



THE RANCH

Regular Meeting *draft* Minutes
Monday, April 16, 2018 7:00 p.m.
Dairy Knoll, 600 Ned's Way, Tiburon CA 94920

7:00 Call to Order

Board of Directors:

Chair: Peyton Stein, Belvedere

Vice Chair: Melissa Feder, Belvedere

Tiburon: Erin Burns, Jim Fraser, Jane Jacobs, Jerry Riessen

Belvedere: Bob McCaskill, Afsaneh Zolfaghari

RUSD: Sherry Wangenheim

Ex officio: Cathleen Andreucci, Director; Diane Crane Iacopi, Minutes

Chair Stein called the meeting to order at 7 p.m. and all boardmembers were present by 7:10 p.m.

I. Public Comment

There was no public comment.

II. Minutes

A. Approval of Minutes for the Regular Meeting held February 26, 2018.

Motion/Second (Fraser/Jacobs) to adopt, as written.

Vote: All Ayes.

III. Finance Reports

A. Review of Year-end FY2017/18 Cash Report

B. Review of March FY2018/19 Cash Report

- A. Director Andreucci said there were no surprises (as the projected year-end report was reviewed at the last meeting). In summary, Andreucci said camp revenue was down while facilities rentals were up, and there were two large expenditures: 1) to replace The Ranch telephone system and 2) to purchase new registration software.

The Board discussed the different camps and enrollment; Director Andreucci proposed concentrating on Harry Potter camps next year as they are popular and always waitlisted.

Boardmember Wangenheim noted that the capital expenditures can be depreciated, which could cut the cost by a third for the year. Director Andreucci said the annual audit would take place tomorrow and would address this.

- B. Director Andreucci gave the first report of the new fiscal year. She said K-Club enrollment was down as well as Academy, although the former is what concerned her. The Board discussed and provided suggestions, such as appearing at orientation events, using social media outreach, and other ways (bag clips, or other branded Ranch items) to raise awareness of the program for incoming students and their parents. Boardmember Wangenheim also noted that kindergarten

enrollment in the District was down this year, with only 90 students. Boardmember Zolfaghari concurred and said one class only had 16 students (normally 24 students).

The Board accepted the reports.

IV. Discussion Items

A. New Chair Welcome - Petey Stein

Chair Stein said she welcomed ideas for changes and improvements to the meetings and overall board experience. She said she had appointed Vice Chair Feder to act as Board Communications Liaison, to be in touch regarding events and other outreach. Feder said she would build on current communications and keep it simple; also, that she would ask Town Manager Chanis for a Brown Act powerpoint which she would provide to members.

Secondly, Chair Stein said she had asked Boardmember Jacobs to address Board orientation and put together some materials for incoming boardmembers. She said she felt this would improve the experience of serving on the board.

Chair Stein also said there was an opportunity for a boardmember to assist Director Andreucci in updating The Ranch personnel policies; she said she had background in this and would also assist.

Chair Stein also encouraged boardmember participation in the coming year in Ranch programs and classes. She suggested that each boardmember try at least one class between now and the Fall session, and that they would be allowed to take the class for free. She said the experience would be valuable in order to provide the Director with feedback on the programs. For the boardmembers who have children enrolled in programs, their observations and feedback would serve to meet this goal.

B. Special Events

Likewise, Chair Stein said everyone on the Board should try to attend and participate in the Special Events sponsored and/or organized by The Ranch. She said it was a way to learn more about the events and see the constituents our city and town have appointed us to represent. Again, Stein said feedback to Director would also be useful.

In summary, Chair Stein suggested that boardmembers pick one or two events, and take one class.

Director Andreucci reviewed the list of upcoming special events. She said the Adventure Race on May 5 & 6 needed volunteers, and that it represented a full day's commitment (between 8:30 and 3 p.m.). She also said the Golf Tournament needed volunteers, especially because Landmarks was not part of the sponsorship this year. She noted the new location (Marin Country Club) and said the entire course and clubhouse had been reserved for the participants. Boardmember Jacobs suggested advertising to a wider audience who might want to take advantage of this new location and amenities.

The Labor Day Parade was also discussed. Director Andreucci asked whether it might be preferable to have a parade on a weekend where not so many people were out of town. She gave an example of the Petaluma Eggs & Butter weekend that is so well attended, and did not conflict with any other holiday or the like.

Boardmember Fraser said the last time the Town Council considered it, the vote was unanimous in support of continuing the parade. Boardmember McCaskill agreed that it was an event that did not make any

money for the Ranch programs, but seemed to have community support. Chair Stein said it was on the same day as the last Concert in the Park series, which is always well attended.

C. Independent Contractor Agreement Form

Director Andreucci asked if there were any other changes to the document in the packet, before she sends it back to the attorney for finalization. Boardmember Wagenheim suggested one language change for consistency, and also raised a question about insurance requirements for independent contractors. Director Andreucci said that most contractors who only taught one class and the like were not required to have worker's compensation insurance, but said she would look into the question further. Andreucci said there were 30-35 independent contractors that provided services for The Ranch.

D. Staff Salary Increase

Director Andreucci asked whether there was an update from the Councils. Both Council representatives said the information would likely come to their Councils in May, as part of the budget process, for adoption in June. Chair Stein noted that any increases adopted by the Board could be made retroactive to the beginning of The Ranch fiscal year, March 1.

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Continuing with her remarks for new ideas and suggestions, Chair Stein proposed a Board Retreat of a couple of hours that would be informal and yet provide direction for the coming year to the Director and staff. Director Andreucci agreed that strategic planning and the "big picture" would be very useful. The Tiburon Peninsula Club was suggested as a location, and it was noted that it would be a posted public meeting, although the format would be informal in nature. Friday was the best day, by consensus.

Boardmember Riessen said he also liked presentations by Ranch staff at regular board meetings. Chair Stein concurred that this was interesting and helpful, and said she would like to hear more about Marin Social Sports. Director Andreucci will try to schedule a presentation at the June meeting.

V. Adjourn

There being no further business before the Board, Chair Stein adjourned the meeting at 7:52 p.m., until the next regular meeting set for Monday, June 18, 2018.

Respectfully submitted,
Diane Crane Iacopi