

Advisory Board Meeting Minutes
July 20, 2015

- Attendance: Carlos Perea, Patrick B. Smith, Terry Beswick (Manager), JMark Jenkins, Calary Blue, Robert McConnell, Jeremiah Allen, (Guest), Benjamin Houston, Steven Scarborough, Scott Butcher, (Guest), John Cunningham,
- Congratulations to CCC. We did the SF AIDS Walk and raised over \$9,560 dollars for the Castro Country Club. We had over 18 members on the team.
- Derrick Mapp has decided to step down from the board. Derrick was acknowledged for all his contributions to the Board and Castro Country Club (CCC).
- Introductions – Scott Butcher - Native San Franciscan. Presently, work as Design Director for an Architectural Firm and have served on the Eureka Valley Neighbor Association Planning Committee.
- New Board Nominations – The Governance Committee has recommended both Calary Blue and Robert McConnell be nominated to the Board. JMark made the motion and John C., 2nd the motion. The Board unanimously voted both candidates to the Board. Congratulations!
- June Meeting Minutes – Carlos made a motion to approved meeting minutes, Robert 2nd the motion. Meeting minutes were approved by the board.
- Manager’s Report – **FUNDRAISING** -Fundraising has been organized on an ad hoc project basis in recent months. Individual recurring donations remain flat at about \$2,500/month, and assuming it stays the same in July, will be about \$1,000 under budget, (see attached). In July we have three fundraising event scheduled: Mascara, AIDS Walk and Up Your Alley. Mascara brought in about \$700 last weekend. Next show planned for Saturday, August 15th possibly at Eureka Valley Recreation Center, (EVRC). Harvest Feast planning committee meets this Thursday. Save the Date: Wednesday, October 28th. The DK Haas Art Show is complete, and finance accounting is not yet complete, though several pieces sold. Next show has been postpone to early August. The Pride Soberfest event was successful, and net proceeds on the event should be approximately \$2,000 when final payments come in.
PERSONNEL - Developing a job description for proposed additional Assistant Manager in the context of job description review for existing staff positions. Holding off on advertising position until the process is complete. Performance evaluation criteria for the current period are in development. Monthly volunteers meeting is scheduled for this weekend. **PROGRAMS** – Plaques for founders for front steps are on order and expected to be installed soon. Bench for front is in progress and should be installed next month. We

have a pro bono commitment form Jim L., on cleaning up rear yard and installing wood chips. **GOVERNANCE** – I am in regular communication with the Governance Committee regarding the fiscal sponsorship issue, and feel that as long as our existing Fiscal Sponsorship Agreement with SFAF is in place, the interests of the CCC will be protected.

Committee Reports

- Personnel – We met on Wednesday. Calary has joined the committee. Conversations were focused on Job Descriptions and possibly bringing on the 3rd person. Next meeting is scheduled, August 12th at 7:15pm at Sweet Inspirations. Performance Evaluation has been developed for the Assistant Manager.
- Financial – June & Year end financials. Due to the end of the fiscal year and audit preparations, financials are yet available and therefore have been reviewed by Terry and the Finance Committee. A quarterly finance review meeting has been scheduled with San Francisco AIDS Foundation (SFAF) for later this month. Based on preliminary figures, we anticipate we will end the fiscal year with a very small net surplus, leaving us with a smaller reserve than we had planned for. We need to focus on Fundraising and managing the overall cost and spend at the café.
- Fundraising – We have been meeting once a week for the last past three weeks. We have been trying to cut the cost of the venue and the entertainment for this year Harvest Feast. Harvest will be held at the Verdi Club, Wednesday, October 28th. The estimate we received from the Verdi Club totals \$3,200, (\$1000 less than last year). Next Meeting is this Thursday, July 23rd, at 12pm at Firewood.
- Programs – Tabled until next monthly meeting, Next meeting is scheduled, August 10th at 12pm at CCC.
- Governance Committee – Robert made a motion to maintain our fiscal sponsorship with the SF AIDS Foundation. Patrick 2nd the motion. The Board approved the motion. Committee will be discussing shopping for a new fiscal sponsor. If you have any questions, please follow up with JMark.
- New Business – Individual Recurring Donor

Annual Meeting August - We are proposing to have our annual meeting to nominate officers, in August and in September officer elections. The officer positions are Chair, Co-Chair, Treasury and Secretary. Board discussed staggering terms for all elected Board Officers, (Chair, Vice Chair, Secretary, and Treasurer).

- Adjourn – JMark made the motion. Carlos 2nd the motion. Meeting adjourned with the serenity prayer.