



**Chaffey College**

**CHINO COMMUNITY CENTER  
OVERSIGHT COMMITTEE**

Virtual Meeting via Zoom  
Thursday, March 18, 2021  
1:00-2:30 p.m.

In Attendance:

**City of Chino**

Christopher Flores  
Matthew Ballantyne  
Linda Reich

**Chaffey College**

Lee McDougal  
Henry Shannon  
Teresa Hull

**Guests**

Rita Elias, Event Coordinator

Kim Erickson, Executive Director, 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. Self-introductions took place and Mr. Christopher Flores, councilmember for the City of Chino, was welcomed to the committee.
- II. **Public Comments** – None
- III. **Update from Event Coordinator** – Rita Elias shared the documents, “Chaffey College Chino Community Center Event Schedule” for the months of March 2020 – May 2023, and “Revenue Projection Form” for the months of April 2021 – September 2021. Activity is low due to the pandemic. Henry Shannon commended Teresa Hull and Rita Elias on working with clients whose events were affected by the pandemic shutdown, and helping to reschedule their events. Ms. Elias shared the revised “Facility Rental Contract,” which contains new language that was approved at the last meeting and has since been reviewed by Ryan Church, legal counsel for Chaffey College. Lastly, Ms. Elias shared the “Facility Reservation Terms & Conditions” document, which includes new COVID-19 language and a new Exhibit A, COVID-19 Screening Protocols. She explained that she met with Teresa Hull, Linda Reich, and Susan Hardie (risk manager for Chaffey College) to create the new COVID-19 language and Exhibit. Clients will be required to provide their own temperature screening and gather information to help with contact tracing. Additionally, clients will be required to provide their own PPE. At the recommendation of Lee McDougal, Ms. Elias will spell out PPE on the document. Matt Ballantyne inquired if the requirements for temperature screening and contact tracing will discourage potential clients. Ms. Elias replied that the clients to which this was mentioned have been open to it. A statement will be added to the terms and conditions stating that the COVID-19 requirements are subject to change based on the County’s recommendations.
- IV. **Coronavirus COVID-19 Response** – Ms. Elias shared a document with details on the COVID-19 response. She reported that the Community Center is currently open for outdoor ceremonies and essential meetings. Since the Center closed due to the pandemic on March 14, 2020, 52 events

have been canceled, which is an estimated lost revenue of \$220,000. Furthermore, 20 events have been rescheduled, 6 events have taken place, 28 new events have been booked, and numerous inquiries have been received.

- V. **Chaffey College Fall Class Schedule** – Dr. Shannon mentioned that Chaffey College is working with employee unions to prepare to return to face-to-face instruction. The plan is to hold 30% of classes in-person in the fall; the remainder of classes will continue online. Athletes are returning on June 1, 2021 for conditioning purposes and a full complement of athletics is planned for fall 2021 and spring 2022.
- VI. **Financial Statement Update** – Kim Erickson shared the Balance Sheet and Income Statement for the period ending December 31, 2020. Total capital is \$103,194. The net operating loss of \$174,635 includes paying for audio/visual upgrades, which were planned and will be covered by the budgeted prior-year balance re-allocation of \$160,000. Utility expenses are low, which is due to COVID-19 closures. There should be sufficient cash to get through the next six months, and the Center is starting to reopen and hold events again. Mr. Ballantyne commended the team and stated that it seems the Center has weathered the storm and is doing well considering all the challenges faced with the pandemic. Dr. Shannon also commended the team and added that the recent upgrades made to the Community Center will help attract more clients once everything starts to reopen.
- VII. **Historical Financial Review** – Kim Erickson shared the Multi-Year Income Statement as of December 31, 2020. The statement shows nearly ten years of financial history for the Community Center. The years 2019/2020 and 2020/2021 show a loss due to various upgrades and also due to the pandemic shutdown. Prior to that, consistent growth was seen and Ms. Elias was commended.
- VIII. **WiFi Service and Audio/Visual Equipment Update** – Ms. Elias reported that the installations of WiFi service and audio/visual equipment are complete and working well. This has been a big draw for clients, and 80% of new bookings are including the audio-visual package. One major benefit is that the new audio-visual equipment will enable clients to share their event online with people that are unable to attend in person.
- IX. **Comments, Requests, Future Agenda Items** – None
- X. **Adjourn** – The meeting was adjourned at 1:40 p.m. The next meeting is scheduled to be held virtually on June 17, 2021 at 1 p.m.