

**LAKE CHAPALA SOCIETY
BOARD MEETING
MARCH 11, 2009**

BOARD MEMBERS PRESENT: Nancy Creevan; Rick Feldmann; Richard Bailey, Mary Alice Sargent, Mary Ann Waite, Kenneth Caldwell

OTHERS PRESENT: Terry Vidal, LCS Office Administrator; Roger Borg, Treasurer; Lynn Bishop, Recording Secretary; Emile Badawy, LCS Audit Committee member.

The meeting was called to order at 11:35 am by President Nancy Creevan.

MINUTES OF FEBRUARY BOARD MEETING

Moved by Richard Bailey; seconded by Ken Caldwell that minutes of the February 2009 Board meeting be accepted as previously distributed by e-mail. Motion Approved.

FINANCIAL REPORT : Roger Borg

Treasurer, Roger Borg, distributed copies of the Profit & Loss Budget Performance, January 1 through March 11, 2009, and a Profit & Loss Statement for Spanish Class (copies attached). During review the following were noted:

- The ICF money is now in the bank with one-half going to LCS, and the other half to the Wilkes Center.
- The account furthest out of line on the budget sheet is the Spanish class due to the higher than anticipated enrollment.
- Everyone understands that if we are going to control the budget we have to control expenses.
- Rick reported that when the budget was done the cyclical nature of registration and membership was taken into account.
- Mary Alice Sargent questioned where the budget amount of \$219,000 for the Spanish classes came from.

ACTION: Mary Alice Sargent, Roger Borg and Rick Feldmann will meet to discuss the Spanish Program budget.

Moved by Rick Feldmann; seconded by Richard Bailey to accept the Treasurer's Report as presented. Motion Approved.

ADMIN REPORT: Terry Vidal

- Terry had a meeting with Service Office volunteers and many of the forms used in the office are now being updated.
- A meeting was also held with volunteers regarding the work environment. **Action: Terry will provide copies of the handouts from this meeting to the Board members.**
- The lawyer wants to meet with the Board in order to create formal agreements.
- Terry may need some time off in April.
- With respect to the things submitted to the Board last month Terry reported that he did receive feedback from Mary Alice and asked if the rest of the Board is happy with the draft of the job descriptions. Especially those of the LCS employees.
- According to Silvina Ramos, LCS accountant, vacation pay for 2007 was paid to Mauricio, LCS part-time gardener, but it is still owed for 2006. There is a dispute about when he started as he says it was in 2005 and LCS says he started in 2006. Rick Feldmann noted that the date on the contract was the date that Mauricio provided as his

start date with LCS, and that his contract was changed and recalculated to take that into consideration.

Action: Rick Feldmann will meet with Terry and Syvina to discuss this.

- Terry pointed out that in February he was given notice that his position would continue. He has a job description and in future he will stick to the job description. **Action: A copy of the job description to be forwarded to all Board members.**
- Richard Bailey reported that there is a problem with a Saturday volunteer with regard to the new postage info sheet format. **Action: Terry will meet with the volunteer who is having problems.**

Terry then retired from the meeting.

REPORT FROM AUDIT COMMITTEE: Emile Badawy

- The Audit Committee has been working at setting up policies and procedures. There has been some feedback, but not a lot, and they will meet next week to discuss these again.
- A full financial review has just been completed and LCS has received a clean bill of health. There will be a few recommendations coming to the Board. This audit is of the 3-month transitional period of October 1, 2008 to December 31, 2008.
- The Audit Committee has agreed to look at operational issues.
- Audit Committee meetings are always held one week after the monthly Board meeting.
- The Audit Committee reports to the membership at large.

Action: Mary Alice requested that a copy of the Audit Committee report be filed with the minutes so that people can come into the office and look at it.

SPANISH CLASS UPDATE: Curly Lieberman

- In the past it was correctly identified that there is a need for co-coordinators for the Spanish program. Diane Brisse has now left the position of co-coordinator. She was the "numbers" person so there will be no financial report for this meeting. **Action: Rick Feldmann will work with Curly on financial aspects of the Spanish Program until a new co-coordinator is found.**
- Curly reported on the current Spanish classes. Rich Peterson provides a 4 week introductory course. It is offered for 3 months in a row and then he takes one month off. The course is open to the public at a cost of 100 pesos. The instructor receives 90% of the money, and he provides all his own materials.
- There are eight (8) other Spanish classes being taught by two teachers. These are open only to LCS members.
- The classes appear to be going well although there is a dropout rate of about 50%. These classes are informal and some people take it more seriously than others. The policy is that there is a full refund given if people drop out in the first week of class so most of the dropouts have paid for the class.
- In response to Mary Ann Waite's question of whether students are given any kind of evaluation form to complete about the class, Curly indicated that she thought this would be done at the end of the term.
- Tuition for these classes is 500 pesos and 75% of that amount goes to the instructor with 25% going to the Student Aid fund. Payment to teachers is made in 3 payments, with the first being the end of January, before adjustments are made for dropouts.
- Students order their materials when they register for class.

- Curly will be away for most of the summer and there is a class that they want to start in the Fall so someone will need to be in place to work on this over the summer.

Action: Curly will write up a job description for the co-coordinator position and will send it to Kenee to be posted on the website.

FINANCIAL POLICIES AND PROCEDURES: Rick Feldmann

- The draft of the Financial Policies and Procedures was circulated twice. The first time it went to the Audit Committee and then was revised based on their comments.

Moved by Rick Feldmann; seconded by Richard Bailey that the Financial Policies and Procedures be adopted as they were presented to the Audit Committee and the full board via email. Motion Approved.

- Rick reported that Tod's area (the production of the directory) is not part of the policies yet.
- A volunteer has come forward who is willing to take over the directory operations.

Action: Rick Feldmann, Terry Vidal and Emile Badawy and his wife will meet to discuss this.

Moved by Ken Caldwell; seconded by Richard Bailey that a sub-committee consisting of Rick Feldmann, Terry Vidal and Mary Ann Waite be formed to study the directory operations, and to make plans for 2010 and beyond. Motion approved.

Action: The sub-committee to make recommendations to the Board for the next meeting.

GOVERNING DOCUMENTS ON LCS WEBSITE: Rick Feldmann

Rick Feldmann previously sent all Board members an e-mail with the specific wording. This was also sent to the webmaster but was not posted.

Moved by Rick Feldmann; seconded by Ken Caldwell that the Board adopt the wording put forward by Rick Feldmann. Motion Approved.

Action: Rick Feldmann to forward a copy of the wording to the Recording Secretary.

Mary Ann Waite then introduced Sergio Fernandez, an insurance broker working in the Lakeside area. He has expressed an interest in using the LCS facilities and paying the rental.

Action: Sergio Fernandez was asked to forward details of his business for discussion at a later time.

SPANGLISH IMPOSITION FUNDRAISER: Nancy Creevan

- This fundraiser will be held on March 21st. Tickets and posters are now being distributed by the group. They will be selling tickets and tickets will also be available in the LCS office. Nancy requested that Board members also take tickets to sell.

- Mary Ann Waite noted that the improv group has expressed concern that the LCS is selling tickets for only 100 pesos when other organizations using the Spanglish Imposition as a fundraiser are charging more. Nancy explained that the reasoning behind the decision to sell tickets at \$100 pesos was due to the fact that the LCS recently held a fundraiser for \$150 pesos that provided more with the ticket price than is planned for this event.
- The LCS will be receiving 85% of all ticket proceeds and all the profit from the bar, which will be operated by Robert Kleffel and the library volunteers.
- The show runs from 5:30 – 7:30. The gates will be open at 4:30 and there will be an intermission. Some of the Board members will be needed to help at the event.

FACILITY USERS & USER FEES: Rick Feldmann

- Rick distributed copies of a document showing facility usage, sorted by date from 12 months ago to the current time. The top section is strictly programs run by the LCS. The next section shows those who are making sales. Currently only three of these are being charged.
- Rick recommended that a subcommittee be set up to figure out what is going to be done about the fees, etc. If the committee wishes to survey members they should have to come to the Board for permission to do so.

Moved by Richard Bailey; seconded by Rick Feldmann that a sub-committee be set up to review facility use and fees, and that the LCS not charge anyone until the sub-committee comes back with recommendations. If the committee wishes to go outside and talk to people they must have permission from the Board. The committee should also address all single date users. Motion approved.

Action: Rick Feldmann and Mary Ann Waite will sit on the committee and will look for additional volunteers.

SOCK HOP RESULTS: Mary Ann Waite

- The profit from the Sock Hop was \$9,512 pesos.

Moved by Mary Ann Waite; seconded by Rick Feldmann that the Board go ahead and purchase the equipment suggested by Jim Spivey. The equipment to include 2 wireless microphones at a cost of \$800.00 pesos, \$2400 pesos for an amplifier and \$810 pesos for two speakers for the gazebo and a small amplifier for \$1200 to be kept in the Sala. Total cost will be \$5210.00. Motion approved

- There will be \$4,302 pesos remaining from the proceeds of the Sock Hop. Mary Ann noted the need for new chairs for the Sala and the requirement for a new projector and screen that could be mounted in a way to allow it to be used for watching movies.
- Ken Caldwell pointed out that there will be wiring and cables to be purchased for the new equipment approved. Board members agreed to hold the remaining \$4301 pesos until the installation costs are known.

MEMBERSHIP STATUS: Mary Ann Waite

- Membership stands at 2924, an increase of 69 since last month.

HOURS OF OPERATION FOR LOW SEASON: Richard Bailey

- Richard reported that all Saturday volunteers, with the exception of the video library volunteer, would like to close at 1:00 pm as there is nothing for them to do after that time.
- Ken Caldwell pointed out that there is a lot of work that needs to be done around the LCS property and perhaps we could use some of the volunteers for these things.
- Volunteers on some of the other days also seem to feel they should be closing earlier but more information is needed before a decision can be made.

Action: Richard Bailey will advise all Board members of what information he needs and all Board members should talk to all volunteers on days they act as OD, then email the information to Richard.

SECURITY AFTER CLOSING: Nancy Creevan

- As reported in a recent email to Board members, the front bathrooms were found by a volunteer to have been deliberately vandalized early one morning. There have been other problems in the past with the front bathrooms.

Moved by Ken Caldwell; seconded by Rick Feldmann that as soon as the locks on the front bathrooms can be modified the front bathrooms will be locked after 2:00 pm every day and reopened the following day when Berta comes in. Motion approved.

- Discussion followed regarding security for the entire facility and it was agreed that this could be a problem in the future.

Action: Ken Caldwell will discuss security steps taken by Open Circle with Mike Patino and report back to the full board next meeting.

CLOSING LCS FOR WORK PROJECTS: Ken Caldwell

- The LCS will be closed at 4:00 pm on Thursday, April 9th and will reopen at 10:00 am on April 14th. This will allow for some deep cleaning to be done of the grounds and the buildings. A committee will be set up to organize the type of work to be done, and to put together a budget. The garden people will be heavily involved in this.
- It is hoped that the bodega can be cleaned out so that it can be used for storage of items currently left on the gazebo. There should be a policy that when the gazebo is not in use all items must be stored in the bodega.
- Ken noted that there are lots of storage areas that need to be cleaned out and items in them inventoried.
- It might be possible during the shut down to move some of the work stations that were identified during Terry's meeting with volunteers.

Moved by Mary Alice Sargent; seconded by Ken Caldwell that the AA group be allowed to use the grounds at their regularly scheduled times while the facility is shut down. Motion approved.

The meeting went into Closed Session at 1:30 pm and came out of Closed Session at 1:40 pm.

Moved by Mary Alice Sargent; seconded by Rick Feldmann that Terry Vidal has successfully completed his initial introductory period of 90 days as of March 1, 2009 and his status is moved to that of permanent employee as of that date. Motion Approved

AROUND THE TABLE:

Richard Bailey: Nothing

Ken Caldwell: The Court in Chapala has sent notice of a preliminary hearing scheduled for tomorrow on the slander suit being brought by Larry Reeves. Board members are not required to attend per the papers delivered last Thursday at LCS. Brief discussion followed regarding various options the Board has.

Action: Nancy and Rick to bring the papers to Lic. Eliberto Velasquez de Anda, LCS's attorney, following this meeting and discuss options with him.

Rick Feldmann: Nothing

Mary Ann Waite: The webmaster is resigning and Mary Ann suggested finding four volunteers to work on redesigning the website. She suggested that Terry be the coordinator for this as he has knowledge about websites. He has agreed to do this. Nancy indicated that each of the volunteers should have their own area to be responsible for. She also noted that the Board has previously discussed redesigning the whole website and this would be a good opportunity to do so.

Action: Nancy to forward the name of a volunteer who does web design to Mary Ann.

Mary Ann noted that a date should be set for the annual fiesta.

Mary Alice Sargent: Two students have been lost from the Student Aid Program. One student did not pass an exam and their GPA was too low, and the other student who is taking Business Administration has found someone else to sponsor them.

Mary Alice provided information about another Spanish class that is operating on the grounds that is not a formal part of the Spanish program. The teacher is collecting money from the students and is giving a donation each month to the Wilkes Center. The Board agreed that as long as space is available there is no reason to discontinue this. However, Ken suggested that this sets a bad precedent and this class should be added to the documentation as a facility user.

Nancy Creevan: Nancy suggested that due to the tight budget this year the annual volunteer party should not be held. Individual Board members and directors can find other ways of thanking volunteers in their areas. Other board members agreed not to hold the party this year.

The meeting adjourned at 2:05 pm.

Respectfully Submitted

Lynn Bishop, Recording Secretary