



THE RANCH

(Belvedere Tiburon Joint Recreation Committee)

DRAFT Meeting Minutes

Monday, March 16, 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 7:02 p.m., with the following Board members:

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

No public comments were made.

II. Minutes

A. Approval of Minutes for the Regular Meeting held on February 24, 2020

Motion Schaefer Moved McCaskill Seconded Wangenheim

Voted on as follows

AYES: Schaefer, McCaskill, Wangenheim, Riessen, Stein, Rosell, Burns

NAYS: None

ABSTAINED: Feder

ABSENT: Welner

III. Finance Reports

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

Hotchkiss presented the income statement of actuals year to date through January 2020. With these actuals, she stated that she believes the 19/20 year will end well. February actuals have not been prepared at the time of the meeting. Hotchkiss stated that there were some cancellations of classes made in the week prior that will affect the year end close. Programs that were cancelled fall under AC2 and Cotillion. Hotchkiss stated that all contractors had been paid out in full for AC2 prior to making the decision to cancel programs due to the COVID-19 (virus) outbreak. This will affect the year end close.

Rosell asked if the virus will mostly affect the 20/21 budget or the 19/20 budget. Hotchkiss answered that it would have a greater effect on the 20/21 budget. Feder stated that a column should be added to the budget so that Hotchkiss can keep track of the financial losses due to the closures. The board agreed.

IV. Action Item

A. New Website 2020 Template

Hotchkiss explained that there is a power point presentation that she would like to present to the board, but in the interest of time and more imperative topics such as the virus, she asks that this action item be postponed to the next meeting.

A vote was not motioned.

Discussion Items

A. Activenet vs PerfectMind Report – Recreation Director, Hotchkiss

In the interest of more pressing matters, Hotchkiss asked that the discussion of this item be postponed.

B. Strategic Review Project 2019-2020 Update – Representative, Feder

In the interest of more pressing matters, Hotchkiss asked that the discussion of this item be postponed.

C. RUSD Report – Representative, Wangenheim

Representative Wangenheim announced that all campuses within RUSD have implemented their own strategies and forms of remote learning. The district has ensured that all families who typically receive free or subsidized school lunch are being provided with Safeway gift cards so that they have access to groceries.

McCaskill asked that Wangenheim define remote learning. Wangenheim explained that it means different things depending on the campus. For Del Mar Middle School, remote learning means that teachers are posting online lectures and students are expected to login for these and complete course work. For Reed and Bel Aire Schools, students are being given coursework packets.

Burns asked if there was confirmation that the Safeway gift cards were delivered or assigned to all of the families that qualify. Wangenheim stated yes. Families were made aware that they could pick up the cards from the district office and some families had cards delivered to them. Burns stated that The Hilarita housing typically holds a weekly food bank, but are unable to organize and manage one due to the current impact of the virus. Burns asks that The Ranch considers opening at least one room to be designated as the food bank. Hotchkiss said that she would be happy to work with the Town of Tiburon and Burns on making the Dairy Knoll building a donation area. Feder asked what percentage of the RUSD students are in the meal assistance program. Wangenheim answered around 5%.

D. Corona Virus Organization Approach – Recreation Director, Hotchkiss

Hotchkiss began by giving a time line of how the virus has affected business.

March 9th RUSD stated that nonessential indoor groups of 100 or more were not allowed on school campuses. Following this directive, the cotillion program, which takes place on Del Mar Middle School Campus was cancelled.

March 10th The Ranch emailed its database with a Corona Virus Notice. 19,000 emails were targeted with this notice.

March 13th The decision was made to cancel the Cotillion Grand Ball which would have been held on March 18th. This event classified as a nonessential large indoor gathering of 100 or more people. Upon hearing the news of the two week RUSD school closure and hearing of several other community centers in the county closing, The Ranch canceled adult programs for one week and youth programs for two weeks. Private tennis lessons were allowed to continue. A system wide email was sent on that day to notify of that information.

The Ranch was one of the last, if not the last, recreation centers in the county to fully shut down programs and classes. Refunds have not been addressed at this time. Should refunds be the decision that is made, it would be a timely project. Perfect Mind has notified The Ranch that there is a limit to the number of refund transactions that can be made in a single day.

March 16th With news of the Shelter in Place directive, Full Time and essential Part Time employees have been ordered to work from home. Staff has been asked to work on projects, plan curriculum, and take online trainings. Zoom meetings will be used to check in with staff every couple of days. Hotchkiss understands that the shelter in place directive applies to the public differently than it applies to government and community nonprofits. She will attempt to have The Ranch fall under the government/community service parameters. Hotchkiss's next step is to formulate a new email to participants notifying them of a longer closure and have the supervisors continue their discussions with independent contractors regarding closures.

Schaefer asked if contractors would be interested in offering remote courses. Hotchkiss says it is going to be discussed with them. With this financial impact on contractors, Hotchkiss is worried that The Ranch may not be able to retain them through and following the closures. She stated that she will consult other recreation departments to see what they have planned.

Hotchkiss reiterated that she is very concerned about what should be done regarding refunds. Feder recommended that Hotchkiss classify all classes into one of three categories which prioritizes the urgency for issuing refunds depending on class. Hotchkiss stated that adult programs are not restricted to a specific timeline as the youth programs are, so she feels it will be easier to push adult programs back and makeup those missed classes.

Rosell asked when The Ranch is projecting a restart. Hotchkiss stated that she is working on multiple restart scenarios, from worst case scenario to one month closures. Rosell believes that Hotchkiss should plan for an August restart. Schaefer and others believe it should be played by ear. Riessen feels that there is no need to spend so much time making alternate scenarios, but Hotchkiss should just be tracking and documenting losses very closely. Schaefer asked if there are any kinds of grants or aid that the organization can apply for. Hotchkiss and others were unsure. Feder suggested that Hotchkiss should base decisions off of specific triggers and have a plan in place for when those specific triggers are hit. Hotchkiss stated that she is looking at

areas of the budget that could be cut, such as recognition. She is also looking into existing events or activities that extra money can be generated from.

Hotchkiss asked how The Board feels about making an exception to the personnel policies during this time and allowing staff to use sick pay during the shelter in place. Wangenheim stated that her hesitation with allowing the use of sick pay is that PTO must be paid out after an employee's resignation. She is worried that more PTO will be left on the books, creating a liability if any staff chooses to resign. Rosell agreed with Wangenheim.

Hotchkiss stated that her next step will be putting out a statement about the extended closure. She would like to address refunds in this statement. Feder suggests that the statement regarding refunds be vague. It should include verbiage that The Ranch is looking into program makeups, but not mention anything explicit about a refund or a credit. Wangenheim suggests a lengthy email explaining how this closure seriously affects the organization. The email should serve to recommend customers consider their purchases as keeping the organization afloat, but that refunds would be honored. Wangenheim suggests this tone for an email sent to current Winter program enrollees. She believes the tone and approach for an email to Spring program enrollees should be different.

Hotchkiss feels that the decisions that the organization makes now, will have long term public relations effects down the line. She wants to ensure that smart decisions are being made and that the community feels that The Ranch is putting them before revenue.

VI. Adjourn

The next meeting is scheduled for May 18, 2020 at 7:00pm.

There being no further business before the Board, Chair Schaefer adjourned the meeting at 8:26 p.m.

Respectfully submitted,
Michelle Barsky