



THE RANCH

(Belvedere Tiburon Joint Recreation Committee)

Regular Meeting Minutes

Monday, July 15, 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
Sherry Wangenheim – RUSD Representative	Present
Peyton Stein - Belvedere Representative	Present
Jim Fraser – Tiburon Councilmember	Absent
Erin Burns – Tiburon Representative	Absent
Jason Rosell - Tiburon Representative	Absent
Jerry Riessen – Tiburon Representative	Absent

Staff in attendance:

Jessica Hotchkiss, Executive Director
Bruce Miller, Youth Programs Supervisor
Michelle Barsky, Minutes

I. Public Comment

No public comments were made.

II. Minutes

A. Approval of Minutes for the Regular Meeting held on May 20, 2019

Moved/Seconded (McCaskill/Wangenheim) to approve the minutes, as written.

Vote: AYES: Feder, McCaskill, Schaefer, Wangenheim

Abstained: Stein

ABSENT: Fraser, Burns, Rosell, Riessen

III. Finance Reports

A. Review of May 2019/20 Cash Report

Director Hotchkiss began with reviewing the Academy Program Category. She noted that the areas of Ballet and Cotillion are up and will help offset other areas in the category that are down. Hotchkiss explained that the area of Teens-Hangout is down specifically because the agency has yet to apply for the grants that typically fund this area. Representative Stein questioned Hotchkiss about the Tot Program revenue. Hotchkiss reported that the area is down because the music instructor did not renew the contract for the spring season. Hotchkiss noted

that there are several new tot programs slated for the fall season including contracts with Tiny Techies and The Gymnastics Bus.

Hotchkiss moved on to review the Adult Program Category. She expressed that the category is growing and expected to hit \$77,000. Hotchkiss noted that growth beyond \$77,000 is not expected because any more program growth would require the addition of staffing and associated staffing costs.

The Director reviewed the Summer Camps Program Category, noting that the agency needed 6 more campers to achieve the Angel Island Camp goal. She remarked that all camps were climbing and was happy to announce that this was the first summer Pokemon Camp was offered and it collected 30 enrollments. The area of CIT netted more than in years prior because a salary is no longer coming out of the category.

Hotchkiss ended by presenting the Other Program Category. Programs that are doing well include Taekwondo, Basketball League and Summer Tennis, while Summer Youth is not. She attributes this to many of the Summer Youth Camps not meeting their minimums and needing to be cancelled. The Basketball League is not expected to grow in net revenue due to facility capacity restraints.

B. Approval of 2018-19 Audit

Chair Feder asked if and of The Board had questions pertaining to the audit. Having none, The Board accepted and approved the 2018-19 Audit.

IV. Discussion Items

A. Bruce Miller Youth Supervisor visit

Director Hotchkiss introduced Bruce Miller. Miller previously held the position of Youth Coordinator at The Ranch and recently took over the position of Youth Programs Supervisor. Miller noted that his new duties would include supervising the contracts and programs associated to grade levels 3 to 12 and overseeing facility rentals. He mentioned he started a new partnership with the Tiburon Chamber of Commerce to bring the school-year Friday Night Hangout to the monthly Friday Nights on Main. Miller stated that his goals for new programming include the addition of E-Sports and corporate games.

B. School Year End and Summer Camp Update

In regards to summer camps, Hotchkiss stated that she is looking to balance the number of campers that check-in in San Francisco versus those that check-in in Tiburon. There is a higher operational cost involving San Francisco check-in, so she will look at potentially capping the number of registrants coming from San Francisco.

In regards to the school-year end, Hotchkiss mentioned that an end of school-year survey was emailed to all participants. The return on feedback did not include anything overtly negative. Suggestions included things that are out of the organizations control, such as locations or instructor cancellations.

C. Tennis Courts Update – Del Mar and Lagoon

Hotchkiss announced that the Del Mar Tennis Courts are in the process of being resurfaced. The project is taking longer than anticipated due to an increase in surface cracks from the time the quote was made. The Lagoon Road Tennis Courts had been expected to be resurfaced earlier in July, however the City of Belvedere failed to finalize those arrangements. The project will be rescheduled by the City of Belvedere.

D. Special Event Update, upcoming Golf Tournament and Beer Festival

Hotchkiss announced the forthcoming special events which include the Golf Tournament on September 9, 2019, the Tiburon Taps Beer Festival on September 21, 2019, and the Tiburon Half Marathon on September 29, 2019. The director asked for Golf Tournament volunteers and to spread the word about the Beer Festival.

E. RUSD Report

Representative Wangenheim had nothing to report because school is out of session.

V. Action Item

Resolution 2019-07-15. Revote to move \$93,461 *Fund Equity with Board Restrictions* to the *Fund Equity without Donor Restrictions* line item of the 2019-19 Audit.

Moved/Seconded (McCaskill/Stein) to move \$93,461 *Fund Equity with Board Restrictions* to the *Fund Equity without Donor Restrictions* line item of the 2019-19 Audit.

Vote: AYES: McCaskill, Stein, Feder, Schaefer, Wangenheim

ABSENT: Fraser, Burns, Rosell, Riessen

VI. Adjourn

The next meeting is scheduled for September 16, 2019 at 7:00pm.

There being no further business before the Board, Chair Feder adjourned the meeting at 7:55 p.m.

Respectfully submitted,
Michelle Barsky