



THE RANCH

(Belvedere Tiburon Joint Recreation Committee)

DRAFT Regular Meeting Minutes

Monday, April 17, 2017 7:00 p.m.

Dairy Knoll, 600 Ned's Way, Tiburon

The public is invited to attend.

Call to Order. Chair McCaskill called the meeting to order at 7:00 p.m., with the following committee members:

Bob McCaskill – Belvedere Councilmember Chair	Present
Peyton Stein – Belvedere, Vice-Chair	Present
Erin Burns – Tiburon Representative	Absent
Melissa Feder - Belvedere Representative	Present
Jim Fraser – Tiburon Councilmember	Present
Afsaneh Zolfaghari – Belvedere Representative	Present
Jane Jacobs - Tiburon Representative	Present
Jerry Riessen – Tiburon Representative	Present
Howard Block – RUSD Representative	Absent

Staff in attendance: Cathleen Andreucci,
Diane Crane Iacopi

I. **Public Comment**

Chair McCaskill asked for public comment. There was none.

II. **Minutes**

A. Approval of Minutes for the Regular Meeting held on March 20, 2017
Motion/Second (Fraser/Zolfaghari) Approved 7:0 (2 members absent)

Chair McCaskill moved up the Discussion Item IV A. Meet the Staff - Maureen Borthwick (Adult Coordinator) & Kaitlin Hall (Youth Coordinator)

Director Andreucci reported that Adult Supervisor Dana Thor had submitted her resignation effective June 1, 2017. She said she was pleased to introduce Adult Coordinator Maureen Borthwick who has been training with Dana and will assume the position of Adult Supervisor after Dana's departure.

Ms. Borthwick said her main objectives were to continue and build on the excellent programs developed by Dana over the years and to also create programs for a new demographic, the 20-40 year olds. She described her ideas for a co-ed softball league

which would start up after Labor Day and be marketed to not only residents of the Tiburon Peninsula, but all of Marin County. She said she had participated in similar leagues in New York, noting how they help build interest in one's community. She said she had secured two fields (one in Mill Valley and one in Larkspur) for the upcoming league.

Ms. Borthwick described her experience doing event marketing and event coordination for Adidas. She said she moved to this area last year from Portland, OR, and worked with Brain Vitale on events last year for the Ranch.

Director Andreucci also introduced Youth Coordinator, Kaitlin Hall. Ms. Hall said this would be her seventh summer working at the Ranch, and her third year as a full-time employee. Ms. Hall described her work history at the Angel Island Day Camp, where she had been a counselor, co-Director, and now Assistant Director.

Ms. Hall went on to describe her activities working at the various school campuses. She said she worked on enrichment programs at Reed with K-2 in art, science and acting; and with teens at the Ranch Friday night drop-in program.

Hall said she worked on the noon sports programs at Del Mar School. In addition to sports, Ms. Hall said another program offered at Del Mar was the "Put Your Best Foot Forward" workshop that showed middle-schoolers how to put together a resume and interview. She said she wanted to continue to improve and offer more programs at Del Mar; to expand and serve groups that were not going out for after-school sports, or other activities.

Boardmember Fraser asked about how the program information was disseminated, citing the successful use of Instagram by Destination Tiburon in generating excitement and information about what to do in Tiburon.

The Board said they were impressed at the number and type of programs described, and later suggested that a similar presentation be prepared for the RUSD Board to inform them of all the activities and programs offered by The Ranch in conjunction with the schools.

III. Finance Reports

A. Review of Year End FY2016/17 Cash Report

B. Review of Month End FY 2017/18 Cash Report

- A. Director Andreucci briefly reviewed the report and said the increase in Academy revenues and the availability of extra classroom space at Bel Air and Reed Schools had contributed to a surplus of \$31,000 at year-end. Chair McCaskill noted the report had been finalized and sent to the auditor.

- B. Chair McCaskill said the month-end report was not yet available as the bookkeeper was out ill.

Director Andreucci moved onto a review of Summer Camp revenues (IV B).

IV. Discussion Items

- A. **Meet the Staff** - Kaitlin Hall (Youth Coordinator & Maureen Borthwick (Adult Coordinator) – see above report

- B. **Summer Camp Update** – Andreucci said some of the camp revenues were low (especially Fantastical Adventure) but she suspected it was partly a result of the 4-5th grade population bubble that was passing through. Boardmember Riessen suggested it might be beneficial to advertise in the San Francisco market, for this camp. Andreucci noted that the Angel Island Camps were filling up, and the tennis camp enrollment would likely change because they were offered throughout the summer on a drop-in basis. She said the 4th of July week camps were often low but those numbers could change as families develop their vacation plans.

Overall, the Director said that some of the camps may have hit their peak. She did not express worry about this, however, because she said the basketball league was a growing in popularity, and the new softball league would be successful, as well. She said both would contribute to the revenue stream. Boardmember Riessen noted that at one time, summer camp enrollment had been in a “trough” but this was not the case now.

Andreucci said that facility rentals were not quite a good as she had hoped due to the shortage of locations for full-day use. Vice Chair Stein said it was clear what great staff members were employed by The Ranch; she suggested it might be a good idea to market some programs to local companies and businesses who were looking for “boot camp” or team-building experiences.

- C. **Special Events**

Director Andreucci reviewed the list of events for the remainder of the year.

Boardmembers Feder and Stein described the success of the Easter Egg event in Belvedere and said how much fun it had been to volunteer at the event. Director Andreucci noted that 4,000 eggs had been stuffed and hidden for the kids.

Boardmember Riessen said that all boardmembers should participate in the events as volunteers. Boardmember Zolfaghari said how grateful she was for such wonderful program offerings in the community.

D. RUSD Update: Howard Block (absent; no report)

V. Action Items

A. Approval of the Amended and Restated 2017 Bylaws

Chair McCaskill said that in addition to the proposed changes to the bylaws distributed with the packet materials, he had met Director Andreucci earlier today and made a few more suggestions which were distributed as a handout at this meeting. He encouraged his fellow board members to review all the proposed amendments (and add any of their own), and return to the next regular meeting to consider adoption of the amended bylaws.

Item continued.

B. Approve terms for seated members of the Board to be increased from 2 years to 4 years.

Chair McCaskill noted that the terms had been changed to four years in the amended Joint Powers Agreement adopted by the City of Belvedere and Town of Tiburon last year. He said the Board had concurred with this change but the bylaws had to be amended to state the new terms. He asked the boardmembers if they agreed to an extension of their current term (to four years) as shown on the chart distributed at the meeting.

Boardmember Fraser commented that there was value to having continuity on the Committee, and encouraged his colleagues to stay on for four years.

There was a brief discussion about when the terms end -- the terms of three members end in 2019 and three in 2020 -- and whether they might be further staggered. Minute clerk Crane Iacopi noted that the bylaws say that no more than 4 terms should end in any one year, so there appears to be compliance. (The Council and RUSD boardmember appointments are made on an annual basis by the respective appointing bodies.)

Motion/Second (Jacobs/Stein) to Change the terms of the Seated Members from 2 to 4 Years; Approved 7:0 (2 members absent)

VI. Adjourn

Chair McCaskill adjourned the meeting at 8:10 p.m. to the next regular meeting scheduled for June 19, 2017.

Respectfully submitted,
Diane Crane Iacopi