

CCPA Board Meeting Minutes- April 3, 2021 (4PM)

Present Board Members: David Zupan, Steven Berkson, Ed Kashin, Jaci Guarena, Mike Meyer, Chico Schwall, Nancy Forrest, Camas Banks

Present Staff: Eric Herz, Bob Fennessy, Barbara Bochnovic

Present Public/Membership: Janelle Krinsky, Sherry Franzen, Sandra Bishop, Tom Wilt, Cindi Vail, Heather Kent, Angela Lees, Jon Pincus, Gabriel Gonzalez Vasquez, Kathy Ging

1) Call to Order 4:18 PM

2) Announcements & Member Input

a) Deciding when board meetings should be. When is bookkeeper prepared to give reports? One week after end of month. Agreement on second Tuesday of month at 7PM. Next meeting tentatively 5/11/21 @ 7PM (Camas still needs to agree). Doodle poll may be forthcoming.

b) Removing computer and electronics communication policy from this agenda.

c) Employee leave policy discussion added to this agenda

d) CD sales raised by T Wilt \$2,100

3) Agenda Review

4) Approval of Minutes

Return to this item – unanimous approval of minutes at 6:29PM

5) Reports

a) Facilities Report (Eric Herz)

Sewer line repaired by city at no cost. They replaced a section of sidewalk, as well. Flashing on roof repaired. Roof work is complete. Network cabling upgrade in office in progress. Sprinkler inspection coming up. Bioswale being added to Lincoln St. next to WOW Hall. Jon says we should look at design, since we may have liability for accidents. Jaci says that this could affect the roots of our trees and make them unstable and suggests an arborist come and look at the design beforehand.

b) Financial Report (Chico)

How are we going to make WOW Hall sustainable? PPP Loan, we spent \$40,695. We owe \$10,635. We can ask for Forgiveness from government. Waiting for the government to open up the process. Direct bookkeeper to put the \$10,635 in its own account. Money from state is a grant and does not need to be returned. Federal government grant coming for venues: Shuttered venues operator "SVO" coming through SBA. We need an audit. We need to funnel money into education. We need more going in diversity, equity and education to be more grantable.

c) Short-Term Fund-Raising Committee Report (Zupan and Kashin)

Black Student Union event – our in-kind services donated only. More collaboration needed to make an event like this successful. More lead time. More collaboration between event coordinator and WOW Hall.

d) Booking Report (Meyer and Kashin)

Further discussion needed to discuss bookings.
Programming meetings posted on website

- e)** Report on Personnel Policies Committee (Sandra Bishop)
Policy rewrites in progress and upcoming for sexual harassment, computer use and digital email and discrimination.
- f)** OPS Workgroup Report (Berkson)
Charting out resource and personnel requirements for different events. Progress being made.
- g)** Programming Sub-Workgroup Report (Meyer)
Ten individuals met on 3/23. Mission statement approved. Diversity, outreach, marketing was discussed. Next meeting on 4/6/21
- h)** Report on Domain Name/Website/Data/Login security (Berkson)
Wowhall.com is not in our control. Domain name is in our control. Renews 2022/23. Issues with recurring method payments with debit cards. S. Berkson recommends opening PayPal account for recurring payments. Wiring project happening to improve WiFi. Security issues need to not be discussed in open meeting.

6) Old Business

- a)** A motion to form a "Fundraising Committee" (to work on fundraising and a program for fundraising)
Steven motions. David seconds.
Ayes unanimous

7) New Business

- a)** Motion to direct the book keeper not to move money from one account to another without the approval of the Treasurer. Any transfers and transfer requests will be

reported to the Board at the next regular meeting. For example, money will not be moved from 'Savings' to 'Operations' without the approval of the Treasurer or of the Board.

Chico motions Ed seconds

Ayes: Chico, Ed, David, Nancy, Camis, Steven, Mike

Nays: Jaci

- b)** Provide overnight on-site watch with a volunteer, possibly a houseless person who can be trusted to help keep the building safe especially the front door area.

Discussion: licensed security company? Bucks in parking lot? Nancy's organization can possibly recommend someone. Imperative that the individual is highly trained. Can we legally offer someone a living situation under the car camping ordinance? St. V de P could fund the Bucks. Bob says it's mellow right now. Appropriate support of houseless community by the hall is suggested. Discussion will continue.

- c)** Authorization for Cleanup (Berkson)

Tabled to next meeting

- d)** Leave Policy.

Tabled to next meeting

- e)** Discuss WOW Hall doing musical instrument instruction during the partial shutdown.

Tabled to next meeting

- f)** Discussion Item: Interim manager.

Tabled to next meeting

- 8)** Set Next Meeting Date.

Decision reached to have regular board meetings on second

Monday of each month. Next meetings are 4/12/21 and then 5/10/21.

- 9) Motion for closed session on Personnel Issues passes unanimously.

Public Meeting adjourned at 8:42PM

Next board meeting Monday, 4/12/21 @ 7PM