



THE RANCH

(Belvedere Tiburon Joint Recreation Committee)

DRAFT Meeting Minutes

Monday, July 2020, 2020 7:00 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 7:03 p.m., with the following Board members and stated that item V. B. was struck from this agenda:

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

Staff in attendance:

Jessica Hotchkiss, Recreation Director

Michelle Barsky, Minutes

I. Public Comment

Lauren Druyan, a resident of Belvedere, provided the following public comment:

With schools in limbo and parents seeking out childcare from home based pods as well as private childcare providers which are still allowed to remain open I'd like to discuss the idea of utilizing the Ranch facilities to have a pod/camp based program for school aged children similar to summer camp. Stable cohorts of no more than 12 students that do not mix utilizing masking and outdoor instruction as much as possible. This could be a complement to the remote learning program that provides socialization for the children in the afternoons or it could be a after school "camp" type program such as an afternoon sports camp for 2-3 hours 2-3 times a week.

II. Minutes

A. Approval of Minutes for the Regular Meeting held May 18, 2020

Motion McCaskill Second Riessen Vote All in favor

Voted on as follows

AYES: Schaeffer, Rosell, Riessen, Burns, Feder, McCaskill, Wangenheim

NAYS: None

ABSTAINED: Schlunt

ABSENT: Welner

III. The Ranch Recreation Director Report

Director Hotchkiss began her report with a review of the summer camp program. She stated that staff is in the last week of the 2nd session of the summer. Staff has done an excellent job of keeping the facilities sanitary and organized despite not having a custodian. There has been one case of COVID this summer—a sibling of a prospective camper was diagnosed so the parent withdrew from the camp, before it was scheduled to begin, and was issued a refund.

Moving onto adult programs, Hotchkiss announced that the organization has been able to resume some outdoor, socially distanced fitness classes which includes yoga, tai chi, chair yoga and aerobics. In addition to this, virtual programs were still being offered. Hotchkiss has observed that many adults are out of town this summer, contributing to the low participation numbers in adult programs. In addition to these adult programs, tennis key sales have been incredibly successful. The organization has sold keys to many first time key holders which is contributing to heavy use and the need to re-educate key-holders on the rules.

As for the overall state of The Ranch, Hotchkiss referred to two optimistic financial scenarios based upon the local health information that was announced over a week ago. Since the report was made, information has drastically changed and Hotchkiss believes that we can expect for public health directives to keep changing in the foreseeable future.

Overall, there are several small programs that The Ranch can continue to provide, but these small programs are unable to generate significant revenue. Due to the state of the organization's finances and the little revenue that is able to be generated, by the end of the summer, The Ranch will be overstaffed. Hotchkiss states that she will be forced to lay-off employees and decrease what positions remain to part time positions. Hotchkiss references the *2019-20 Organizational Chart* and the *2019-20 Organizational Chart Post Summer 2020*. Costs associated to decreasing staff will include paying out accrued vacation time and paying out of unemployment benefits—The Ranch participates in the reimbursable method of unemployment.

It is Hotchkiss' suggestion that The Ranch continues through the remainder of the summer programs—August 14, 2020—and then hold a special Board of Directors meeting on Monday, August 17, 2020 to reassess new school related information and financials to decided what programs are able to be provided.

Lastly, Hotchkiss thanked Belvedere Representative, Peyton Stein, for her many years of service on the board. Peyton was sad to leave the board during these tough times, but is excited for new member Chelsea Schlunt and the parenting insight that she will bring to the board.

IV. Finance Reports

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

Hotchkiss provided the *June 19/20 Income Statement of Actuals Year to Date*. Representative Feder asked to confirm if this budget was optimistic and Hotchkiss confirmed that it was. Board members reviewed the Income Statement before the board began discussion item A.

V. Discussion Item

A. The Ranch Financials

Hotchkiss stated that she just sat in on a RUSD meeting and hopes to have more relevant information from the district within a week to formulate better projections for the future. Feder posed if it would be an ideal time to consider shifting the structure of youth programming to detach from the school model and operate more like a childcare.

Hotchkiss acknowledged that there is an absolute opportunity to detach from the schools, but she would first like to find out if there will be the opportunity to use the open space on school campuses. She hopes to have more direction from the district before making any big decisions. Representative Riessen agrees with Feder, stating that there will be plenty of opportunity especially if the schools are shut down.

Hotchkiss stated that if schools implement remote learning for the first one to three months of school, The Ranch could run an outdoor program while the weather is suitable. Hotchkiss stated that while the organization can run programs, her concern is that they are operating at a pace that cannot be financially sustained. As fall approaches, the organization would be faced with having to utilize all remaining savings. Riessen stated that this scenario has been loosely discussed in the finance sub-committee. Riessen's personal feeling is that this will eventually die down and the city and town will not want The Ranch's operations to be shuttered.

Representative Rosell requested that a 13 week cash flow report be provided to better understand the future of The Ranch's finances. McCaskill said it would be burdensome on Jessica because she would be making projections without even knowing the circumstances of how she is allowed to operate. Rosell disagreed and stated that there should be varying models for different probable circumstances. Feder agreed with Rosell, stating that Hotchkiss should generate a few models or scenarios and include a model that uses a co-op structure or one that uses a partial staffing structure with volunteers. Hotchkiss stated that a drop-in structure is not allowed and that groups of 12 children are required to be with the same group of adults for the duration of their program—meaning a co-op structure wouldn't necessarily work.

Schaeffer added that there should be discussion of a part-time model in addition to a full-day model citing that full-time care is difficult for parents to afford. Schaeffer stated that she did a quick calculation that with a few groups of 10 children outdoors. With one group of 10 for a month's time, the organization could generate close to \$14k. Schaeffer feels that it is better to try than not. Schlunt added in that there is less price sensitivity because parents are desperate and even looking at ways to bring in care to group tutor children.

Wanenheim noted that columns G and H are projected with and without programming. She asked to include unemployment payouts in the next projection. Hotchkiss stated that at the end of June, The Ranch had \$380K and that \$330K from the LAIF savings had already been applied. She reiterated that she cannot sustain full-time benefits and job duties for her staff.

B. RUSD Report - Board Member, Sherry Wangenheim

Wangenheim began her RUSD report by stating that Marin County is on a watch list and will not be able to open before September 8th for in-person schooling. The district has been hindered by union negotiations and is refusing to send teachers back unless the requirement of 6 feet in distance can be maintained between students and teachers. She stated that the consensus is that the majority of parents want their children back in the classrooms, but there are mixed

feelings from teachers. There will be a strategy meeting on Thursday, July 30th. The goal will be the Continuity of Learning which phases students from remote learning to hybrid learning to in-person learning. These phases have been stalled until union approval. Schlunt asked for a brief breakdown of how the union operates and if teachers are required to join the union. Wangenheim responded by saying that teachers are no longer required to join the union, but that upwards of 95% of RUSD teachers are part of the union.

Hotchkiss expressed that she would really love to know if the open spaces on RUSD campuses would be available to The Ranch, as this would greatly help the planning process. McCaskill stated that if remote learning would be beginning on August 20th, then he would recommend holding the special board meeting much sooner than August 17th. Hotchkiss agreed that this would be a better plan, but reminded the board that they would have to wait until new county directives were released as well.

Feder and Schaeffer suggested that in the meantime, Hotchkiss should create some models of groups of 12, including some co-op models. Burns suggested that parents should be surveyed to gauge whether the need is more for educational coverage or recreation. Schlunt suggested that facilities could also be rented out for tutoring cohorts to generate some revenue. Rosell stated that as a government entity, he does find it strange that The Ranch would not mirror school protocols exactly.

Hotchkiss closed by stating that should would like to structure the fall in short increments to that large amounts of money are not being taken in and then possibly having to be refunded. She recommends that three week increments may be best. She noted that summer camps did not sell out, so she does not want to assume that fall programs will sell out.

VI. Adjourn

The next regular meeting is scheduled for September 21, 2020 at 7:00pm.

There being no further business before the Board, Chair Schaefer adjourned the meeting at 8:24 p.m.

Respectfully submitted,
Michelle Barsky