



THE RANCH

(Belvedere Tiburon Joint Recreation Committee)

Meeting Minutes

Monday, November 18, 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 Council Member	Present
Julianne Schaefer – Belvedere Representative	Present
Peyton Stein - Belvedere Representative	Present
Erin Burns – Tiburon Representative	Present
Jason Rosell - Tiburon Representative	Present
Jerry Riessen – Tiburon Representative	Present
Sherry Wangenheim – RUSD Representative	Present
Jon Welner – Tiburon Council Member	Absent

Staff in attendance:

Jessica Hotchkiss, Executive Director
Tahir Dossett, Recreation Coordinator
Michelle Barsky, Minutes

I. Public Comment

No public comments were made.

II. Minutes

A. Approval of Minutes for the Regular Meeting held on September 16, 2019

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

Voted on as follows

AYES: Feder, Schaefer, Rosell, Riessen, Wangenheim

NAYS: None

ABSTAINED: Stein

ABSENT: Welner

III. Finance Reports

A. Review of September 19/20 Income Statement Actuals Year to Date

Director Hotchkiss opened by presenting the 2019/20 Income Statement Report. Hotchkiss expressed that this report only shows actuals through September. She expressed that during the Finance Committee meeting, the committee discussed moving some of the \$5K of the strategic planning budget into the next fiscal year because the project is expected to roll over into the next fiscal year.

In presenting the Academy Revenues, Hotchkiss expressed that while splitting the Fall Season into two parts was confusing for parents, the decision did increase enrollment. The Ranch saw more new enrollees for the Fall 2 Session whereas in years past, the organization would not have captured those new enrollees until the Winter Session.

McCaskill questioned the Year End Projections for the line item of Excess Revenues, noting that the number \$84, 438 did not make mathematical sense. Hotchkiss explained that it is most likely a typo and the accurate figure would be \$88, 750.

Stein questioned if there had been any community blowback from not putting on the annual Labor Day Parade. Hotchkiss stated that there were very minimal complaints and she believes that overall, the event was not missed. She was also pleased to announce that The Ranch did not lose money by not hosting the event because the Town of Tiburon applied their parade funding to the Boo Bash instead.

Rosell asked why the Tiburon Taps revenue was so low and Hotchkiss explained that most of the revenue came in October, so those numbers are not reflected in the presented Income Statement Actuals Year to Date.

IV. Action Item

A. Elect Board Chair and Vice Chair for 2020 Year

Chair Feder announced that she has nominated Representative Schaefer as the new Board Chair and Representative Rosell as the new Vice Chair. Feder also announced that Council Member Fraser is rotating off the Board and Jon Welner has been elected as Fraser's replacement.

Moved/Seconded (McCaskill/Stein) to elect Schaefer (Board Chair) and Rosell (Vice Chair).

Voted on as follows

AYES: Feder, Riessen, Wangenheim, Burns

NAYS: None

ABSTAINED: Schaefer, Rosell

ABSENT: Welner

V. Discussion Items

A. Welcome New Board Member Council Member Jon Welner

Chair Feder announced that Council Member Fraser's vacant position was filled by Jon Welner. She stated that she would need to clarify with the Town of Tiburon if Welner is only finishing out Fraser's term or if Welner will be starting a new term.

B. Welcome New Recreation Coordinator, Tahir Dossett

Director Hotchkiss welcomed the newest hire, Tahir Dossett. Dossett was hired in August to take over the Recreation Coordination position that was formerly held by Bruce Miller. Hotchkiss noted that Dossett's previous work history and experience includes the Boys & Girls Clubs of America as well as the YMCA. Hotchkiss expressed that he has shown a strong work

ethic and is great with engaging the children in the programs that he leads. Dossett introduced himself to the Board and thanked everyone for having him at the meeting.

C. Strategic Review 2019-2020 Update

Chair Feder provided an update to the strategic review project. She notes that the biggest quantitative data points are census data, RUSD attendance and enrollment data, and 10 years of The Ranch historical program data. Feder would like to have The Ranch supervisors digest the data and present their findings to the Board.

Representative Stein suggested that the survey team should target the Bel-Tib Newcomers Club. Stein doesn't expect the club to have much input on existing programs, but it could be used as a way to capture the club members and increase their participation in Ranch programs. Representative Wangenheim suggested that The Ranch should attempt to make some connections with local real estate agents so that activity guides or other promotional materials can be included in new home owner's welcome packets.

D. PG&E Power Outage Report

Director Hotchkiss summarized the steps that were taken to cancel programs and inform registrants during the scheduled October 19th through October 23rd PG&E power outage. She expressed that The Ranch followed RUSD's lead and decided to cancel programs as long as RUSD schools were not in session. All participants were notified of cancellations at least 24 hours in advance via email. The voicemail greeting and landing page of the website were also edited to provide notice of closures. Hotchkiss stated that approximately 90% of the programs were able to be rescheduled or made up in some type of way, leaving only about 10% of programs to be refunded. Hotchkiss asked the Board for their feedback on how she approached and handled the situation. Board members agreed that it was wise to follow the RUSD procedures and did not think there could have been a better way of notifying participants of cancellations.

Representative Wangenheim asked how the power outage affected staffing. She noted that a main reason the RUSD decided to remain closed was because many of their staff live in areas affected by the outage and would not have been able to make it to work. Hotchkiss stated that the closures only affected one part time staffer's hours and pay, but she was able to provide that staff with work to make up for lost hours.

Hotchkiss stated that The Ranch does not have a policy set in place with regards to PG&E outages and refunds. She asked if the Board feels it would be best to have a policy specific to this scenario as there are policies in place for all other scenarios related to weather, instructor absence, acts of God, etc. McCaskill stated that he does not feel that there should be a new policy implemented and instances like this should be treated on a case by case basis. Stein posed that students should only be offered account credit for cancellations due to PG&E outages. Several other board members voiced their agreement with Stein.

E. Winter 2020 Recreation Guide

Director Hotchkiss announced that the Winter Recreation Guide is set to be delivered sometime this week. Registration for Winter Programs will open online on Monday, December 9th at 5pm.

She noted new program offerings would include tactile workshops by Dragonfly Designs, French cooking, Italian language, a tot sport's room, and an additional day of chair yoga.

F. RUSD Report

Representative Wangenheim announced that the November 5, 2019 municipal vote passed the proposed parcel tax.

VI. Adjourn

The next meeting is scheduled for February 24, 2020 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