

**MINUTES**  
**TOPANGA COMMUNITY CLUB GENERAL MEETING**  
**10 May 2007, 7:00 PM**  
**TCH**

- 1) Meeting Called to order by Mark Henley at 7:10PM
- 2) Sign-in sheet circulated
- 3) Agenda Announcements – Mark Henley
- 4) Resignation of President – Mark Henley
  - a. Julie Levine has resigned as of 26 April 2007. Mark Henley has agreed to be interim president.
  - b. Statement read by Julie Levine, to be published in the Messenger in next issue.
- 5) Membership Drive – Pat Harding
  - a. Distributed new membership application brochure, to be mass mailed to all Topanga addresses.
  - b. Pat attended ballfield on Saturday, collected \$545 in new memberships from soccer enthusiasts.
  - c. Pat attended Earthday, collected \$380 in new memberships.
  - d. Membership drive and table to be located at TDays Box Office. Discounts for combined admission/membership will be offered.
  - e. Volunteers needed to staff membership table during TDays.
- 6) Member Email Addresses – Mark Henley
  - a. Mark requests that all members submit current emails for use by TCC in member communication only. Will not be sold or distributed.
- 7) Fundraising – Paul Steinberg
  - a. Please email Paul with any suggestions for fundraising.
  - b. Paul has sponsorship agreements available if anyone would like to use them with local/other businesses.
  - c. Additional fundraising support is being provided by Claudia Udy, contact her also with any ideas/leads.
  - d. Discussion about the Coconut Water manufacturer sponsorship; free product. Not known if they will permit it to be sold by TCC. Recommendation that we ask for 1,000 bottles. Do not distribute to public for free, competes with fundraising.
- 8) Spira Fundraising results – Mark Henley
  - a. Mark has final income numbers.
- 9) Topanga Nights – Mark Henley
  - a. A motion to the Board was made previously asking for an email vote to approve/deny the petition from Topanga Nights to proceed with this event. Voting was scheduled to end shortly before the TCC General Member meeting began.

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- b. Comments from some Board members for revisions to the motion were read by Dianne Porchia.
- c. Dianne presented the Topanga Nights banner and poster designs.
- d. Motion made to conduct a vote:  
“To allow promotion of Topanga Nights at Topanga Days, using banners and posters as presented.” Motion seconded, vote passed on show of hands.
- e. Motion made to conduct a vote:  
“The general membership supports and would like to support Topanga Nights event.” Motion seconded, vote passed on show of hands.

10) CHAC – Neil Shaw

- a. Maintenance suggestions – Neil distributed a list of member-nominated maintenance projects, dated 10 May 2007. Twenty-two items, some completed.
- b. Neil requests that members adopt items on the list and oversee their completion. CHAC will assist members who wish to adopt items.
- c. Mark Henley suggests that the TCC establish donation boxes on the TCH grounds for donations. Locked boxes, vandal proof. To be installed prior to Topanga Days if possible.

11) General Discussion

- a. Pat Harding suggested that Bill Burge’s Bricks and Mortar campaign be tabled until after Topanga Days, possibly until September.
- b. Susan Clark requested that the members support Mark Henley as interim president, noting the work and difficulty of the position.

12) Topanga Days – Mark Henley

- a. Remainder of meeting to be devoted to Topanga Days topics.

13) Volunteers – Brooke Collins

- a. Discussion of volunteer admission and benefit policies.
- b. Security – Brooke emphasizes need for Security volunteers. Please call Brooke at 818.932.9795.
- c. Volunteer areas needing staffing:
  - i. Kitchen
  - ii. TCC Booths
  - iii. Bars
  - iv. Children’s Area
  - v. Box Office
  - vi. Security
  - vii. Parking
  - viii. Artists Hospitality
  - ix. Stage Hands

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14) Kitchen

- a. Screen windows – David Daunch is going to construct.
- b. Menu – Ken Wheeland proposed menu.
  - i. Hansens sodas, recommendation to only have Root Beer and Orange flavors, not obscure flavors.
- c. Health Department Permit – Mimi has submitted application for permit for TCH kitchen; covers Breakfast and any other TCH-run use of kitchen for entire event.
- d. Mimi will investigate refrigeration option for TCH Kitchen food.
- e. Ken will buy 120 cases water at Smart & Final, 24/case, 16.9 oz/bottle.
- f. Belinda will write cash collection protocol for kitchen staff.

15) Admission Policies/Procedures – Mimi/Brooke

- a. Laminated badges – Mimi will make for:
  - i. TCC Board
  - ii. Coordinators
- b. General Admission
  - i. Rubber stamps, different stamp each day
- c. VIP Admission
  - i. Wristbands
    1. Bands
    2. Press
    3. VIP
- d. Topanga Dollars – Brooke
  - i. Brooke presented design, some edits to wording,
  - ii. Order 6,000 total, \$1 face value, expected usage is \$8,000 face value (\$4,000 cost to TCC to reimburse food vendors), will buy-back from vendors and reuse as necessary.
  - iii. 2,000 each per day, different colors each day
  - iv. Kelly will have them printed, coordinate with Brooke,

16) Tee-Shirts – Pat Harding

- a. Shirts for sale by TCC at TDays, poster graphic image on shirt front.
- b. Pat distributed proposed ordering quantities; 504 shirts for \$3199.20
- c. Budget is \$2500.
- d. Discussion whether to have Mens and Womens styles or Men's only. Image size and available area are issues.
- e. Pat will revise ordering proposal, budget increase may be needed.
- f. Staff Shirts – Logo design with “Staff” on back, print approximately 100 each. Budget contains \$750 for this item.

17) Crafts Fair

- a. Booth Numbering – Lisa Bialac-Jehle requests that booths have numbers posted for use in a directory or on a map for locating vendors.

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- b. Mimi will propose number sign method and coordinate with Lisa to implement.

18) Parade

- a. CalTrans is obstructing parade permit process.
- b. Stacy Sledge – Formerly handled parade permits with CalTrans. Consult with her regarding handling CalTrans.
- c. Mimi will consult with Zev's office to expedite.

19) Main Stage Music

- a. Shilah submitted list of check requests for band payments, submitted to Belinda, will email copy to David Crater.
- b. Stage Layouts – Shilah has sent out stage layout requests to all bands as of today.
- c. Swinghouse Sound – Shilah will email copies of order list/cost to David Crater.
- d. Additional Insured – Swinghouse must be added as additional insured, Shilah to contact Belinda.
- e. Contracts – Shilah is maintaining copies of all contracts.
- f. Parking - Shilah will compile parking and admission pass list:
  - i. 2-all day passes per band, that day only.
  - ii. 6- 2hr passes per band during loadin/set/loadout only.

20) Golf Carts – Mimi

- a. Recommendation for 1 additional golf cart, \$225. Motion made to Board members present to authorize a total of \$303 to include cart and insurance. Motion passed on show of hands, 7 yeas, no abstentions.

21) Meeting Adjourned at 9:40 PM by Mark Henley.

Minutes recorded by David Crater