



Chaffey College

CHINO COMMUNITY CENTER
OVERSIGHT COMMITTEE

Virtual Meeting via Zoom
Thursday, December 8, 2022
1:00 p.m. - 2:00 p.m.

In Attendance:

City of Chino

Christopher Flores
Linda Reich
Silvia Avalos

Chaffey College

Lee McDougal
Henry Shannon
Teresa Hull

Guests

Rita Elias, Event Coordinator

Kim Erickson, Executive Director of Business
Services, Chaffey College

Recorder

Eva Ramirez, Executive Assistant,
Chaffey College

Summary Notes

- I. **Welcome and Introductions** – Chair Lee McDougal called the meeting to order at 1:00 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 December 8, 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.

Lianna Savage was introduced as the new event assistant. Heather Parsons, interim director of the Chaffey College Foundation, was also introduced.

- 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)** – Eva Ramirez explained that the emergency order by the Governor ends on February 28, 2023, and as a result, this committee will have to return to in-person meetings starting with the next meeting.

On a motion by Henry Shannon, second by Lee McDougal, 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 December 2022 – December 2024, and “Revenue Projection Form” for the months of December 2022 – June 2023. All Saturdays in 2023 are booked and Fridays and Sundays are starting to fill, it appears 2023 may be the strongest year to date.
- V. **Projection System for Back Wall** – Ms. Elias reported on the research she conducted to add a projection system for the back of the room. Adding a projector will require some construction due to the addition of cable. The quote received is approximately \$60,000. After some discussion about the best location for the new system, the committee requested a quote for installation of three projectors, one for the back of the room and two for the side walls. Ms. Elias will obtain a quote for 3 projection systems and will report back at the next meeting.
- VI. **Bridal Open House 2023** – Ms. Elias presented a proposal to host a bridal open house in March 2023. This event, which in the past has generated several new bookings, will be the 7th annual. On a motion by Linda Reich, second by Teresa Hull, this item was unanimously approved.
- VII. **Financial Statement Update** – Kim Erickson shared the Balance Sheet and Income Statement through September 30, 2022. Total capital is \$139,941, total income year-to-date is at \$78,659, and total profit year-to-date is \$14,987. The committee discussed the appropriate amount to keep in the reserve, prior to the pandemic it was \$100K. Ms. Erickson will meet with a team from this committee and develop and bring a recommendation regarding the reserve amount to the next meeting.
- VIII. **Comments, Requests, Future Agenda Items** – Dr. Shannon and Heather Parsons mentioned that the College received a \$1.7M grant from the San Manuel Band of Mission Indians for the culinary program, and the College is hoping to name the kitchen in the Community Center building in honor of the San Manuel Band of Mission Indians. The College plans to bring an item to this committee’s next meeting for review and approval.
- IX. **Adjourn** – The meeting was adjourned at 11:34 a.m. The next meeting is scheduled to be held on March 16, 2023.