

## TCC Board Meeting Minutes

Date: January 4, 2007  
Location: Julie Levine's House  
Attendees: Julie Levine, Ken Wheeland, Richard Provisor, David Carter, Susan Clark, Pat Harding, Lisa Bialac-Jehle, Mark Henley, Dawn Divina, Martin Schmitt, Belinda Ellis, Jamie Scher, Jane McAllister, Adrian Wright, Bill Buerge, Billy Portman, David Troy, Joe Pileggi

This was the first meeting of the new Board members for 2007. The meeting was called to order at 7:45pm.

### 1. Introductions

Everyone briefly introduced themselves, stated their position and their agenda for this year. Some ideas and goals discussed included: improving public relations and communication with TCC members and other Topanga residents, a monthly column in the Messenger, expanding membership, raising \$100,000 not including Topanga Days, creating an expanded user-friendly website with up to date information on meetings and events, minutes and annual reports, creating financial procedures, purchase requisition and other forms and accounting and payment records, adding more value/services/activities/inclusivity, generating and implementing new fundraising ideas, possible siting of EOC at TCC...

### 2. Finance

Belinda outlined her plan for implementing best practices for TCC accounting. New procedures and charts of accounts will be created by her before the ongoing management is turned over to a bookkeeper.

Specifics included the following. Items not voted on will be discussed at the next Board meeting.

- a. Four Board members will be authorized to sign checks: Mark, Julie, Belinda and Susan Clark. No vote.
- b. It may be desirable to open a new account at a bank other than Wells Fargo. No vote.
- c. Adrian made a motion to apply for a credit card for the TCC in the names of the president, treasurer (and bookkeeper when hired). Credit limit would be \$3,000. Expenses up to \$500 have to be approved by Julie, those above \$500 by the Board. Motion was passed with one abstention. All else in favor.
- d. It was suggested to create budgets for events like Board meetings or senior dinners to avoid having to get approval for small items from Julie.

### 3. Potential Bookkeeper

Julie introduced Dawn Divina as someone who is not only qualified but also has been involved with the TCC, performed music there, and who can grow with this position.

Dawn currently works for a non-profit foundation in Santa Monica, using QuickBooks, under supervision of its CFO. She also does business administration management and accounting for two other firms for another six weeks. She is possibly interested in a part-time assistant position with the TCC as well.

Dawn will send her resume to each Board member.

### 4. Topanga Days

David C. provided an update on Topanga Days planning on behalf of the Topanga Days Steering Committee.

--- The basic model remains similar to what was presented to the Board last year.

Expected budget is projected to increase 50% – 100% to \$50 - \$100K of profit. That projection will be adjusted as new data comes in.

--- Major current activity is the drafting of job descriptions for the various coordinator positions. Those will be advertised in the Messenger and posted in detail on the TCC website along with job applications.

--- Layout of booths has been revised. All craft booths (appx. 70) will be located on the ballfield, while all food booths will be located near the kitchen.

--- Hiring of a general coordinator and a music coordinator are critical and urgent. Both should be in place by February 1<sup>st</sup>.

--- The Town Council doesn't want to sponsor another parade this year. The Peace Alliance and the Chamber of Commerce were suggested as alternatives.

The following was agreed on after a lengthy discussion:

- a. A sub-committee comprising Jane, Jamie and Lisa will be formed to contact and attempt to sign big-name bands asap.
- b. Lisa with the help of Rick/David will write up a 200 word press release-style announcement regarding the general and music coordinator positions and email them to Lee Michaelson at the Messenger by 9am on 1/5/07.
- c. The various job positions will not only be posted in the Messenger and on the TCC website, but also on CraigsList. In addition, all Board members are encouraged to publish the listings to cast as wide a net as possible.
- d. This year, the operation of the box office should be directly overseen by the Board. It should be the responsibility of the Treasurer to collect, count and log all cash receipts on a daily basis.
- e. Martin agreed to publish the job descriptions on the website by 1/22, the date of the next Messenger edition.
- f. The TCC booth will be a) better managed than last year and b) located in a more prominent position, probably closest to the entrance on the ball field. Design and ordering of T-shirts will be overseen by the Board. Membership application sheets, schedules, and other promotional material will be prominent at the booth.

#### 5. **General Meeting Jan. 11**

To promote the meeting, Julie will send invitations to her AOL-format email list of general members. It was decided (*was it?*) not to also email a second list due to significant overlap resulting in spam. Martin will send out a final reminder on Tuesday evening using Stephanie's master list.

Proposed agenda for the meeting:

- a. Board introduction
- b. Discussion of coordinator positions
- c. Spira fundraiser
- d. Minutes from last meeting (if Michelle has them)
- e. Call to participation in TCC committees
- f. Solicit suggestions from TCH improvements from general members
- g. Music by Dawn Divina & Friends

#### 6. **Fundraiser for Spira**

A planning meeting will take place on Tue 1/9 at 9am at Julie's house. Mark H., Debbie Silbar and Randall Ott are the coordinator for the event which takes place on Sunday 1/21 at the TCC from 3pm to 7pm. Admission is \$15, and attendance is limited to 298. "Venice" will perform. \$2 pizza, left-over wine...

On Saturday, the 20<sup>th</sup>, there will be a clean-up of the burn site. Additional clean-up crew members are needed. Perks include free breakfast and lunch, fundraiser admission, and 'local hero' recognition.

Volunteers for serving, valet parking, clean-up, etc. are needed for Sunday as well.

**7. CHIC / CHAC Voting Rights**

A hand vote was taken to take the Board's pulse on the issue of granting voting rights to the chairs of CHIC and CHAC. Yes: 4, No: 0, Need more info: everyone else.

Discussion was moved to the next meeting.

**8. Other Business**

Susan Clark requested the use of the TCC on the evening of June 7<sup>th</sup>, and the ball field on Friday, June 8<sup>th</sup> from 8am to 2pm (?) for the Topanga Elementary School's First Annual Sports Day.

The meeting was adjourned at 10:30pm.

--MS