



## THE RANCH

(Belvedere Tiburon Joint Recreation Committee)

### Regular Meeting Minutes

Monday, January 21, 2019 7:00 p.m.

Dairy Knoll, 600 Ned's Way, Tiburon CA 94920

**Call to Order.** Chair Feder called the meeting to order at 7:00 p.m., with the following Board members:

Melissa Feder – Belvedere Representative	
Chair	Present
Bob McCaskill - Belvedere Representative	Present
Julianne Schaefer – Belvedere Representative	Present
Erin Burns – Tiburon Representative	Present
Jim Fraser – Tiburon Councilmember	Present
Jane Jacobs - Tiburon Representative	Present
Jerry Riessen – Tiburon Representative	Absent
Peyton Stein - Belvedere Representative	Absent
Sherry Wangenheim – RUSD Representative	Absent

Staff in attendance: Cathleen Andreucci, Executive Director  
Diane Crane Iacopi, Minutes

#### I. Public Comment

Chair Feder announced the farewell party for Director Andreucci would take place next Monday, January 28, between 5:30 and 7:30 p.m. at the Ranch.

#### II. Minutes

- A. Approval of Minutes for the Regular Meeting held on November 19, 2018  
**Moved/Seconded (McCaskill/Burns) to approve the minutes, as written.**  
**Vote: AYES: Feder, McCaskill, Schaefer, Burns, Fraser, Jacobs**  
**ABSENT: Riessen, Stein, Wagenheim**

#### III. Finance Reports

- A. Review of December FY 2018/19 Cash Report

Director Andreucci's written report included the monthly cash report, an amended and approved budget, year-end projections, and a proposed budget for 2019-20.

Andreucci said the report showed a decrease in revenue from enrollments over previous years, as discussed in previous meetings. But she also said the installation of Active Net would result in a savings over the cost of the previous enrollment system (which cost \$100,000 versus \$65,000). She said another benefit of Active Net is its ability to better track revenue because participants will use a scan card at each class.

The Director said that Ranch programs are growing, but so are expenses, primarily for staffing. She noted that Marin Social Sports had incurred start-up costs but was well-received and even had been able to take over the San Rafael softball league since the city no longer had staff to manage it. She said Bridge classes continued to grow and now had a part-time staff member assigned just to this program. She also said that camps continued to be a solid source of income.

The Director reported an increase in facilities expense as a result of hiring a 30-hour per week custodian. She said this was needed because three previous cleaning companies had not done an adequate job. In addition, she said the new custodian was able to do maintenance and minor repairs which was very helpful.

Boardmember McCaskill noted it was the third year in a row that The Ranch was showing a loss at year end. He said that while The Ranch was different from other non-profits in that it had adequate reserves to cover the losses, the objective is to break even again in its operating budget. He also distributed a report showing the audited numbers for the past few budget years.

The Board discussed whether it was appropriate to consider raising fees for classes and programs. Director Andreucci said at the Board's direction, slight increases were included each year. She said, for instance, camp fees had gone up \$5 per session. She also noted that Board might realize some salary savings in the transition between directors.

Chair Feder said the Board would continue to look at the overall budget and cost-saving measures, as well as leveraging synergies with surrounding areas. However, she suggested waiting until the new Director was on board to take further action.

Chair Feder also said she thought it would be helpful during the transition to make some team-building training, or other activities and resources available in the coming year. She said the current budget included a line item for conferences and meetings with an expenditure of \$1200. She noted that past budgets had included up to \$5,000. She asked for comments.

The Board concurred with the recommendation, and Director Andreucci said that based on past costs and experience, she thought \$3,000 would be adequate. Boardmember Fraser noted that the new Director would be able to determine how this money would be best spent.

**Moved/Seconded (Jacobs/Burns) to increase the budget expenditure for Conferences/Meetings in FY 2019/20 to \$3,000, as proposed.**

**Vote: AYES: Feder, McCaskill, Schaefer, Burns, Fraser, Jacobs**

**ABSENT: Riessen, Stein, Wagenheim**

Chair Feder moved up **Action Item V- B. Discuss and Approve the FY 2019/20 Budget.**

In looking ahead at the coming fiscal year, Director Andreucci's report showed anticipated revenue of \$1,922,500 less program expenses, administrative expenses, and facilities expenses for a budget surplus of \$519. She said this did not include the resurfacing of the Del Mar tennis courts which is supposed to take place in the next budget cycle and costs \$15,000. She said that some cost savings might be realized in the budget year during the transition between directors.

There was no public comment on the proposed budget.

**Moved/Seconded (McCaskill/Fraser) to adopt the FY 2019/20Budget, as presented.**

**Vote: AYES: Feder, McCaskill, Schaefer, Burns, Fraser, Jacobs**

**ABSENT: Riessen, Stein, Wagenheim**

#### **IV. Discussion Items**

##### **A. Director Search**

Chair Feder updated the Board on the recruitment, noting there were over 15 people (the majority being external candidates) who had applied for the position. She said that she and Boardmembers Stein and Schaefer were conducting initial telephone interviews. Feder said the Recruitment Committee is developing a ranking system. She anticipated being able to bring forward a short list of candidates to the Board in February with a possible selection agenda for the March 18 meeting.

Director Andreucci said the panel who interviewed her was the Board, as well as the two city managers. The Board agreed that it was important to include the city managers in the recruitment process.

#### **V. Action Items**

##### **A. Approve the Amended Personnel Policy Rules, effective 1/1/2019**

Chair Andreucci said she had received input from staff, the Town Attorney, and Boardmember Jacobs. There were no additional comments by the Board.

**Motion/second (McCaskill/Fraser) to approve the Personnel Policy Rules, as presented.**

**Vote: AYES: Feder, McCaskill, Schaefer, Burns, Fraser, Jacobs**

**ABSENT: Riessen, Steinbrenner, Wagenheim**

##### **B. Discuss and Approve Draft Budget FY 2019/20 (See action under Section III. Finance Reports, above)**

##### **C. Nominate and Elect Vice-Chair for 2019**

Chair Feder said Boardmember Riessen had been involved with previous Executive Director recruitments and had agreed to serve as Vice Chair for the coming year.

**Motion/second (McCaskill/Jacobs) to appoint Jerry Riessen as Vice Chair for 2019.**

**Vote: AYES: Feder, McCaskill, Schaefer, Burns, Fraser, Jacobs**

**ABSENT: Riessen, Stein, Wagenheim**

##### **D. Approve Resolution 2019-01-1 Appointing Jessica Hotchkiss as Interim Director, effective January 30, 2019**

Chair Feder read, "Belvedere-Tiburon Joint Recreation Committee Resolution No. 2019-01-1."

"Whereas the Belvedere-Tiburon Joint Recreation Committee has appointed Jessica Hotchkiss as Interim Executive Director effective January 30, 2019.

Now, Therefore, Be it Resolved that the committee hereby authorizes Jessica Hotchkiss to act on our behalf in administering all aspects of the Belvedere-Tiburon Joint Recreation Committee (BTJRC), including but not limited to, the benefits programs, retirement plans, financial institutions, and insurance programs associated with the BTJRC. In addition, the BTJRC has authorized Jessica Hotchkiss to remove Cathleen Andreucci, former BTJRC Executive Director, as an authorized director, from all matters pertaining to the BTJRC.”

**Motion/second (McCaskill/Fraser) to adopt the resolution, as stated.**

**Vote: AYES: Feder, McCaskill, Schaefer, Burns, Fraser, Jacobs**

**ABSENT: Riessen, Stein, Wagenheim**

**VI. Adjourn**

There being no further business before the Board, Chair Feder adjourned the meeting at 7:45 p.m.

Respectfully submitted,  
Diane Crane Iacopi