



**Chaffey College**

**CHINO COMMUNITY CENTER  
OVERSIGHT COMMITTEE**

Virtual Meeting via Zoom  
Thursday, June 17, 2021  
1:00-2:30 p.m.

In Attendance:

**City of Chino**

Matthew Ballantyne

**Chaffey College**

Lee McDougal  
Henry Shannon  
Teresa Hull

**Absent**

Christopher Flores, City of Chino  
Linda Reich, City of Chino

**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 1:05 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 June 2021 – May 2023, and “Revenue Projection Form” for the months of June 2021 – December 2021 (see attachments). Ms. Elias reported that there are at least three events booked per month through the end of 2021, and 2022 is nearly full. The Chino Community Center is poised to make a strong comeback following the pandemic.
- IV. **Coronavirus COVID-19 Response** – Ms. Elias shared a document with details on the COVID-19 response (see attached). Since the Center closed due to the pandemic on March 14, 2020, 58 events have been canceled, which is an estimated lost revenue of \$230,000. Furthermore, 20 events have been rescheduled, 8 events have been held, 47 new events have been booked, and numerous inquiries have been received. Outdoor and indoor events are being held with restrictions. Ms. Elias also shared Exhibits A and B from the reservation terms and conditions (see attached), which pertain to COVID-19 requirements and guidelines. The state has now permitted a complete reopening and the Committee discussed what updates should be made to these terms and conditions. Teresa Hull moved to continue to expand room capacity according to OSHA, state and county guidelines, seconded by Matt Ballantyne, and unanimously approved.
- V. **Financial Statement Update** – Kim Erickson shared the Balance Sheet and Income Statement for the period ending March 31, 2021 (see attached). Total capital is \$66,125. Ms. Erickson mentioned that with one quarter remaining in 2021, and revenue starting to come in once again, it appears the Community Center has weathered the pandemic. The net operating loss of \$211,704 includes audio/visual upgrades, which were planned expenses and will be covered by the budgeted

prior-year balance re-allocation of \$160,000. Some expenses for this year are lower due to lack of use of the facility.

- VI. **2021-2022 Tentative Budget** – Kim Erickson shared the 2021-2022 Tentative Budget (see attached). This budget reflects a net profit of \$21,000, which includes \$32,000 from prior-year savings. Ms. Erickson will present final numbers for fiscal year 2021-2022 at the next meeting. On a motion by Henry Shannon, second by Matt Ballantyne, the 2021-2022 Tentative Budget was unanimously approved as presented.
- VII. **Event Coordinator Contract** – Rita Elias exited the meeting for this discussion. Teresa Hull reported on several of the event coordinator's successes this past year, including booking several events during the pandemic, and working with clients to reschedule events. Dr. Hull recommended a 2-year contract beginning July 1, 2021 – June 30, 2023, at the same amount as the current contract, and continuing with incentives at the same rate as the current contract. She also recommended reviewing the contract for a possible revision in July 2022. Committee members discussed the recommendations and expressed interest in offering the event coordinator compensation for her efforts and good work over the past year, which helped the Community Center make it through the pandemic. Additionally, due to the pandemic, the event coordinator was not able to earn bonuses that she normally would have. Furthermore, the Community Center appears to be making a strong recovery. Matt Ballantyne made a motion to add a \$3,000 one-time bonus for fiscal year 2020-2021 to the contract, all other terms remain as presented. Henry Shannon seconded, and the motion was unanimously approved.
- VIII. **2021-2022 Meeting Schedule (9/16/21, 12/9/21, 3/17/22, 6/16/22)** – Eva Ramirez presented the proposed meeting schedule for 2021-2022, with meetings to be held quarterly on the third Thursday of every 3 months (with the exception of December). On a motion by Matt Ballantyne, second by Teresa Hull, the committee unanimously approved the 2021-2022 meeting schedule as presented. The Committee also discussed returning to in-person meetings. It appears the special authorization from the state to hold virtual meetings expires on September 30, 2021. Committee members agreed to meet virtually on September 16 and evaluate state recommendations at that time.
- IX. **Comments, Requests, Future Agenda Items** – None
- X. **Adjourn** – The meeting was adjourned at 1:51 p.m. The next meeting is scheduled to be held virtually on September 16, 2021 at 1 p.m.