



## THE RANCH

(Belvedere Tiburon Joint Recreation Committee)

### Regular Meeting Minutes

**Monday, March 20, 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 present:

Committee:

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

Staff in attendance: Cathleen Andreucci,  
Diane Crane Iacopi

#### **I. Public Comment**

Chair McCaskill called for public comment. There was none.

The Chair moved up the Discussion Item – Meet the Staff.

Bruce Miller, Recreation Coordinator, introduced himself to the committee and gave a report. He said that since being hired in July 2014, he was in charge of the “Tween” Program and After School Sports at Bel Aire School, as well as both CIT camps. He described the special programs he had helped develop within the Tween program, such as the Friday Night Hangout (during the school year), that includes activities such as a Fun Zone, Arcade, Basketball, Ping Pong, and movies. He also said they had special events on Halloween and St. Patrick’s Day. He said he had developed something called Teen Works which allows students to meet their community service credits. He said that he had coordinated with the Marin County Parks Department on projects, and that students had helped out with the Broom Busters 20<sup>th</sup> Anniversary celebration.

Miller also described the different classes at Bel Aire each day during lunch and he thanked Director Andreucci for allowing him to try out different things to see what

“sticks” with the kids. He went on to talk about revamping the CIT leadership training and said that of the 54 trainees from last year, over half were returning this year.

Finally, Miller said he had initiated an Adult Drop-In basketball game from 7 – 9 p.m. at Bel Aire School on Monday nights.

Miller described his education and experience. He obtained a degree in History from UC Riverside and had thought about teaching. He entered the Americorps Program and also worked for the Boys & Girls Club and YMCA. He said his hometown is Ventura, California.

The Committee thanked Mr. Miller for his creative and innovative ideas. They asked how he came up with some of his ideas. He said he related well with the age group (“tweens”) and stayed alert to what interested them. . Chair McCaskill asked about the hours of the Friday night programs and the average attendance. Miller said it was from 7-9 p.m. and that attendance had risen during his tenure from 19 to 37, with a high of 60 in the first year. He said attendance had continued to rise this year. Vice Chair Stein asked about the gender make-up. Miller said it was mostly boys but that the dance events were well attended by girls, as well. Councilmember Fraser asked how many staff assisted at the Friday Night events. Miller said there were usually 3, and during larger events, up to 5. Committee member Zolfaghari asked how the basketball program was promoted and how much it cost. Miller said it was listed in the Recreation guide, and that it was promoted also by posters, an email blast, and word of mouth. He said it cost \$4 for two hours of play. He said the gym was small and could not hold large groups but that it was fun for those who attended.

Chair McCaskill thanked Mr. Miller and commended him for a job well done. He noted how important it is for the Committee to meet the staff.

## **II. Minutes**

**A. Approval of Minutes** for the Regular Meeting held on January 30, 2017  
***Motion/Second (Fraser/Zolfaghari) Approved 6:0 (3 members absent)***

## **III. Finance Reports**

**A. Review of Year End FY2016/17 Cash Report**

Director Andreucci reviewed the year-end report. She said she was happy to report that instead of a \$10,000 deficit the report showed \$31,000 on the plus side of the equation. She said that the winter session of the Academy had done very well, over the projected amounts. She said that she always budgeted conservatively but that having the new building at Ned’s Way had really paid off in the ability of the The Ranch to offer year-round programs. She said this was especially important because programs had to be cancelled due to rain in previous years, but now they were able to be held indoors. She said this even affected the Tennis programs which had offered a couple of indoor

programs this year. She said as a result of these factors, there were not a lot of refunds requested, or rain dates.

Likewise, Andreucci the Adult programs had done well. Even after a slow start in the Spring/Summer, the actual numbers had been adjusted in the report to reflect another great Fall/Winter season, according to the Director.

Committee member Zolfaghari asked how the summer camps had performed. Ms. Andreucci said they had done well, according to projections. But she noted the other programs had performed better than projected.

Chair McCaskill asked if there were still payables out there that had not been included in the report. Ms. Andreucci said yes, that the final numbers might change a little but the main payables had been accounted for. She also said that Dairy Knoll expenses had come in under budget, as well.

Committee member Feder asked how the budget was balanced from year to year, if there were good years and bad, for instance. Chair McCaskill explained that a surplus had been built over time to allow for growth and also a rainy day fund. He said more would be added to this fund, over time.

### **III. Discussion Items**

- A. **Meet the Staff - Bruce Miller and Cornelia Busse-Geagan** (see Miller's report above; Ms. Busse-Geagan was not present at the meeting due to a family emergency).

#### **B. Tennis update: potential new software**

Director Andreucci said the software designer she had retained had decided not to take on the project and that it had taken her a couple of weeks to find a new vendor. As a result, the program had not yet been launched but the new vendor had offered to craft a program and charge The Ranch \$75 per month. Andreucci reiterated the purpose of the program. She said members of the public had requested the ability to reserve courts (in addition to the Higgins program) to allow individuals to override the set program and reserve space online. She said they wanted one court dedicated to walk-ons, with all others subject to the reservation system. She said the software would allow The Ranch to develop data on usage and present it to the Committee for its review.

#### **C. Insurance update: summary of coverage**

Director Andreucci presented a handout describing the insurance. She said the City of Belvedere currently paid the premium for the liability insurance. She said that it included Director's coverage (Errors and Omissions) and was a policy underwritten by the California Association of Parks & Recreation Insurance.

Vice Chair Stein asked about the exclusions for boxing and martial arts programs. Chair McCaskill noted that these exclusions did not apply to The Ranch programs.

**D. RUSD update: Howard Block**

Councilmember Fraser said Committee member Block told him all was going well. Fraser also reported that a new principal for Del Mar School was being recruited.

**V. Action Items**

**A. Approve Amended FY 2017/18 Budget**

Director Andreucci said there was an error in the projected payroll taxes in the previously distributed budget. She said a zero had been dropped and that the amount should have been stated as \$25,000 (rather than \$2,500). She said this would have been picked up by the bookkeeper when the numbers were entered, nevertheless, she said it affected the revenue projections and she asked the members to consider adopting an amended budget document.

Andreucci proposed making up the deficit created by this error by increasing the camp registration by \$5.00. In other words, a camp would cost \$400 instead of \$395 this year. She said this was also prudent because enrollments were starting out slower this year. She said the Angel Island camp numbers were stable, but that the Fantastical Adventure camp enrollment was slow, as was the Art & Garden camp. (She noted that Spring programs were also slow so she amended the numbers for these, as well.) Otherwise, Andreucci said all the other programs were growing well.

***Motion/Second (Fraser/Feder) Approved 6:0 (3 members absent)***

**B. Change terms for board members from 2 years to 4 years**

Director Andreucci said the Committee had expressed concurrence with this recommendation resulting from a recent amendment to the Joint Powers Agreement. But Chair McCaskill continued the item for a brief review of the Bylaws (to achieve consistency between the Bylaws and JPA) and to clarify whether the new terms applied to seated or prospective members.

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

**VI. Adjourn**

Chair McCaskill adjourned the meeting at 7:45 p.m. to the next regular meeting scheduled for April 17, 2017.

Respectfully submitted,  
Diane Crane Iacopi