in discussions.
 - Complete assigned tasks.
- **Secretary:**
 - Record accurate minutes of meetings and decisions.
 - Maintain a repository of draft and final documents.
 - Distribute materials and facilitate communication among members.

C. Meetings and Reporting Requirements

- **Meetings:** The Committee members shall meet as needed to fulfill assigned tasks in work sessions to be scheduled as needed. Meetings can be held in person or remotely.
- **Reporting:**
 - **To the Board:** The committee Chair shall provide a verbal and/or written report of meeting activities and recommendations at each regular Board meeting or as requested by the Board Chair.
 - **Minutes:** The committee shall keep written minutes of its meetings, which shall be submitted to the Board Secretary for retention as corporate record records.

GUALALA COMMUNITY CENTER INC

Resolution # 12

Formation of the Membership Committee

Adopted on March 11, 2026

WHEREAS, it is the consensus of the Gualala Community Center Board of Directors that the Members of this organization shall receive timely information about the activities and opportunities attached to their membership and their eligibility to vote and run for office, and

WHEREAS, the Gualala Community Center welcomes all persons to become members of the organization

BE IT THEREFORE RESOLVED, that the Gualala Community Center Board of Directors authorizes the formation of a Membership Committee. This committee shall include one or more Board Members, and one or more Gualala Community Center members in good standing, appointed by the President, with approval of the Board, and shall be charged with serving existing members and attracting new members.

Motion by: Nancy Howard

Second: Laverne Hancock

Absent:

Abstain/ Excused:

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

Secretary Signature: Laverne R. Hancock

Date: March 24, 2026