



THE RANCH

(Belvedere Tiburon Joint Recreation Committee)

DRAFT Meeting Minutes

Monday, February 24, 2020 7:05 p.m.

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

Call to Order and Roll Call

Chair Schaefer called the meeting to order at 7:05 p.m., with the following Board members:

Julianne Schaefer – Belvedere Representative, Chair	Present
Peyton Stein - Belvedere Representative	Present
Jason Rosell - Tiburon Representative, Vice Chair	Present
Jerry Riessen – Tiburon Representative	Present
Sherry Wangenheim – RUSD Representative	Present
Jon Welner – Tiburon Council Member	Present
Melissa Feder – Belvedere Representative	Absent
Bob McCaskill - Belvedere Council Member	Absent
Erin Burns – Tiburon Representative	Absent

Staff in attendance:

Jessica Hotchkiss, Executive Director
Michelle Barsky, Minutes

I. Public Comment

No public comments were made.

II. Minutes

A. Approval of Minutes for the Regular Meeting held on November 18, 2019

Motion Schaefer Moved Wangenheim Seconded Rosell

Voted on as follows

AYES: Schaefer, Riessen, Stein

NAYS: None

ABSTAINED: Welner

ABSENT: Feder, McCaskill, Burns

III. Finance Reports

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

Director Hotchkiss opened by stating that she is only presenting financials for the month of December and that January would not be included in this income statement. She stated that the category of Academy is behind year to date, while the organization is almost at its year-end goal for the category of Adults. She stated that there would be no more changes to the Special Events category as all of the 19/20 events have already occurred. Hotchkiss explained that the year-end projection for the Camps category still holds and that expenses were down in the categories of Administrative Expense and Dairy Knoll. She noted that Dairy Knoll expenses were down because there were no building projects in this fiscal year. Hotchkiss stated that an

employee resigned this year and the paying out of the employee's \$3,700 in vacation time was added to Administrative Expense.

Representative Stein questioned why the category of Administrative Expense was down. Hotchkiss explained that the previous director's salary was significantly high than her current salary and that Bruce Miller was covering the positions of Youth Coordinator and Recreation Supervisor for a few months prior to hiring on a replacement Youth Coordinator.

Hotchkiss read Amber Johnson's, the accountant's, statement as to why there was an excess of \$34,284 applied to this 19/20 fiscal year. Johnson's statement explained that in August of 2019, she noticed that there were several checks outstanding against The Ranch's bank account. Johnson's statement expressed that the auditor had never questioned these outstanding checks from years prior and that she had never given the ledger the attention that it deserved. Johnson worked with Hotchkiss to resolve each outstanding check and in many instances a replacement check had already been issued, resulting in a double counting of the expenditure for the year in which the checks were written. Johnson & Hotchkiss decided that the best approach was to create a new line item titled "prior year adjustments" to which the \$34,284 was added.

IV. Action Item

A. Approve Proposed Financials for 2020-2021 Fiscal Year

Hotchkiss presented her proposed 2020-2021 budget with a net income before depreciation of \$20,868.00. She explained that this number takes into consideration raises for staff, class limits to some adult programs, restructuring of some camps, knowledge of decreasing public school enrollment, and a decrease in the quantity of special events. She stated that she is not planning on any large projects for the 2020-2021 fiscal year.

Representative Welner asked why the proposed budget is -\$5K and not 0. Hotchkiss stated that she formulated a conservative and realistic budget. Representative Wangeheim stated that Hotchkiss should consider future budgeting for capital improvements. Welner asked what the organization's cash flow is and Hotchkiss replied with \$500K to \$530K. Representative Riessen asked if the adoption of Perfect Mind and cancelling of Active Net registration software had paid off. Hotchkiss stated that she would have an answer on this come the March meeting.

Hotchkiss announced that Recreation Coordinator, Bryan Vitale, has put in his resignation notice. She reminded the board that Vitale's salary was on the high end of the position's salary range. She stated that this position cannot be absorbed and the department will be seeking a replacement, noting that the new hire's salary would most likely be lower than Vitale's. Wangenheim asked if any existing staff would desire or be suitable for Vitale's position. Hotchkiss said that there may be staff that would desire the position, but she is not certain. She noted that personality traits and skills required for the position are quite unique, so the position would require a very specific type of person to excel at it.

Stein questioned which special events would be cut in the next year. Hotchkiss stated that it would be the September Golf Tournament. Hotchkiss noted that this is one of many events held during the heavy fall event season and that in recent history, this event hasn't brought in enough revenue to justify the amount of work and time that goes into it. Hotchkiss stated that

this is an even that she could add back into the rotation should there be an unexpected need for the revenue that it provides.

Motion Schaefer Moved Stein Seconded Rosell

Voted on as follows

AYES: Riessen, Wangenheim, Welner

NAYS: None

ABSTAINED: None

ABSENT: Feder, McCaskill, Burns

B. Amend & Approve Personnel Policy Rules, Effective 2/24/2020

Hotchkiss stated that the Personnel Policy Rules had last been amended and adopted on January 21, 2019. She explained that the majority of her proposed corrections surround updating the table of contents and page numbers. The content she has revised in a change to Chapter 5: Pay Periods. She is asking the board to approve her new payroll schedule along with the changes to the table of contents and page numbers.

Motion Schaefer Moved Rosell Seconded Riessen

Voted on as follows

AYES: Stein, Wangenheim, Welner

NAYS: None

ABSTAINED: None

ABSENT: Feder, McCaskill, Burns

V. Discussion Items

A. 2019 Highlights Report - Jessica

Hotchkiss reviewed that in the past year, The Ranch hired a new Recreation Director, Youth Programs Supervisor, Recreation Coordinator and two Specialists.

In the area of Youth, highlights included hitting a record of \$300K in camp net revenue and bringing on four new independent contractors. She included that Supervisor Miller created the Super League, a high school basketball league for students who did not make their respective high school teams. This allowed for a total of 40 local teenagers to participate in the sport and the organization's programs. She stated that when Miller first started the Magic The Gathering Tournament last year, there were 14 participants, now the tournament sells out at 48 participants. Her final youth highlight was the Friday Night Hangout debuting in an empty business space during Friday Nights on Main over the summer. This was feasible due to a partnership with the Tiburon Chamber of Commerce and the generosity of ACV ARGO Developments

In the area of Adults, Hotchkiss noted the addition of guitar and ukulele lessons, tango and sold out Mah Jongg courses. During 2019, Marin Social sports saw a growth of 552 additional members. There has been an overall growth in the quantity of teams across Marin Social Sports, including sold out men's basketball and co-ed softball leagues. Hotchkiss also noted that this year, the Del Mar Middle School tennis courts were resurfaced and a screen divider was

added to create a partition between the courts. The online tennis reservation system also went into effect.

Hotchkiss went on to summarize the year, stating that a 9 year part and full time employee, Kaitlyn Murphy Hall resigned to pursue her teaching degree. The Ranch launched a fun and engaging Instagram page and created a new Summer Camp Brochure. She stated that the organization has also completed a full year using Perfect Mind software and is satisfied with the program. She is working on a report reviewing PerfectMind versus Activenet.

Riessen asked if there is a report showing the people being served in programs. Hotchkiss stated that she believes Riessen's question will be answered in the Strategic Review Project Update. Welner asked if the Labor Day Parade is gone for good. Hotchkiss stated yes.

B. Strategic Review 2019-2020 Update - Jessica

Hotchkiss explained that the data-collecting portion of the Strategic Review Project had been completed. She continued by saying that the survey portion of the project is almost done, explaining that surveys had been provided for youth programs, adult programs and to members of the community. Hotchkiss stated that the next step in the project would be interviews. The team aims to interview parents, adult participants and school staff. The goal is to have all of the data compiled into a presentation by late Spring 2020.

Riessen asked what the status of the new website was. Hotchkiss stated that it would be discussed at the next meeting.

C. RUSD Report -Sherry

Representative Wangenheim announced that the RUSD Board trustee resigned at the end of 2019 and that Liz Webb won the approval of the board. The board re-signed the initiative to keep Wangenheim as the RUSD Representative to The Ranch for one more year.

Wangenheim stated that the 2020 kindergarten enrollment numbers are pretty equivalent to the kindergarten enrollment numbers of 2019. She says the current trend is taking in classes of 100-120 students and graduating out classes of approximately 200. She explained the the district is offering early retirement incentives in lieu of class reduction.

VI. Adjourn

The next meeting is scheduled for March 16, 2020 at 7:00pm.

There being no further business before the Board, Chair Schaefer adjourned the meeting at 8:23 p.m.

Respectfully submitted,
Michelle Barsky