



THE RANCH

(Belvedere Tiburon Joint Recreation Committee)

Meeting Minutes

Monday, January 25, 2021 7:00 p.m.

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

Call to Order and Roll Call

Chair Rosell called the meeting to order at 7:02p.m., with the following Board Members present:

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

Staff in attendance:

Jessica Hotchkiss, Recreation Director
Maureen Borthwick, Adult Program Supervisor
Michelle Barsky, Office Manager & Minutes

I. Public Comment

No public comment was made.

II. Minutes

A. Approval of Minutes for the Board Meeting held November 16, 2020

Motion Riessen Second Schlunt Vote 7 In Favor, 2 Abstained

Motion Passed

Voted on as follows

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

NAYS: None

ABSTAINED: Welner, Wilkinson

ABSENT: None

III. Discussion Item

A. Adult Programming 2020 Memory Slideshow Presentation, Maureen Borthwick

Borthwick began her presentation with a slideshow in which she expressed that she was excited to share the successes and highlights of the past year to The Board. Since the initial Shelter in Place Order (SIPO) from March 2020, Maureen transitioned 14 weekly classes from

in-person to virtual. In addition to those existing classes, she added 10 new virtual classes and 2 new outdoor classes. During the SIPO, Borthwick was able to retain 18 contract instructors to continue teaching and gained 8 new contract instructors. She and Office Manager Barsky, personally helped 40 seniors set up and navigate Zoom. During the SIPO, adult programs gained 150 new students. She expressed that she chose to focus on fitness and art programs during this time because during the last strategic plan, she found that 62% of responses indicated that these were the types of classes that were desired from The Ranch. In addition to these successes, she also hosted 86 participants in a trivia night and offered some free program content on YouTube.

B. RUSD Report, Sherry Wangenheim

Wangenheim reported that as of January 11, 2020, all RUSD schools are back in session in person. Grades K-5 attend school 5 half days per week while the middle schoolers follow a schedule of 3 weeks in-person, 1 week distance learning. She expressed that the district is highly unlikely to move beyond phase 3 this school year. To date, 35 teachers were vaccinated during the first round of eligibility. Wangenheim shared that over the past four years, enrollment has dropped from 1494 to 1137 students. Kindergarten enrollment is expected to be around 100 students. She also pointed out that the state of California does not mandate kindergarten, so there could be an influx of 1st graders in the fall and to keep this in mind for program planning. Feder added to keep in mind that the birth rate has decreased by 12% due to COVID, which would affect incoming enrollment beginning in 2025.

Wangenheim announced that the District Superintendent, Dr. Nancy Lynch, is retiring in July 2021. A consulting company has been hired to find her replacement. The goal is to have a new superintendent by April. Hotchkiss asked if this goal was so that there could be some overlap in planning and training—Wangenheim responded yes.

IV. Finance reports

A. Review of December 2020 Income Statement of Actuals Year to Date 20/21

-Waiting for final payouts and bills to round out our annual net loss of \$122,000.

Rosell directed everyone to reference column J of FY 20/21 Budget. This column shows a net of \$106K for Academy through December 2020. An additional \$13K would be added through the duration of the fiscal year. Net revenue would decrease substantially by the close of the fiscal year because of disbursement timing—primarily coming from Tennis and Tennis Keys.

As of December 31, 2020 the bank balance is \$279K. Wilkinson asked for a brief background surrounding the City and Town's contributions. Hotchkiss explained that in May of 2020, she was expecting to be hit hard by revenue loss due to COVID. \$124K was the minimum amount that would cover a few months' worth of expenses. Riessen informed Wilkinson that at the time, the goal was to trim expenses but keep the core staff so that the rebound back to normalcy would be fluid. Wilkinson asked if the expenses for the remainder of the year are pretty predictable. Hotchkiss responded that EDD is the only unpredictable expense. Schlunt asked how many donations were received during the December marketing push—Hotchkiss responded with \$780.

V. Action Item

A. Discussion and Approval of Proposed 2021-2022 Fiscal Year Budget

Rosell stated that the proposed budget projects a net loss of \$56K. He is comfortable approving this negative budget because it supports having a strong staff in place come fall. This budget does not include any more contributions from the City or Town.

To reduce expenses, Schlunt recommended to pass on the credit card service fees to the customer. Feder reminded the board that the budget is affected by class capacity constraints and recommends that we implement a targeted price increase on specific programming. Rosell feels that this should be done with the intention of setting this revenue aside for scholarships.

Wilkinson asked where the cash flow is at its weakest point. Hotchkiss responded with \$140K. This is due to the payout of staff PTO in August. Wangenheim asked if this \$140K includes the \$40K that is sitting in account credit revenue. Hotchkiss responded that it does not. Hotchkiss stated that this is a conservative and hopeful budget that is based off of a 50% program capacity.

Motion Rosell Second Riessen Vote All In Favor

Motion Passed

Voted on as follows

AYES: Rosell, Schlunt, Burns, Riessen, Welner, Feder, Schaeffer, Wilkinson, Wangenheim

NAYS: None

ABSTAINED: None

ABSENT: None

VI. Adjourn

The next regular meeting is scheduled for Monday, March 15, 2021 at 7:00pm.

There being no further business before the Board, Chair Rosell adjourned the meeting at 7:56 p.m.

Respectfully submitted,
Michelle Barsky