



Chaffey College

**CHINO COMMUNITY CENTER
OVERSIGHT COMMITTEE**

Chaffey College Information Technology Center
Wednesday, December 4, 2019
1:00-2:30 p.m.

In Attendance:

City of Chino

Paul Rodriguez
Matt Ballantyne
Linda Reich

Chaffey College

Lee McDougal
Henry Shannon
Teresa Hull

Guests

Rita Elias, Event Coordinator
Kim Erickson, Executive Director, Business
Services, Chaffey College
Gary George, Community Member

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.
- II. **Public Comments** – None.
- III. **Update from Event Coordinator** – Rita Elias distributed documents titled “Chaffey College Chino Community Center Event Schedule, December 2019 – October 2021” and “Chaffey College Chino Community Center Revenue Projection Form” for the period December 2019 – May 2020 (see attachments 1 and 2). Ms. Elias also shared an update on the Venue Showcase event, which took place October 22, 2019, and generated \$11,302 in net revenue (see attachment 3).
- IV. **Financial Statement Update** – Kim Erickson distributed the Balance Sheet and Income Statement for the period ending September 30, 2019 (see attachment 4). She reviewed the Balance Sheet and highlighted the cash reserve line item of \$100,000, which was approved at this committee's last meeting. She also mentioned that although Total Capital is \$284,023, there is a transfer in process of \$160,000 out of Total Capital to cover WiFi services and audio/visual improvement expenses (as approved at the last meeting). The Total Capital amount, minus the \$100,000 reserve and minus the \$160,000 pending transfer will leave only \$24,023 in Total Capital; therefore, there isn't much remaining for additional large-ticket expenses for this year. On the Income Statement, expenses and revenue are about as expected for this time of year. Ms. Erickson explained that the \$71,121 loss showing on the Income Statement includes \$93,765 in planned project expenses, which will be covered by prior-year savings of \$110,000. Without the planned project expenses, the net income is \$22,644.
- V. **Significant Maintenance and Repairs Update** – Rita Elias distributed photos of significant maintenance and repair projects that have been completed at the Community Center, including: new carpet, courtyard remodel, staining of the large wooden doors (which are now on a 2-year maintenance program), and paint work (see attachment 5).

- VI. **Event Assistant Update** – Rita Elias reported that an offer was made and accepted last week for the event assistant position. The candidate is currently working at the Conga Room in Los Angeles as a hostess and assisting with events. The new event assistant is expected to begin employment at the Community Center in January.

- VII. **WiFi Service and Audio/Visual Equipment Update** – Rita Elias reported that the contract for dedicated WiFi service at the Community Center has been signed and the installation work is expected to be completed by January 30, 2020. This will provide 5G WiFi service for anyone that has an event at the facility. Ms. Elias also reported that contracts for audio/visual equipment have also been signed, the work is expected to take 6-10 weeks.

- VIII. **Surplus and Disposal of Old Items** – Kim Erickson reported that the old Community Center dance floor was recently sold at auction, according to Chaffey College's surplus and disposal procedures. The auction company will send a check for the sale amount (minus fees) and the check will be deposited into the Community Center fund. The auction sale was authorized by the Chaffey College Governing Board. Kim added that this procedure will be followed for all future surplus and disposal items.

- IX. **Comments, Requests, Future Agenda Items** – Community member Gary George mentioned he was glad to see that the Chaffey College Governing Board meeting is scheduled to be held at the Community Center on January 23. Kim Erickson reported that in November she delivered a presentation to the Chaffey College Governing Board about the Community Center, which included photos of various events, a review of historical revenue figures, improvements over time, and more. Paul Rodriguez inquired about the marketing strategy for the Community Center and made suggestions for a more comprehensive marketing effort.

- X. **Adjourn** – The meeting was adjourned at 1:25 p.m. The next meeting is scheduled to be held on March 19, 2020 at 1:00pm.