



Chaffey College

CHINO COMMUNITY CENTER
OVERSIGHT COMMITTEE

Virtual Meeting via Zoom
Tuesday, September 28, 2021
2:00-3:30 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 2:02 p.m.
- 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 September 2021 – May 2023, and “Revenue Projection Form” for the months of September 2021 – February 2022. Ms. Elias mentioned that there are still many cancellations and postponements of events occurring due to the pandemic. She also reported that the new audio/visual equipment has been popular with clients.
- IV. **Coronavirus COVID-19 Response** – Ms. Elias shared a document with details on the COVID-19 response. Since the Center reopened from the pandemic on June 15, 2021, 14 events have been executed, and 27 new events have been booked. Numerous inquiries have also been received.
- V. **Financial Statement Update** – Kim Erickson shared the final Balance Sheet and Income Statement for the 2020-2021 fiscal year. Total capital ended at \$46,776, which is better than anticipated, considering all of the events that were canceled due to the pandemic. The net operating loss of \$231,053 includes paying for various improvements (i.e. courtyard area, audio/visual upgrades), which were planned. These improvements have been a good investment and are attracting new clients.
- VI. **2021-2022 Adopted Budget** – Kim Erickson presented the 2021-2022 adopted budget for approval. Ms. Erickson explained that the rental fees were estimated at a conservative amount of \$200,000, since the coming year is uncertain. Moved by Henry Shannon, seconded by Teresa Hull, the 2021-2022 adopted budget was unanimously approved as presented.
- VII. **Historical Financial Review as of June 30, 2021** – Kim Erickson shared the Multi-Year Income Statement as of June 30, 2021. The statement shows 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, otherwise, the Community Center has shown steady growth, especially since Rita Elias has been on board.

- VIII. **Comments, Requests, Future Agenda Items** – Dr. Shannon requested a narrative for historical purposes detailing how the Community Center has responded to the pandemic, Teresa Hull and Rita Elias will prepare the report. Eva Ramirez mentioned changes to the Brown Act, and will work with the college's legal counsel to prepare a resolution so that this committee may continue holding virtual meetings; the resolution will be presented at the next meeting. Matt Ballantyne requested an update regarding the new construction at the Chaffey College Chino Campus. A new building, which is scheduled to be completed in June 2023, is progressing on schedule. The College's associate superintendent of administrative services, Troy Ament, will be asked provide a construction update at the next meeting.
- IX. **Adjourn** – The meeting was adjourned at 2:22 p.m. The next meeting is scheduled to be held virtually on December 9, 2021 at 1 p.m.