



Chaffey College

**CHINO COMMUNITY CENTER
OVERSIGHT COMMITTEE**

Virtual Meeting via Zoom
Thursday, March 17, 2022
1:00-2:30 p.m.

In Attendance:

City of Chino

Christopher Flores
Matthew Ballantyne

Chaffey College

Lee McDougal
Henry Shannon
Teresa Hull

Absent

Linda Reich

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 1:05 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 March 17, 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 For Holding Remote/Hybrid Committee Meetings Subject To The Conditions Set Forth In Government Code Section 54953 (AB 361)** – On a motion by Teresa Hull, second by Henry Shannon, the committee unanimously approved the motion to verify/find that sufficient health and safety conditions exist for holding remote/hybrid committee meetings subject to the conditions set forth in government code section 54953 (AB 361).
- III. **Public Comments** – None

- IV. **Future Meetings Online/In-Person/Hybrid** – The committee discussed whether or not to continue with online meetings. Moved by Lee McDougal, second by Henry Shannon, the Committee unanimously approved continuing with virtual meetings.
- V. **Update from Event Coordinator** – Rita Elias shared the documents, “Chaffey College Chino Community Center Event Schedule” for the months of March 2022 – December 2023, and “Revenue Projection Form” for the months of March 2022 – August 2022. Ms. Elias mentioned that she is receiving numerous inquiries for booking the center. Additionally, the audio/visual equipment, which was upgraded last year, has been popular with clients. A bridal open house will take place at the center this Sunday 3/20, over 200 RSVPs have been received. Students from the college’s hospitality management program will be assisting with the event.
- VI. **Financial Statement Update** – Kim Erickson shared the Balance Sheet and Income Statement through December 31, 2021. Total capital is \$65,874, which is strong for this point in the fiscal year. Sales and rentals are exceeding projections at 62.89% with half of the year reporting.
- VII. **Historical Financial Review** – Kim Erickson shared the historical financial review starting in 2010/2011, the first year the center opened, through 2021/2022. Total income in the first year was \$92,282, and the highest income achieved in one year was \$347,994 in 2018/2019. Ms. Erickson explained that losses are reported in years 2019/2020 and 2020/2021 due to planned expenses and investments made in the facility. Rita Elias was commended for the strong comeback of sales and rentals so far this year.
- VIII. **Comments, Requests, Future Agenda Items** – A certificate of recognition was presented to Matt Ballantyne for his service on this committee from 2012 – 2022. Mr. Ballantyne has taken a position as city manager in Fontana and this is his last meeting with this committee. Committee members wished Mr. Ballantyne well and thanked him for his service.
- IX. **Adjourn** – The meeting was adjourned at 1:27 p.m.