



Chaffey College

CHINO COMMUNITY CENTER  
OVERSIGHT COMMITTEE

Virtual Meeting via Zoom  
Thursday, June 16, 2022  
1:00-2:30 p.m.

In Attendance:

**City of Chino**

Linda Reich

**Chaffey College**

Lee McDougal  
Henry Shannon  
Teresa Hull

**Absent**

Christopher Flores

**Guests**

Rita Elias, Event Coordinator

Kim Erickson, Executive Director, Business  
Services, Chaffey College

**Recorder**

Eva Ramirez, Executive Assistant,  
Chaffey College

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**Summary Notes**

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- I. **Welcome and Introductions** – Chair Lee McDougal called the meeting to order at 1:07 p.m. and the following notification was read:

Pursuant to AB 361 (Cal. Gov. Code section 54953), members of the Chaffey College Chino Community Center Oversight Committee, staff, and the public will be able to participate in the June 16, 2022 meeting via videoconference.

To attend via videoconference, use the link provided on the meeting agenda or on this committee's webpage.

Public comments for this meeting were accepted via email up to the posted start time of this meeting.

For anyone joining us live, please send a chat to the meeting host if you would like to make a public comment.

All submissions received will be considered a public record under the Public Records Act and are therefore subject to public disclosure. Submissions will be read into the record at the meeting and must comply with the three-minute time limit.

- II. **Motion to Verify/Find That Sufficient Health and Safety Conditions Exist to Continue Holding Teleconference/Hybrid Committee Meetings Subject to The Conditions Set Forth in Government Code Section 54953 (e) (AB 361)** – On a motion by Teresa Hull, second by Linda Reich, this item was unanimously approved.
- III. **Public Comments** – None

- IV. **Update from Event Coordinator** – Rita Elias shared the documents, “Chaffey College Chino Community Center Event Schedule” for the months of June 2022 – February 2024, and “Revenue Projection Form” for the months of June 2022 – November 2022. The Community Center is averaging 4 – 8 events per month for this year, almost all Saturdays are booked in 2023, and events are starting to book for 2024.
- V. **Update on COVID-19 Guidelines** – Ms. Elias presented proposed changes to the Facility Reservation Terms & Conditions. The changes include: deleting language about COVID-19 refund petitions; updating COVID-19 disclaimer; masks will now be strongly recommended instead of required; contact-tracing terms will remain; requirement for liability waivers will be removed; social-distancing floor markers language will be removed; various sanitizing requirements will be removed; buffet-style meals will be allowed. On a motion by Dr. Shannon, second by Dr. Reich, the committee unanimously approved the proposed changes as presented.
- VI. **Capital Equipment Update** – Ms. Elias presented an update regarding capital equipment. In response to a question from Lee McDougal, Kim Erickson explained that funding carries over year-to-year, therefore, the expense and budget for any item that is postponed will be moved into the next year.
- VII. **Financial Statement Update** – Kim Erickson shared the Balance Sheet and Income Statement through March 31, 2022. Total capital is strong at \$87,519. Sales and rentals are far exceeding what was forecast for the year, and are already at 106%.
- VIII. **2022-2023 Tentative Budget** – Kim Erickson shared the 2022-2023 Tentative Budget draft. On a motion by Dr. Shannon, second by Dr. Reich, the committee unanimously approved this item.
- IX. **2022-2023 Meeting Schedule (9/15/22, 12/8/22, 3/16/23, 6/15/23)** – The proposed meeting schedule for the upcoming year was presented, meetings will be held quarterly on the third Thursday of the month, with the exception of December. On a motion by Dr. Hull, second by Mr. McDougal, the committee unanimously approved the meeting schedule as presented.
- X. **Event Coordinator Contract** – Rita Elias logged off of the meeting and Teresa Hull presented on this item. Dr. Hull proposed a 5% increase to the event coordinator contract for 2022-2023, and she provided various examples of outstanding work performed by Ms. Elias this past year, including: taking initiative regarding the Community Center's COVID-19 response; updating the preferred vendor list; shepherding the new a/v and Wi-Fi system installation, which has led to increased rentals and revenue; marketing of the Community Center; and more. Furthermore, Ms. Elias has excellent reviews on various online wedding platforms. On a motion by Dr. Reich, second by Dr. Shannon, the committee unanimously approved a 5% increase to the event coordinator contract for 2022-2023. Ms. Elias rejoined the meeting and was informed of the new contract amount, she was also commended for her good work.
- XI. **Event Assistant** – Rita Elias presented on this item. Ms. Elias explained that an event assistant is needed to support the numerous events now taking place at the Community Center. She would like to bring back the individual that was in the position prior to the pandemic closure, or conduct a search for another individual to start as soon as possible. On a motion by Dr. Shannon, second by Dr. Reich, the committee unanimously approved bringing back an event assistant.
- XII. **Comments, Requests, Future Agenda Items** – None
- XIII. **Adjourn** – The meeting was adjourned at 1:40 p.m. The next meeting is scheduled to be held on September 15, 2022.