



**Chaffey College**

**CHINO COMMUNITY CENTER  
OVERSIGHT COMMITTEE**

Chaffey College Chino Community Center  
Thursday, March 19, 2020  
1:00-2:30 p.m.

In Attendance:

**City of Chino**

Matt Ballantyne  
Linda Reich

**Chaffey College**

Lee McDougal  
Henry Shannon  
Teresa Hull

**Members Absent**

Paul Rodriguez

**Guests**

Rita Elias, Event Coordinator

Kim Erickson, Executive Director, Business  
Services, Chaffey College

**Recorder**

Eva Ramirez, Executive Assistant,  
Chaffey College

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**Summary Notes**

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- 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, March 2020 – December 2021” (see attachment 1). She explained that due to the situation with the Coronavirus COVID-19, she has added three columns to this document: status, new date, and attendees. Several events have been cancelled by the client, with no events now scheduled until April 11. Rita also distributed the document “Chaffey College Chino Community Center Revenue Projection Form” for the period March 2020 – August 2020 (see attachment 2). So far, the loss of revenue due to cancelled events is \$9,407.65 for April and \$8,755 for May.
- IV. **Coronavirus COVID-19 Response** – The committee reviewed the list of upcoming events. Many clients have cancelled or postponed their events, but some have not. A discussion was held about what to do with events that are still booked for April and May.

Matt Ballantyne moved to 1) cancel or reschedule all events for the month of April, 2) issue a full refund (including all deposits and prepaid amounts) for event cancellations due to the Coronavirus pandemic, and 3) cancel or reschedule events for the month of May, and for each month thereafter, as long as social distancing measures are imposed or recommended by state or local public health officials as of the 15th day of the prior month. The motion was seconded by Henry Shannon and unanimously approved.

Ms. Elias stated she would contact all of the April lessees to notify them of the need to cancel or reschedule. She will also contact the lessees for May to put them on notice. Kim Erickson

mentioned she would work with legal counsel to improve language in the rental agreement pertaining to catastrophes.

- V. **Financial Statement Update** – Kim Erickson distributed the Balance Sheet and Income Statement for the period ending December 31, 2019 (see attachment 3). She explained that financially, the Community Center did very well for the first 6 months of the fiscal year. The Center was on target to have a great year; however, due to the pandemic and resulting cancellations of events, the year will not be as great, but should still be decent. Ms. Erickson explained that the \$85,717 loss showing on the Income Statement includes planned expenses, which will be covered by the budgeted prior-year balance reallocation of \$110,000.
- VI. **Historical Financial Review** – Ms. Erickson distributed the Multi-Year Income Statement as of December 31, 2019 (see attachment 4). She explained that annual expenses for 2019/2020 are only for half the year. Furthermore, 2019/2020 shows a loss due to planned capital expenses. She stated that with the great performance of Rita Elias, the Community Center is doing very well.
- VII. **Event Assistant Introduction** – Rita Elias introduced Melissa Villalba, the new event assistant. Ms. Villalba provided some information about her background.
- VIII. **WiFi Service and Audio/Visual Equipment Update** – Ms. Elias distributed a revised quote from Spectrum for installation of dedicated WiFi at the Community Center (see attachment 5); the installation is scheduled to take place June 22 – July 4. Spectrum conducted another assessment and provided a revised quote, which is an increase of \$5,345. Kim Erickson will review the original contract to see if there are any clauses for unforeseen circumstances. All of the audio/visual equipment that was approved for purchase at the June 20, 2019 meeting of this committee is moving forward.
- IX. **Personalized Community Center Parking Signs** – Ms. Elias shared a sample parking sign that will be ordered (see attachment 6). She mentioned there are issues with the public coming to take photos at the building, for example prom pictures, and interfering with scheduled events. There are also issues with parking being taken for events at the adjacent Ayala Park.
- X. **Comments, Requests, Future Agenda Items** – Dr. Teresa Hull shared a sample of signs that are being placed throughout the College stating that the College is closed to the public due to the Coronavirus pandemic. Since Rita and Melissa are meeting with potential clients, the sign will be modified before posting at the Community Center.
- XI. **Adjourn** – The meeting was adjourned at 1:40 p.m. The next meeting is scheduled to be held on June 18, 2020 at 1:00 p.m. and will be held via conference call.