



THE RANCH

(Belvedere Tiburon Joint Recreation Committee)

DRAFT Regular Meeting Minutes

Monday, January 30, 2017 7:00 p.m.

Dairy Knoll, 600 Ned's Way, Tiburon

The public is invited to attend.

Call to Order: Chair Zolfaghari called the meeting to order at 7:00 p.m., with all committee members present.

Committee:

Afsaneh Zolfaghari - Belvedere, Chair	Present
Peyton Stein - Belvedere, Vice-Chair	Present
Howard Block - RUSD Representative	Present
Erin Burns - Tiburon Representative	Present
Melissa Feder - Belvedere Representative	Present
Jim Fraser - Tiburon Councilmember	Present
Jane Jacobs - Tiburon Representative	Present
Bob McCaskill - Belvedere Councilmember	Present
Jerry Riessen - Tiburon Representative	Present
Staff in attendance: Cathleen Andreucci, Diane Crane Iacopi	

I. **Public Comment**

Chair Zolfaghari called for public comment. There was none.

II. **Minutes**

A. Approval of Minutes for the Regular Meeting held on November 21, 2016

Motion/Second (Fraser/Jacobs) Approved 6:0

(Block, Burns, and Riessen were absent from that meeting)

V. **Action Items - taken out of order**

A. Discuss and Approve the FY 2017/18 Budget

B. Appoint 2017 Board Chair and Vice Chair.

Chair Zolfaghari asked to hear Action Item B next.

There was a motion and second (Fraser/Stein) to nominate Bob McCaskill to be this year's Chair, followed by a motion and second (Riessen/Fraser) to nominate Petey Stein as Vice Chair. Both motions passed unanimously (9:0).

Committee member Fraser thanked Ms. Zolfaghari for her service and commended her for shepherding the committee through the year.

Chair-elect McCaskill proceeded with the meeting.

III. Finance Report

A. Review of December FY 2016/17 Cash Report.

Director Andreucci began the review and asked to report at the same time on the budget proposal as a whole, now that the December numbers had been received. The Chair recommended moving up Action Item A to include it in the discussion; the committee members concurred.

V. Action Items – taken out of order

A. Discuss and Approve the FY 2017/18 Budget

Andreucci said The Ranch is in position to end the year substantially better than originally predicted, the year-end report showing a \$1,600 deficit versus \$10,000. One reason for this, according to the Director, is that a new ballet instructor had been found as a result of the Ark coverage, and most of the participants had re-registered for the program. She said Ranch staff had sent emails to all participants and most of the fees had been recouped.

Committee member Asfaneh asked if there would be a review of contracts in the coming year. Director Andreucci said the attorney is sending a new contract template for use in the coming year but she had not yet received it. She noted that most contracts are seasonal except for the Bridge and Tennis programs which are longer-term contracts.

Committee member Stein noted the higher projections for budget revenue in the budget. Director Andreucci said that because The Ranch has more space now in the new facility, there is room for program expansion. However, she noted in response to a question about camp revenues that most of the camp programs (Angel Island and the Harry Potter camps) have reached capacity.

The Director said there were a few staffing changes proposed in the coming year's budget. She referenced a packet item entitled "Staffing Proposal 2017-18". In it, she proposed a reallocation of Bryan's Academy time to Camp and Corporate Events. She also said that planning was underway for the eventual retirement of the Adult Supervisor, Dana Thor. Andreucci discussed a proposal to hire an assistant for Dana to work with and train for four months. She said this job listing could be posted immediately. The Director said Thor had been an integral part of an organization for 40 years and had built many successful relationships that contributed to the success of the Adult program. She noted there would be an overlap in the payment of health

benefits and deferred compensation for the four months of training for the new employee.

The Committee reviewed the Special Events budget for the coming year. It was noted there would be two golf tournaments – one in May and one in April for Youth Golf. Committee member Riessen asked about Tiburon Taps and whether it would be held in the same location. Andreucci said it would be and that the Town had indicated preliminary support. She said she hoped to see an increase in revenue for the event, as well. For the Boo Bash, Director Andreucci said that while being a popular event, it had lost money and she proposed asking for assistance from the City and Town in the coming year.

Chair McCaskill pointed out a correction was needed to reconcile the Special Events revenue with the supporting documents. Andreucci said she would correct this error in the final budget documents.

There was no public comment on the budget.

Motion/Second (Stein/Fraser) to approve the FY 2017-18 budget, as amended; Vote was Unanimous (9:0)

IV. Discussion Items

A. Tennis Subcommittee Update: Subcommittee member Riessen gave a summary of the January 24 meeting and said progress had been made, with recommendations to be forthcoming to The Ranch Committee as a whole at the next meeting (and possibly at a special meeting to be called by Director Andreucci to address reservation software issues).

Chair McCaskill thanked the subcommittee members, Riessen, Jacobs and Burns, for their hard work and community outreach. Subcommittee Chair Riessen said he thought it had been a good exchange.

In response to a question from the Committee about the Higgins Tennis contract, Riessen said that after discussion, the recommendation of the subcommittee was that it should go out to bid when it expired in 2018. But Riessen said it was important to note that with service contracts, you are not obligated to choose the lowest bidder. Rather, he said The Ranch would ultimately choose the bidder it feels provides the best and proper service. He said The Ranch Committee could make the decision, or leave it to the discretion of the Director.

Riessen also reported on the discussions concerning allocation of court time, and the proposal to collect data through the installation of a software reservation program. Director Andreucci said that a decision would have to be made about which court to designate as a “walk-on” for the soon-to-be tested court reservation software. She said

she proposed using one of the Lagoon Road courts. She said the Committee might want to convene a special meeting to discuss this and the other subcommittee recommendations, in order to get it underway.

B. RUSD Update: Committee member Block reported that the year was going well, with community support (for the new superintendent and several principals) at an all-time high. He said that enrollment was down but had stabilized. He said the actual numbers would be available in a report to be issued in final form, later in the week. He said it was not clear whether the decline was cyclical or the result of other factors.

Block also said the Board was reviewing its facility (field use) management plan, with new demands for field use from LaCrosse and other sports. He said the Board was gathering information from other districts how they had addressed this issue. Director Andreucci put in a request for increased facility use for Ranch programs, if available. She said the number of programs had been limited due to lack of space.

V. **Action Items - adopted above**

VI. **Adjourn**

Chair McCaskill adjourned the meeting at 7:50 p.m. to the next regular meeting scheduled for March 20, 2017 (or a special meeting to be called sooner by Director Andreucci).